



# Kingston Road Management Plan

## 2025 - 2029

Version 1.0



## Governance

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## Definitions

Arterial road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head, Transport for Victoria as the co-ordinating road authority.
Co-ordinating road authority	The road authority which has the responsibility to co-ordinate works on road reserves and is the entity set out in the <i>Road Management Act 2004</i> (Vic). If the road is a freeway or arterial road, this will be Head, Transport for Victoria. If the road is a municipal road, this will be Council.
Council	Refers to Kingston City Council.
Demarcation (Boundary) agreement	A formal agreement between Council and another organisation that defines areas of responsibility for parts of road reserves.
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road	A road for which the Council is the co-ordinating road authority.
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Pathway	<p>Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to a footpath, bicycle path, or other area that is constructed or developed by a road authority for use by members of the public other than by motor vehicles).</p> <p>Pathways may be further categorised as:</p> <ul style="list-style-type: none"> <li>• Footpaths – pathways designated solely for use by foot traffic (and limited mobility devices such as wheelchair users)</li> <li>• Bicycle pathways – pathways designated solely for use by cyclists, scooters and the like but excluding foot traffic, and</li> <li>• Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.</li> </ul>
Private road	A private road is a road that is not owned or managed by Council or another road authority.
Public road	Has the meaning ascribed to it by the <i>Road Management Act 2004</i> (Vic) and includes a freeway, an arterial road, a road declared by Council to be a public highway under the <i>Local Government Act 1989</i> (Vic) and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included in Kingston's Register of Public Roads.
Plan	Refers to this Road Management Plan.
Road	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic).

Road infrastructure	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Road reserve	Means all of the area of land that is within the boundaries of a road.
Roadside	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to any land that is within the boundaries of the road reserve (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. <i>Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be considered roadside.</i>
Roadway	Has the meaning ascribed to it in the <i>Road Management Act 2004</i> (Vic) and generally refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway.
Shoulder	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

# 1.0 Introduction

## 1.1 What is the purpose of this Plan

Section 50 of the *Road Management Act 2004* sets the following objectives for a road management plan:

- (1) To establish a system for road management functions, which is based on policy, operational objectives and available resources.
- (2) To set a performance standard for our road management functions.

Although it is termed a 'plan' in the legislation, a road management plan is functionally an operational protocol document – describing the systems and rules Council, as road authority, uses to make decisions and meet obligations within our available resources. The Plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this Plan is a road management plan for the purposes of section 39 of the *Road Management Act 2004*.

## 1.2 Legislation guiding this Plan

In addition to the *Road Management Act 2004*, the plan also considers the following Acts, regulations and codes of practice:

- *Local Government Act 2020* (Vic)
- *Local Government Act 1989* (Vic)
- Ministerial Codes of Practice made pursuant to the *Road Management Act 2004*
- *Road Management (General) Regulations 2016* (Vic)
- *Road Management (Works and Infrastructure) Regulations 2015* (Vic)
- *Road Safety Act 1986* (Vic)
- *Wrongs Act 1958* (Vic)

## 1.3 What is covered in this Plan?

The Plan is divided into four (4) sections with relevant attachments:

- (1) Introduction
- (2) Rights and Responsibilities – covers legislation and local laws relevant to road management.
- (3) Road Management Systems - how we classify roads, streets and footpaths – known as our asset hierarchy – and the plans and processes we use to maintain roads and road-related infrastructure.
- (4) Register of Public Roads – what's in it, how to access it and the process for making changes.
- (5) Attachments:
  - i. Attachment 1, Road Hierarchy
  - ii. Attachment 2, Pathway Hierarchy
  - iii. Attachment 3, Inspection Requirements

- iv. Attachment 4, Inspection Frequencies
- v. Attachment 5, Defect Intervention Levels and Repair Timeframes

## 1.4 Updating the Plan

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary. The review process must follow the steps as set out in the *Road Management (General) Regulations 2016* Part 3 – Road Management Plans.
- When changes do not alter these technical aspects of road management, changes will be approved by the General Manager Infrastructure and Open Space.

These changes will be made in accordance with the processes prescribed by the *Road Management Act 2004*. To assist with version control, these changes will be numbered as follows:

- Versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the General Manager Infrastructure and Open Space will be renumbered by decimals – for example, from Version 1.00 to 1.01.

## 1.5 Exceptional Circumstances

Council will make every effort to meet its commitments under this Plan.

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the Plan. These include but are not limited to:

- natural disasters, such as fires, floods, or storms; or
- prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

### 1.5.1 Suspension of the Plan

In the event that the Chief Executive Officer (**CEO**) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to section 83 of the *Wrongs Act 1958*, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

### 1.5.2 Reinstatement of the Plan

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the Plan, to determine which parts of Council's Plan are to be reactivated and when.

### 1.5.3 Communication and documentation around Plan suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- how the work that will be done has been prioritised; and
- the period for which it is likely to be affected.

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.

Where Council has suspended, in part or whole, its Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

### 1.5.4 Inspections and repairs during suspension of Plan

The suspension of the Plan will not necessarily mean that all inspections and repairs halt this will depend on the situation. However, it may mean that only certain categories of inspections and repairs are undertaken. These inspections and repairs will be based on a risk assessment after considering the resources available to the Council.

## 1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Plan rests with the Manager Infrastructure.

## 2.0 Rights and Responsibilities

### 2.1 Public Roads

Public roads are defined in the *Road Management Act 2004* as including:

- a freeway;
- an arterial road;
- a road declared under section 204(1) of the *Local Government Act 1989*;
- a municipal road declared under section 14(1) of the *Road Management Act 2004*; and
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included in Kingston's Register of Public Roads.

### 2.2 Key stakeholders

The key stakeholders impacted by this Plan include:

- the general community (for recreation, sport, leisure and business)
- residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

### 2.3 Coordinating & Responsible Road Authority

Section 35 of the *Road Management Act 2004* provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the *Road Management Act 2004* outlines which road authority is the coordinating road authority. According to subsection 36(c), the coordinating road authority:

*If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.*

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the *Road Management Act 2004* identifies who is the responsible road authority in particular circumstances.

## 2.4 General Functions of a Road Authority

The general functions of a road authority are described within section 34 of the *Road Management Act 2004*.

## 2.5 Rights of the Road User

The rights of public road users, which are legally enforceable, are set out in sections 8 to 10 of the *Road Management Act 2004*.

## 2.6 Obligations of Road Users

### 2.6.1 General Usage

The common law requires that a road user must take reasonable care for their own safety (see the High Court case of *Ghantous v Hawkesbury City Council* [2001] HCA 29).

The *Road Safety Act 1986* sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

- i. physical characteristics of the road
- ii. prevailing weather conditions
- iii. level of visibility
- iv. the condition of any vehicle the person is driving or riding on the highway
- v. prevailing traffic conditions
- vi. the relevant road laws and advisory signs
- vii. the physical and mental condition of the driver or road user.

Section 17A of the *Road Safety Act 1986* also requires that a road user must take reasonable care:

- i. to avoid any conduct that may endanger the safety or welfare of other road users
- ii. to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- iii. to avoid conduct that may harm the environment of the road reserve

### 2.6.2 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiate respective investigation and insurance reporting processes.

In accordance with section 110 of the *Road Management Act 2004*, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

### 2.6.3 Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve they must apply for a “road occupation and works permit” and/or “road opening permit, respectively. There are some exemptions, as noted in the *Road Management (Works and Infrastructure) Regulations 2015*.

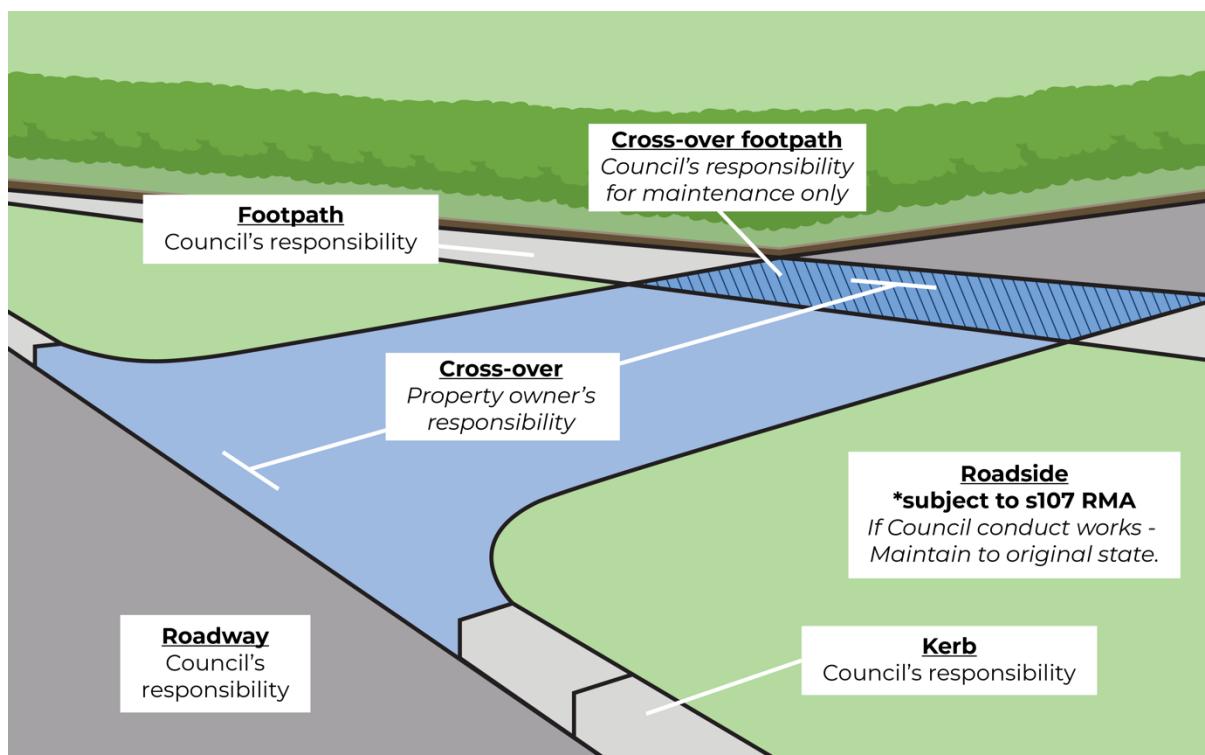
The *Road Management Act 2004* and Council’s Community Local Law also requires property owners to apply for a “vehicle crossing permit” if they plan to build a new, remove a redundant, or alter an existing crossover.

In all cases, a fee applies to cover the costs of the administration and inspection of the work.

### 2.6.4 Obligation of others

There are several assets within the road reserve that Council does not have an obligation to inspect and/or maintain. These include:

- **Non-road infrastructure** – This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities, or providers of public transport.
- **Vehicle crossover** – the vehicle crossover, located between the roadway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the vehicle crossover (or driveway) where the constructed pathway is reasonably required by the public in accordance with the following diagram:



The property owner will be responsible for the initial construction of the full vehicle crossover, including the footpath section and will be held liable if the footpath section of the

vehicle crossover fails within the first 12 months of construction. The owner will also be responsible if there is clear evidence that the damage to the footpath section of the vehicle crossover was caused because of activity on the property (e.g. heavy equipment accessing the property) or other activity inside the property impacting on the footpath section of the vehicle crossover.

- **Single property stormwater drains** – for drains constructed within the road reserve that carry water from a single property to an outlet in the kerb, or other drain.
- **Utilities** – including, but not limited to, telecommunication, power, water, gas and rail authority assets.
- **Roadside** – as per Section 107 of the *Road Management Act*, Council has no “*statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside of any public highway (whether or not a public road)*”. This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

Where Council becomes aware of a hazard created by the defective condition of assets / infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject to Council’s available resources).
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with section 104 of the *Road Management Act 2004*.

#### 2.6.5 Assets not covered under this Plan

Footpaths, Shared and Bicycle pathways not within a road reserve – these assets are not covered under this Plan.

#### Private Roads

Council does not maintain private roads, or owners corporation owned roads.

Council may consider accepting ownership of private roads if they are constructed to Council’s required standard. The process is that a formal application to Council is required for Council’s consideration. The Manager Infrastructure will be the final arbiter of the required standard of design and construction taking into account the position and purpose of the road.

Owners corporation roads are not roads covered by this Plan and Council will not accept owners corporation roads.

## 3.0 Road Management Systems

### 3.1 Background and Process

Road management involves managing physical assets, their uses and operations that have the potential to impact their condition. Our road management system takes into account Council's road assets including:

- the roadway – pavement and surface,
- footpaths, kerbs and channels
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- International Infrastructure Management Manual (IIMM) 2015, IPWEA

The system is designed to set the direction for our road asset management activities. It is also linked to Council's annual planning cycle.

### 3.2 Asset Hierarchies – Municipal Road Network

All road reserves including and footpaths within the municipal road network are classified by Council according to a hierarchy that takes into account how they are used, who uses them and how often they are used.

The hierarchy classification is used to: determine the levels of service required for that road asset, prioritise works programs, and determine defect intervention responses.

The two levels in our hierarchy are the road network and the pathway network. These levels are further divided into categories as set out below.

#### 3.2.1 Road network

This level is divided into the following categories:

- Category 4: Trunk collector
- Category 3: Collector
- Category 2: Access street
- Category 1: Access place and access lane.

See **Attachment 1** for more information about these road categories.

### 3.2.2 Pathway network

This level is divided into 2 categories, each of which is divided into 3 further categories, as follows:

#### Footpaths

- Category 3: Footpaths around activity centres
- Category 2: Key access routes and footpaths within reserves\*
- Category 1: Industrial access footpaths and local access footpaths

#### Shared and Bicycle Pathways

- Category 3: Shared paths around activity centres
- Category 2: Shared paths in key access routes and within reserves\*
- Category 1: Shared paths in Industrial area and local access

\* Refer Section 2.6.5 for assets not included in this Plan.

See **Attachment 2** for further information about these footpath categories.

## 3.3 Our Road Network

More information about Council's road network is shown in the tables below.

*Table 3.1 – Road length by hierarchy – date last updated: 4/12/2024*

Hierarchy	Length (km)	% of Network
Category 4: Trunk Collector	10.4	1.7
Category 3: Collector	59.9	9.7
Category 2: Access Street	449.9	72.8
Category 1: Access Place & Access Lane	98.0	15.8
<b>Total</b>	<b>618.2</b>	<b>100</b>

*Table 3.2 – Road Length by Surface Type – date last updated: 5/12/2024*

Surface Type	Length (km)	% of Network
Sealed	604.8	97.8
Unsealed	13.4	2.2
<b>Total</b>	<b>618.2</b>	<b>100</b>

## 3.4 Maintenance Management System

### 3.4.1 Maintenance Management

Council has responsibilities to all road users and the community to maintain the public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

#### Routine maintenance standards

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

## **Repair and maintenance works**

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed.

## **Temporary mitigation measures**

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

## **Emergency works**

Works that result from emergency incidents and must be undertaken as soon as possible for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required by other service authorities or under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

### **3.4.2 Asset Management Plans**

Our asset management plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.

### **3.4.3 Maintenance Surveys and inspections**

A four-tier regime is used to inspect our road network assets. This regime covers safety issues, incidents, defects, and condition inspections. Our inspection requirements are detailed in Attachment 3.

#### **(1) Reactive inspections (Request for Service (RFS))**

These inspections are conducted in response to requests from the community. Council's reactive inspection frequencies are defined in Attachment 4.

#### **(2) Proactive inspections**

These inspections are regular timetabled inspections that are scheduled. The Proactive inspection frequencies are defined in Attachment 4

#### **(3) Condition Inspections**

These inspections identify structural integrity issues which, if untreated, are likely to adversely affect the road network overall. These issues may impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

These inspections are carried out on a four yearly schedule.

### **3.4.4 Maintenance responsiveness and performance targets**

The following information is recorded when we receive a RFS from the community:

- Date the request was received

- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the target response times specified in Attachment 5)
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

By recording this information, we can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in Attachment 5. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a Description / Intervention level specified in Attachment 5:
  - a work order may be created with a date for completion of works in line with respective specified repair timeframes or
  - If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the Description / Intervention level specified in Attachment 5:
  - it would be noted (including why), but no remedial action will be conducted or
  - temporary mitigation measures may be undertaken subject to council resources

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on ‘normal’ conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 1.5.

#### **3.4.5 Proactive Maintenance**

Following each proactive inspection, in accordance with this Plan, any repairs required will be undertaken as follows:

- If a defect identified exceeds a Defect Intervention level specified in Attachment 5:
  - rectification will be flagged to be undertaken within available resources or
  - If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the Defect Intervention level specified in Attachment 5:

- temporary mitigation measures may be undertaken subject to available resources.

### **3.5 Asset Levels of Service**

Five elements are taken into account when determining appropriate levels of service for the road network. These are:

- Community expectations
- Technical standards
- Organisational capacity
- Performance measures and targets
- Safety of road and footpath users.

## **4.0 Register of Public Roads**

Council maintains a register of public roads – called the Kingston Register of Public Roads. This Register sets out the details of all public roads and ancillary areas for which we are responsible.

The Register of Public Roads is available on Council's website. A hard copy is made available at our Customer Service Centre, 1230 Nepean Highway, Cheltenham, upon request.

### **4.1 Maintenance Demarcation (Boundary) Agreements**

Where there are boundary agreements between us and other road authorities or private organisations, the schedule of roads affected, and agreements are listed in Kingston's Register of Public Roads.

We have agreements with the following road authorities:

- Frankston City Council
- Bayside City Council
- Greater Dandenong City Council

### **4.2 Roads not listed on the Register**

The following roads are not listed on our Register of Public Roads:

- Roads which are the full responsibility of the state government, or a private enterprise
- Unused roads for which we have not accepted responsibility
- Roads drawn out on a plan of subdivision, (until such time that we accept responsibility for these roads)
- Roads which Council as determined are not reasonably required for general public use.

## Attachment 1: Road Hierarchy

Category	Description*
<b>Category 4</b> <ul style="list-style-type: none"> <li>• <b>Trunk Collector</b></li> </ul>	<p>These carry heavy volumes of traffic, including commercial vehicles, and act as main routes for traffic flows in and around the municipality. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Supplementary to arterial road system</li> <li>• Connector between arterial roads and lower order streets</li> <li>• Cater for, but may restrain, service and heavy vehicles</li> <li>• Provide access to significant public services</li> <li>• Minimum two clear traffic lanes (excluding parking)</li> </ul>
<b>Category 3</b> <ul style="list-style-type: none"> <li>• <b>Collector</b></li> </ul>	<p>These carry significant volumes of traffic and provide access, by linking residential areas to arterial roads. They also provide links between the various collector roads. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Non-continuous connector (do not cross arterial roads)</li> <li>• Limited through traffic (not promoted, or encouraged)</li> <li>• Cater for, but may restrain, service and heavy vehicles</li> <li>• Minimum two clear traffic lanes (excluding parking)</li> </ul>
<b>Category 2</b> <ul style="list-style-type: none"> <li>• <b>Access Street</b></li> </ul>	<p>These carry only local traffic. The primary function is to provide access to private properties. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Short distance travel to higher level roads</li> <li>• Minimum one clear traffic lane (excluding parking)</li> </ul>
<b>Category 1</b> <ul style="list-style-type: none"> <li>• <b>Access Place</b></li> <li>• <b>Access Lane</b></li> </ul>	<p>These perform a very minimal function as local access roads. Key features typically include:</p> <ul style="list-style-type: none"> <li>• A side or rear entry lane, generally providing secondary access to properties</li> <li>• Low traffic counts</li> </ul>

\* Guidance for these categories follow the Kingston Planning Scheme 56.06-8 for residential streets

All named roads within the municipality have been allocated a category which has been documented in Council's asset register

## Attachment 2: Pathway Hierarchy

### Footpaths

Category	Area	Description*
<b>Category 3</b>	Footpaths around activity centres	The category of 'highest use' that includes all footpaths in Primary Shopping Centre / Retail Destination / Train Station / Transport Hubs.
<b>Category 2</b>	Key access routes and footpaths	<p>This category includes shopping strips, and other pedestrian generators including, but not limited to:</p> <ul style="list-style-type: none"> <li>Community centres</li> <li>Hospitals</li> <li>Neighbourhood shopping, small shopping centres</li> <li>Pre-schools, Childcare centres</li> <li>Recreational facilities</li> <li>Religious centres</li> <li>Schools</li> <li>Senior citizens centres</li> <li>Tourist attractions</li> <li>Paths within open space parks and reserves (not covered under this Plan)</li> </ul>
<b>Category 1</b>	Industrial access and local access footpaths	<p>This category includes all other local access pathways within road reserves, including:</p> <ul style="list-style-type: none"> <li>Residential areas</li> <li>Commercial areas</li> <li>Industrial areas</li> </ul>

### Shared & Bicycle Pathways

Category	Area	Description*
<b>Category 3</b>	Shared paths around activity centres	The category of 'highest use' that includes pathways used by high volumes of commuter cyclists and train station bicycle pathways.
<b>Category 2</b>	Shared paths in key access routes	<p>This category includes pathways connecting to and within shopping strips, and other cyclist traffic generators including, but not limited to:</p> <ul style="list-style-type: none"> <li>Community centres</li> <li>Hospitals</li> <li>Neighbourhood shopping, small shopping centres</li> <li>Pre-schools, Childcare centres</li> <li>Recreational facilities</li> <li>Religious centres</li> <li>Schools</li> <li>Senior citizens centres</li> <li>Tourist attractions</li> <li>To/from and through popular parks/reserves</li> <li>Paths within open space parks and reserves (not covered under this Plan)</li> </ul>
<b>Category 1</b>	Shared paths in industrial areas and local access	This category includes all other shared and bicycle pathways.

All named roads within the municipality have been allocated a category which has been documented in Council's asset register

## Attachment 3: Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
<b>Reactive – Request for Service (RFS)</b>	Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees and identify any that exceed the intervention levels specified in Attachment 5.	Performed by a Council/Contractor representative with knowledge of Description / Intervention Levels (Attachment 5) and road maintenance techniques who may then call in a higher level of expertise if necessary.
<b>Proactive Inspection</b>	<p>Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified.</p> <p>A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 5.</p>	Performed by a Council/Contractor representative with knowledge of Description / Intervention Levels (Attachment 5) and road maintenance techniques who may then call in a higher level of expertise if necessary.
<b>Night Inspections</b>	Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.	<p>Conducted via a slow moving vehicle with standard driving lights (low beam), with visibility/legibility/reflectivity assessed by eye from distances specified respective of each asset defect type.</p> <p>Performed by a dedicated Plan inspector.</p> <p>Night Inspections are conducted on Category 3 &amp; 4 sealed roads only</p>

## Attachment 4: Inspection Frequencies

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months
<b>Sealed Roads, Unsealed Roads, Regulatory, Warning and Hazard Signs</b>	Category 4	2 WD	6 M
	Category 3	5 WD	6 M
	Category 2	5 WD	12 M
	Category 1	10 WD	12 M
<b>Footpaths,</b>	Category 3	2 WD	6 M
	Category 2	5 WD	6 M
	Category 1	10 WD	26 M
<b>Shared &amp; Bicycle Pathways</b>	Category 3	2 WD	6 M
	Category 2	5 WD	6 M
	Category 1	10 WD	26 M
<b>Kerb &amp; Channel</b>	Category 4	2 WD	6 M
	Category 3	5 WD	6 M
	Category 2	5 WD	12 M
	Category 1	10 WD	12 M
<b>Bridges &amp; Culverts</b>	All	5 WD	6 M
<b>Emergency Response – All Asset / Categories</b>		24 H	n/a
* Reported Incidents / Hazards that present an immediate and significant risk to members of the public.			
Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.			

\* If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

## Attachment 5: Defect Intervention Levels and Repair Timeframes

### NOTES:

If a repair timeframe elapses on a weekend or Public Holiday, the actual due date will be the next Working Day (WD). For the purpose of this Plan a Working Day is a day that is not a Saturday, Sunday or Public Holiday.

In cases where a defect is not due to be repaired in less than 4 weeks, temporary mitigation measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of identification to reduce the risk as much as is reasonably practicable until permanent repairs can be completed in line with the specified Reactive Repair Timeframes.

### Sealed Roads

Defect type	Description / Intervention Level	Reactive Repair timeframes by hierarchy			
		Cat 4	Cat 3	Cat 2	Cat 1
<b>Pothole</b>	Potholes in sealed pavement >50 mm in depth and >300 mm in diameter Potholes located in dedicated/marketed bicycle lanes >50 mm depth and >300 mm diameter.	2 W	2 W	4 W	12 W
<b>Edge break</b>	Edge breaks >50 mm laterally over a 5m or greater length from the nominal seal line	2 W	2 W	4 W	12 W
<b>Edge / shoulder drop</b>	Edge drops onto an unsealed shoulder >30 mm in depth over a 10m or greater length	2 W	2 W	4 W	12 W
<b>Depressions / deformations</b>	Depression / deformations in the traffic lane of a sealed pavement >50 mm in depth under a 3m long straight edge	2 W	2 W	4 W	12 W
<b>Missing pit lids</b>	Missing Council drainage pit lids	2 WD	2 WD	2 WD	2 WD
<b>Damaged pit lids</b>	Damaged Council drainage pit lids (such that they are potentially structurally unsound).	2 WD	2 WD	2 WD	2 WD

## Unsealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		WD = Working Days	W = Weeks	M = Months	
		Cat 4	Cat 3	Cat 2	Cat 1
<b>Pothole</b>	Potholes in unsealed pavement >100 mm in depth and >500 mm in diameter	2 W	2 W	4 W	12 W
<b>Wheel ruts / scouring</b>	Wheel ruts or scouring on an unsealed road >100 mm in depth	2 W	2 W	4 W	12 W
<b>Corrugations</b>	Corrugations on an unsealed road >100 mm in depth and >300 mm in length	2 W	2 W	4 W	12 W

## Traffic Control Devices

**Defect type      Description / Intervention Level**

**Repair timeframes by hierarchy**

**WD = Working Days**

**W = Weeks**

**M = Months**

		Cat 4	Cat 3	Cat 2	Cat 1
<b>Missing / Damaged Signage</b>	<p>Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when viewed from the following distances:</p> <ul style="list-style-type: none"> <li>• Speed Limit – &lt;=50km/h = 30m</li> <li>• Speed Limit – 60km/h = 40m</li> <li>• Speed Limit – 70km/h = 55m</li> <li>• Speed Limit – 80km/h = 65m</li> <li>• Speed Limit – 90km/h = 80m</li> <li>• Speed Limit – 100km/h = 95m</li> </ul>	2 W	2 W	4 W	12 W
<b>Missing / Damaged Guard Rail or fencing</b>	Guard rail/fence damaged or missing making them substantially ineffective	2 W	2 W	4 M	12 M
<b>Missing / Damaged Pavement Markings</b>	Pavement markings which are missing or faded making them substantially ineffective	12 W	12 W	6 M	12 M

## Footpaths

Defect type	Description / Intervention Level	Repair timeframes by hierarchy		
		WD = Working Days	W = Weeks	M = Months
		Cat 3	Cat 2	Cat 1
<b>Vertical Displacement</b>	Vertical Displacement >20 mm in height	2 W	6 W	12 W
<b>Loose segmented pavers</b>	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	2 W	6 W	12 W
<b>Cracking</b>	Cracking in footpaths >50 mm wide	2 W	6 W	12 W
<b>Undulations</b>	Undulations (depressions / bumps) >100 mm in depth/height under a 1.5m straight edge	2 W	6 W	12 W
<b>Dislodged / missing pieces / potholes</b>	Dislodged or missing pieces or potholes >300 mm in length/width and >30 mm in depth	2 W	6 W	12 W
<b>Missing pit lids</b>	Missing Council drainage pit lids	2 WD	2 WD	2 WD
<b>Damaged pit lids</b>	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	2 WD	2 WD	2 WD
<b>Dislodged / missing tactile indicator</b>	Damaged or missing	2 W	6 W	12W

\* Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

## Shared & Bicycle Pathways

Defect type	Description / Intervention Level	Repair timeframes by hierarchy		
		WD = Working Days	W = Weeks	M = Months
		Cat 3	Cat 2	Cat 1
<b>Vertical Displacement</b>	Vertical Displacement >20 mm in height	2 W	6 W	12 W
<b>Cracking</b>	Cracking perpendicular to path of travel >30 mm wide	2 W	6 W	12 W
	Longitudinal cracking >20 mm wide			
<b>Undulations</b>	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	2 W	6 W	12 W
<b>Dislodged / missing pieces / potholes</b>	Dislodged or missing pieces or potholes >150 mm in length/width and >20 mm in depth	2 W	6 W	12 W
<b>Missing pit lids</b>	Missing Council drainage pit lids	2 WD	2 WD	2 WD
<b>Damaged pit lids</b>	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	2 WD	2 WD	2 WD
<b>Dislodged / missing tactile indicator</b>	Damaged or missing	2 W	6 W	12 W

\* Pram crossings / ramps providing transition between road and pathway levels are treated as part of the pathways for the purposes of the application of description / intervention levels.

## Kerb and Channel\*

Defect type	Description / Intervention Level	Repair timeframes by hierarchy				
		W = Weeks	M = Months	Cat 4	Cat 3	Cat 2
<b>Vertical Displacement</b>	Vertical displacement – uplift section >75 mm	4 W	6 W	8 W	12 W	
<b>Horizontal Displacement</b>	Horizontal displacement section >75 mm	4 W	6 W	8 W	12 W	

\*Does not include water ponding.

## Bridges and Culverts

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		W = Weeks			
		M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
<b>Bridge &amp; Major Culvert defects</b>	Visible damage likely to pose an immediate and significant risk to members of the public	2 W	2 W	4 W	12 W