



Road Management Plan



Version 2.1
November 2009

Revision History

Road Management Plan Version 1 adopted by council November 2004

Road Management Plan Version 2.0 (Draft), considered by council on 14 September 2009 and released for public comment. The substance of the changes were:

1. Road pavement condition inspection frequency reduced from annual to every three years.
2. Kerb and channel condition inspection frequency reduced from annual to every three years.
3. Footpath condition inspection frequency reduced from annual to every three years.
4. Bridge condition inspection frequency reduced from annual to every three years.
5. Laneway condition inspection frequency reduced from annual to every three years.
6. Street tree programmed maintenance reduced from every two years to every three years.
7. Routine inspection of Traffic Control Devices in Laneways reduced from six monthly to annually.

In addition various inconsistencies and omissions were corrected, along with the removal of excessive detail.

Road Management Plan Version 2.1 adopted by council November 2009

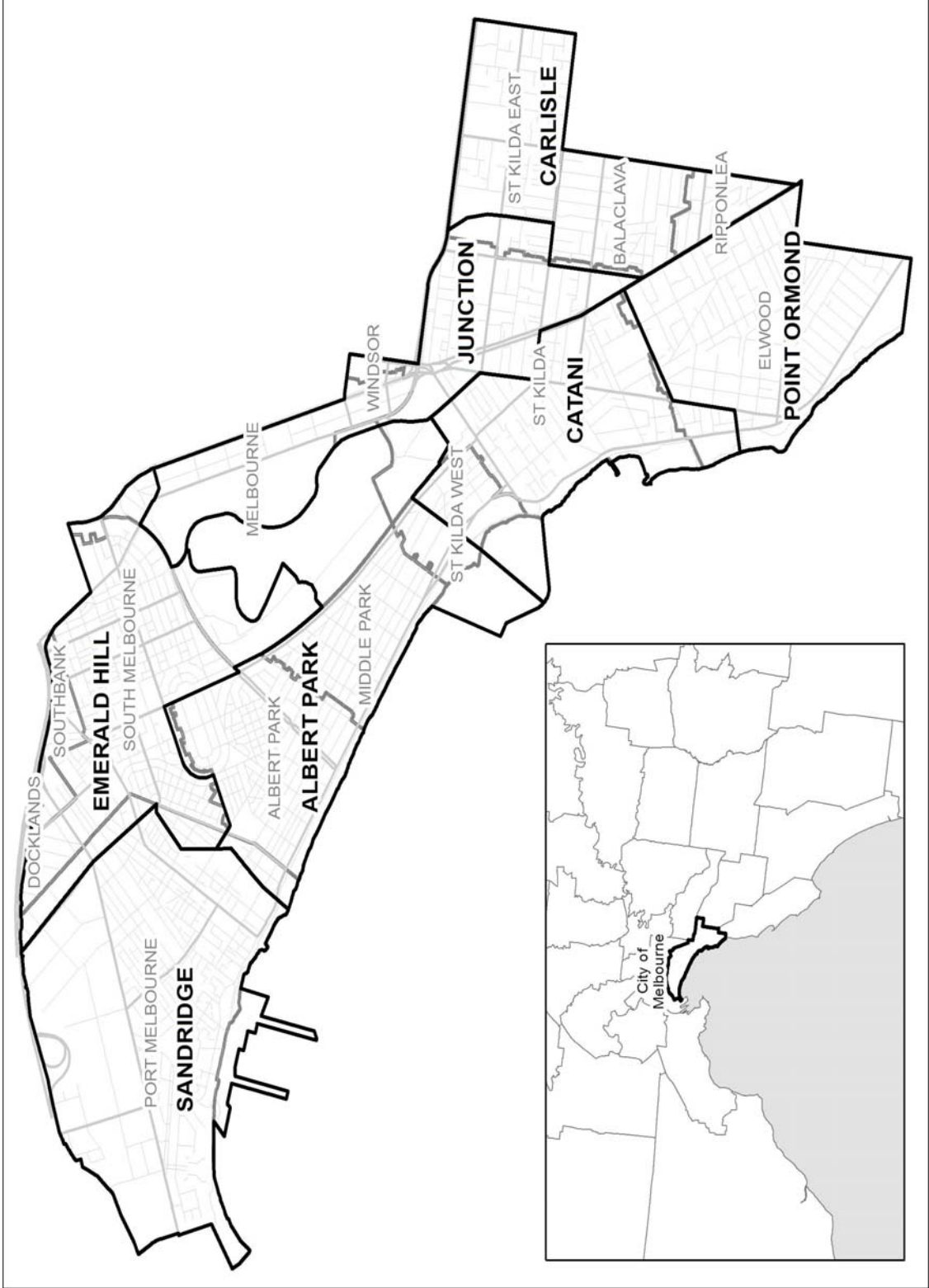
This version includes the changes noted above but on the advice of council's insurer some minor clarifications and corrections were undertaken. In addition, some more supporting documents were listed, a revision history was added and the Plan was reformatted and photographs inserted.

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Map of Port Phillip



ROAD MANAGEMENT PLAN

1. GENERAL

1.1 City of Port Phillip Profile

The Place

The City of Port Phillip is located on the northern shore of Port Phillip Bay, south of the Melbourne city centre.

One of the oldest areas of European settlement in Melbourne, Port Phillip is known and treasured by many for its urban village feel with its magnificent heritage buildings, strip shopping, tree-lined streetscapes and artistic expression. This has helped shape Port Phillip as a city of defined neighbourhoods.

The major village precincts of Bay Street (Port Melbourne), Clarendon Street (South Melbourne), Fitzroy and Acland Streets (St Kilda) and Carlisle Street (Balaclava) provide a variety of retail, leisure and entertainment experiences, each with their own character and cultural expression.

A number of significant employment areas also sit within Port Phillip, including the St Kilda Road office district and the industrial, warehousing and manufacturing districts in South Melbourne and Port Melbourne.

The foreshore that stretches over 11 km and a network of public open spaces makes the city a desirable place for residents and visitors alike to enjoy. It is well served by public transport with a substantial network with the St Kilda and Port Melbourne light rail lines and two stations on the Sandringham rail line.

As a sought-after inner city area of Melbourne the physical environment is subject to change. The city continues to experience significant residential development with an estimated increase of 18,000 households (28,000 people) over the next 20 years.

Valuing the history, ensuring a sense of place and planning for the future in a dynamic and evolving city will continue to present a positive challenge.

The People

Port Phillip is a diverse community and has experienced changes over time. Over 90,000 people now live in the City of Port Phillip. St Kilda is the largest of Port Phillip's neighbourhoods and South Melbourne is the smallest.

A closer look at Port Phillip's resident population shows that the biggest age group is the 25-34 year olds (28.1%) closely followed by the 35-49 year olds (25.5%). Residents in the 60+ age bracket make up 13.5% of the population. The number of young people from the 5-17 age group has declined slightly in recent years; however, the 0-4 age group has remained constant representing just over 4% of the population.

There are over 18,000 families in Port Phillip and the average household size is approximately two people. Port Phillip is one of the most highly educated communities compared to other metropolitan councils. While there are a number of wealthy households, approximately 20% of households are classified as low income.

Those persons from a non-English speaking background have remained fairly constant, making up 16% of the population. While there has been a decline in the population made up of traditional post-war countries of migration (i.e. Greece, Poland, and Italy) there has been an increase in the number of residents born in India, China and Malaysia.

Today over 30% of City of Port Phillip residents own or are purchasing their own home, 41.9% of residents are renting and the city attracts approximately 4 million visitors each year.

Of course, these demographics only provide a narrow description of the people within our community. The rich diversity and depth of community, individual experience and contribution is the greater story that brings life and expression to the City of Port Phillip and will remain significant in shaping its future.

1.2 Introduction

The City of Port Phillip is committed to providing high standards of amenity for its residents and visitors alike. Through the City's Council Plan, issues of sustainability, safety and amenity are addressed, with the four strategic directions

1. Engaging and Governing the City
2. Taking Action on Climate Change
3. Strengthening Our Diverse and Inclusive Community
4. Enhancing Liveability

Council Plan

The Council Plan is a four-year plan, which has been developed from the ten-year Community Plan. It lists the Council's four key goals, outcomes, corporate objectives and strategies for the four-year period.

It sets out financial and non-financial resource allocation plan. It also lists the highlights or matters that the Council wants to focus on in the coming year to work towards achieving its long-term framework. In short, the plan sets out what the councillors and community expect the City of Port Phillip staff to do on their behalf over the coming year.

The development of a Road Management Plan complements the City's Council Plan 2009 – 2013 and the Council's Community Plan 2007 – 2017. The Road Management Plan addresses the maintenance and management of public road and road-related infrastructure, as well as legislative issues arising from the Road Management Act 2004 and sets out

the foundations for Council's commitment to providing sustainable and safe public road networks for the community.

The Road Management Plan will not be a static document. It will be reviewed and amended from time to time to meet the changing needs of the City.

1.3 Legislative Basis for Plan

This Road Management Plan (the Plan) is prepared in accordance with Division 5, Section 49-55 of the Road Management Act 2004 (the Act).

This Plan reflects the purpose and objective of the Council as specified under Sections 3A and 3C of the Local Government Act, 1989 as listed below:

- The purpose of local government is to provide a system under which Councils perform the functions and exercise the powers conferred by or under this Act and any other Act for the peace, order and good government of their municipal districts.
- The primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.
- In seeking to achieve its primary objective, a Council must have regard to the following facilitating objectives—
 - to promote the social, economic and environmental viability and sustainability of the municipal district;
 - to ensure that resources are used efficiently and effectively and services are provided in accordance with the Best Value Principles to best meet the needs of the local community;
 - to improve the overall quality of life of people in the local community;
 - to promote appropriate business and
 - employment opportunities;
 - to ensure that services and facilities provided
 - by the Council are accessible and equitable;
 - to ensure the equitable imposition of rates
 - and charges;
 - to ensure transparency and accountability in
 - Council decision making

1.4 Purpose of Plan

The Road Management Plan is a plan for road management in the City. The Plan outlines the Council's road management responsibilities, lists the road assets and details the standards of service, maintenance and construction for roads within the City. The plan also contains a description of the management system that has been established by the Council to carry out its duty to inspect, maintain and repair public roads for which it is responsible.

The Plan is designed to ensure that the Council can better meet the expectations of the community when it comes to managing and servicing the roads and road related infrastructure in the City.

For the purposes of this Plan, by road, we mean the area from the building line on one side of the road to the building line on the other side of the road.

This includes

- kerb and channel,
- laneways and Right of Way
- road,
- footpath,
- traffic islands and
- street trees or plantings in the centre of the road.

Council has responsibility for approximately;

- 230 kilometres of roads
- 49 kilometres of laneways
- 545 kilometres of kerb and channel
- 434 kilometres of footpath
- 22,000 signs
- 11,600 items of street furniture



Beach Street, Port Melbourne

This Plan aims to:

- reflect our commitment to providing a safe and efficient road network for use by all members of the public by identifying assets that the Council is responsible for,
- document its commitment to a level of service having regard to affordability, sustainability, community priorities, policies and strategies,
- provide a basis to ensure the Council has taken reasonable care in providing a safe road network for the community.

In accordance with Sections 1, 49 and 50 of the Act, the purpose of this Plan is to:

- to establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources
- to set the relevant standards in relation to the discharge of duties in the performance of those road management functions, and
- to detail the management systems that the Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible

This Plan complements the Council Plan 2009 - 2013, Community Plan 2007 – 2017, Council policies, strategic asset management plans and other strategic documents and procedures developed to facilitate the delivery of Council's commitment to the community.

1.5 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- The community in general (for recreation, sport, leisure & business);
- Residents & businesses adjoining the road network;
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- Users of a range of miscellaneous smaller, lightweight vehicles such as pedal cyclists, motorised buggies, wheel chairs, prams, etc;
- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- Tourists and visitors to the area;
- Utilities as prescribed in Section 3 of the Act. They include an entity which provides water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services, any person who under the Pipelines Act 1967 is permitted to own, use, construct or operate a pipeline, or a provider of public transport;
- Adjoining municipalities;
- State and Federal governments through their road agencies; and
- Council, both elected representatives and staff.



Ormond Road, Elwood

1.6 Duty of Council

Council has a statutory duty to inspect, maintain and repair its public roads as detailed in section 40 of the Road Management Act 2004.

1.7 Duty of Road User

All road users have a duty of care under section 106 of the Road Management Act 2004, with particular obligations prescribed in Section 17A of the Road Safety Act 1986 which states:

- (1) A person who drives a motor vehicle on a public highway must drive in a safe manner having regard to all the relevant factors including (without limiting the generality) the
 - physical characteristics of the road;
 - prevailing weather conditions;
 - level of visibility;
 - condition of the motor vehicle;
 - prevailing traffic conditions;
 - relevant road laws and advisory signs
 - physical and mental condition of driver.

- (2) A road user other than a person driving a motor vehicle must use a public highway in a safe manner having regard to all the relevant factors)
- (3) A road user must
- have regard to the rights of other road users take reasonable care to avoid any conduct that may endanger their safety or welfare of other road users;
 - have regard to the rights of the community and infrastructure managers in relation to the road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
 - have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

1.8 Availability of Plan and Associated Documents

This Plan and the Register of Public Roads are available for inspection, in hard copy format, at the location detailed below, during office hours: 8.30 am to 5.00 pm each working day.

***St Kilda Town Hall, corner of Carlisle Street and Brighton Road, St Kilda
South Melbourne Town Hall, Bank St, South Melbourne
Port Melbourne Town Hall, Bay St, Port Melbourne***

An electronic version of the Plan and Register of Public Roads is available at the Port Phillip web site

2. ROADS AND ANCILLARY AREAS SUBJECT TO THE PLAN

2.1 Co-ordinating Road Authority

The Council, under the Act is the “Co-ordinating Road Authority” for municipal roads within the City as set out in the Register of Public Roads.

In addition section 205 of the Local Government Act, 1989 requires Council to have responsibility for the care and management of local roads within its responsibility.

In particular, Council must ensure that if a road is required for public traffic, it is kept open for public use, and it may carry out work on the road. The Council is not obliged to do any specific work on the road and in particular is not obliged to carry out any surface or drainage work on an unmade road.

2.2 Register of Public Roads

The provisions of this Plan apply to those local roads, bridges, and pathways listed in the Register of Public Roads, and road-related infrastructure which Council is responsible.

The road-related infrastructure includes

- signs,
- drains,
- traffic lights and
- other similar assets.

The Council has determined that those local roads, bridges and pathways on the Register of Public Roads are those public highways that are considered to be reasonably required for general public use.

Where applicable, the Council has also designated certain areas adjacent to a public road as 'ancillary areas'. These areas may include parking areas and the like. The provisions of this Plan apply to these areas. Where applicable, these areas are recorded in the Register of Public Roads.

Where applicable, the details of the agreements between the Council and other road authorities, made pursuant to Section 43 of the Act, are also included in the Register of Public Roads.

This Plan does not apply to

- any driveway or pathway providing access from private property to a public road,
- roads and road-related infrastructure under the responsibility of other road authorities like freeways, arterial roads, etc.,
- any asset belonging to utility and public transport companies such as street lighting, tram tracks, utility poles, rail crossings, water mains, passenger shelters, etc., and
- privately owned assets such as connections to private properties, overhanging structures, etc.

The Register of Public Roads and information on road infrastructure are generated from Council asset records. The information will be updated as assets are created, amended, discontinued or disposed of to meet the needs of the community.

2.3 Vic Roads Assets.

The following is a list of Arterial Roads that remain the responsibility of Vic Roads

Road Name	Start	End
Albert Rd	Kingsway	Canterbury Rd
Bay St	Beach St	Pickles St
Beach Rd/Beaconsfield Pde	Bay St	Head St
Barkly St (Hoddle Main Rd)	Ormond Esp	St Kilda Rd
Canterbury Rd	Albert Rd	Fitzroy St
Carlisle St	Barkly St	Hotham St
City Rd	Pickles St	West Gate Freeway
Clarendon St	West Gate Freeway	Albert rd
Ferrars St	City Rd	Canterbury Rd
Fitzroy St	St Kilda Rd	Beaconsfield Pde
Glen Eira Rd	Brighton Rd	Hotham St
Glenhuntly Rd	Beach Rd	St Kilda St
Glenhuntly Rd (east bound lane)	St Kilda St	Nepean Hwy
Graham St	Williamstown Rd	Bay St
High St (west bound lane)	St Kilda Rd	Punt Rd
Hotham St (north bound lane)	Brighton Rd	Inkerman St
Hotham St	Inkerman St	Dandenong Rd
Kings Way	Queens Rd	St Kilda Rd
Montague St	West Gate Freeway (ramp)	City Rd
Normanby Rd	Ingles St	West Gate Freeway
St Kilda Rd (city bound carriageway)	Dorcas St	High St
St Kilda Rd	High St	Dandenong Rd
St Kilda St (north bound lane)	Ormond Esplanade	Glenhuntly Rd
Todd Rd (south bound lane)	West Gate Freeway (ramp)	Williamstown Rd
Union St	Queens Rd	St Kilda Rd
Williamstown Rd	Normanby Rd	Todd Rd

* Footpaths and service roads adjacent to these arterial roads are the responsibility of Council.



Beaconsfield Road, Albert Park – VicRoads Arterial Road

2.4 Car Parks

Car Parks included within the Register of Public Roads are those that the public has access to and that Council is responsible for the management and enforcement provisions.

2.5 Road and Footpath Hierarchy

The Register of Public Roads includes the road and footpath hierarchy as listed below.

This hierarchy system is used only to differentiate service levels.

The **road hierarchy** used by Council is as follows:

- Arterial Roads (exclude through traffic lanes and medians)
- Collector Roads
- Local Road in Shopping Areas
- Local Roads in Non-Shopping Areas
- Unconstructed Local Road
- Laneway in Shopping Areas
- Laneway in Non-Shopping Areas
- Unconstructed Laneway

The **footpath hierarchy** used by Council is as follows:

- Footpaths in Shopping Areas
- Footpaths in Non-Shopping Areas
- Unconstructed footpaths

The **car park hierarchy** used by Council is as follows:

- Car Parks in Shopping Areas
- Car Parks in Non-Shopping areas
- Unsealed Car Parks

2.6 Codes of Practice

Pursuant to section 24 of the Act, Council will comply with the relevant requirements of the following Ministerial Code of Practices and Instruments of Delegation and Arrangements as agreed between the parties.

The following Ministerial Codes of Practice may be viewed on the VicRoads' website www.VicRoads.vic.gov.au

- Operational Responsibility for Public Roads
- Clearways on Declared Arterial Roads
- Managing Utility and Road Infrastructure in Road Reserves

2.7 Boundary Roads

Unless otherwise stated in this Plan, the boundaries between Council and its neighbours are as defined in Schedule 1 of the Victoria Government Gazette S 35 22 June 1994 as follows;

- Commencing on the shore of Port Phillip Bay at a point in line with Head Street;
- thence easterly by that street to St Kilda Street;
- thence northerly by that street and easterly by Glen Huntly Road to Brighton Road;
- thence northerly by that road to Hotham Street;
- thence northerly by that street to Inkerman Street;
- thence easterly by that street to Orrong Road;
- thence northerly by that road to Dandenong Road;
- thence westerly by that road and Queens Way to Punt Road;
- thence northerly by that road to High Street;
- thence westerly by that street to St Kilda Road;
- thence north-westerly by that road to Dorcas Street;
- thence westerly by that street to Kings Way;
- thence north-westerly by Kings Way to the southern boundary of the West Gate Freeway reservation, near Market Street;
- thence westerly by that freeway reservation boundary to Todd Road;

- thence southerly by that road to the access road to White Reserve;
- thence southerly by that access road to the northern boundary of White Reserve;
- thence south-westerly and southerly by the boundary of that reserve and a line in continuation to the shore of Hobsons Bay, and
- thence easterly and south-easterly by that shore and southerly by the shore of Port Phillip Bay to the point of commencement.

The City of Port Phillip has common boundaries with the following Councils:

- City of Melbourne
- City of Stonnington
- City of Glen Eira
- City of Bayside

2.8 Heritage Infrastructure

Heritage kerbs, channels and laneways are an important part of the historic fabric that contributes to the significant heritage overlay precincts in Port Phillip. The city's kerbs, channels and laneways provides physical evidence which assist the interpretation of the area's history. The changing treatment of roads and laneways tells us about early engineering practices, settlement patterns as well as providing insight into how we live.

Heritage bluestone kerb channelling and laneways and concrete kerb and channel should be recognised as being of local importance to the City of Port Phillip with historical, aesthetic and technical significance. Significant kerb, channelling and laneways in the City of Port Phillip should have a conservation approach applied to all aspects of works and use that affect them. This will ensure that the significance of the street infrastructure is maintained for present and future generations even though some of Council's heritage infrastructure may not meet modern design standards.



Ferrars Place, South Melbourne

2.9 Accessibility

Council is committed to an accessible city which includes its network of roads and footpaths. Council's commitment to this accessibility can be found in the Disability Action Plan 2008 – 2012.

3. LEVEL OF SERVICE

The level of service has been developed using three requirements;

- Access
- Asset condition, and
- Safety

3.1 Management of Road Asset

Maintenance of the road asset is currently managed on behalf of Council by a number of external service providers in accordance with specified contractual requirements. Currently, service providers are working to contracts covering:

1. Parks & Open Space Maintenance Services
2. Street Tree Maintenance
3. Traffic Signal Maintenance
4. Street & Beach Cleaning Service
5. Civil Construction & Maintenance Services

Each contract has requirements for quality assurance, safety and environmental management. Service providers are required to record inspections and works undertaken in accordance with the specific requirements of the individual contract, which may vary from contract to contract.

3.2 Level of Service

The levels of services were developed in the context of:

- the object of good road management
- the rights of users of local roads and pathways
- the priorities and social, environmental and economic needs of the community and of road users
- the special needs of any sector of the community
- the Council's overall policy and budgetary position
- relevant environmental, economic, social or financial policies or objectives of the Victorian Government in relation to road management
- the volume and nature of usage of local roads and pathways
- seeking to secure the most efficient and effective management and use

of the local road and pathway network and infrastructure to meet the needs of the community and road users

- ensuring the most efficient use of the resources available for local road and pathway management
- ensuring that the local road and pathway network and infrastructure are as safe for users as is reasonably practicable, and
- adequately co-ordinating the development and use of the road reserve generally, particularly in regard to non-road infrastructure

The level of service in this Plan outlines:

- the task or work expected to be undertaken
- the quantity of work expected to be undertaken
- the schedule of inspections to be undertaken of specified matters at specified intervals
- the circumstances under which intervention action is to be taken with respect to repair or maintenance needs for defects reported or found on inspection
- the priority to be given to intervention action with respect to repair or maintenance needs for defects reported or found on inspection
- assessment of resources required to deliver the specified maintenance services

In emergencies, natural disasters or similar unpredictable events, resources of Council and its service providers may be re-deployed and service levels may vary for a short time. In these circumstances the level of service will be resumed after available resources have been returned to their original level.

3.3 Road Asset Condition Inspections

(To assess the remaining life of the assets)

Asset	Frequency
Road Pavements	3 yearly
Kerb and Channel/edging	3 yearly
Traffic Control Devices	Annually
Footpaths and Paved areas	3 yearly
Line marking	Annually
Bridges	3 yearly
Signs	Annually
Street Furniture	Annually
Right of Way	3 yearly

3.4 Street Tree Inspections

Asset	Frequency
Street Trees in significant boulevards	Annually
Street trees in non significant boulevards	Every 2.5 years
Programmed maintenance in locations with high voltage power lines/ or a significant boulevard	Annually
Programmed maintenance in locations with high or low voltage power lines but which is not a significant boulevard	Every 2.5 years
Reactive Maintenance – urgent	Within 1 hour
Reactive Maintenance – non-urgent	Within 15 days



Broadway, Elwood

3.5 Routine Defect Inspection

To identify hazards

	Road Pavements	Kerb and Channel	Traffic Control Devices	Footpaths and Paved areas	Drainage pits	Line marking	Bridges	Night Inspections
Collector Roads	6 monthly	6 monthly	6 monthly	Annually	6 monthly	6 monthly	6 monthly	6 monthly
Local Roads	Annually	Annually	6 monthly	Annually	Annually	Annually	6 monthly	
Laneways	Annually	Annually	Annually	Annually	Annually	Annually		
Car Park – Major Shopping Centres	Weekly	6 monthly	6 monthly	Monthly	Monthly	Monthly		6 monthly
Car Park – Minor Shopping Centres	Weekly	6 monthly	6 monthly	Monthly	Monthly	6 monthly		6 monthly
Car Park – Other	Annually	Annually	6 monthly	Annually	Annually	Annually		
Major Shopping Centres	6 monthly	6 monthly	6 monthly	Monthly	Monthly	As per road type		6 monthly
Minor Shopping Centres	6 monthly	6 monthly	6 monthly	Monthly	Monthly	As per road type		6 monthly
High Profile Areas	6 monthly	6 monthly	6 monthly	3 monthly	3 monthly	As per road type		
Parks	6 monthly	6 monthly		6 monthly	6 monthly		6 monthly	
Foreshore Summer	Weekly	Weekly		Weekly	Weekly		Monthly	
Foreshore Winter	Monthly	Monthly		Monthly	Monthly		Monthly	

3.6 Routine Defect Inspection

	Shopping areas	Other areas
Signs	Weekly	Monthly
Furniture	Weekly	Annually
Unconstructed ROW	6 monthly	Annually

3.7 Routine Defect Response Times

Safety as a primary factor

	Make Safe	All urgent Repair	Non Urgent Repair	All other repairs
Road and pavement patching	2 hours	24 hours	48 hours	48 hours
Standard pit lid repair/replacement	2 hours	24 hours	48 hours	48 hours
Raised reflective pavement Markers				48 hours
Signs	2 hours	24 hours	48 hours	48 hours
Unconstructed ROW	2 hours	24 hours	48 hours	48 hours
Bridges	2 hours			

3.8 Community Consultation

Community members are invited and encouraged to contribute to Council's understanding of issues in relation to road assets through a variety of consultation and information-sharing strategies. Community Consultation is undertaken in various forms as listed below:

- Public Drop In Listening Posts
- Public Meetings
- Open-house information and feedback days
- Consultation forums
- Feedback letters and surveys
- Draft plans available for public viewing and comment
- Letter drops advising of proposed projects
- Council meetings
- Information is posted on Port Phillip's website for the community to have their say regarding current consultations
- Community participation on Advisory Committees and Project Reference Groups

3.9 Standards for Construction, Expansion, Upgrading, Renewal and Refurbishment of Road Assets

The proposed standards for construction of new local roads and pathways and for the expansion, upgrading, renewal and refurbishment of existing local roads and pathways will be in accordance with the standards and specifications adopted by Council. However, the City being a fully developed urban environment, in some instances, due to site constraints and other factors, the standards or guidelines may not be able to be complied with entirely. In such situations, professional judgements will be adopted.

Where possible Council will use approved sustainable methods for asset construction. This may include recycled concrete and asphalt and using environmentally friendly alternatives in asset construction. The technical standards and specifications for maintenance works are generally complying with industry standards for the various categories of works.

3.10 Emergency Response

Council is committed to providing a response to any emergency situation in accordance with the specified response times. The sequence to emergency response is as follows:

- Initial safety inspection to confirm the extent of hazard
- If a public hazard either make safe or barricade immediately

- If barricades erected inspect on a regular basis to ensure barricades are still effective
- Attend to the rectification within the specified response times

4. FINANCIAL RESOURCES

4.1 Budget Provisions

The commitments and obligations specified in this Plan are matched to the available financial resources. The commitment of financial resources are detailed in Council's annual budget papers

The financial resources allocated for works on local roads, pathways and road related infrastructure are considered appropriate having regard to the overall service delivery priorities of the Council.

4.2 Budget Process

The budget process ensures that all matters that require consideration are taken into account prior to final adoption by Council.

Community input is sought during the preparation of the Council Plan and annual budget. Submissions are invited via public notice advertisements. Any submissions by the community are considered prior to Council adopting its annual budget. This process ensures that the community has every opportunity to participate in the budgetary process.

4.3 Capital Works Budget and Asset Maintenance Budget

The budgets are developed as part of the Council Plan. In the development of the budgets, Strategic Asset Management Plans and Asset Development Plans are considered.

The capital works budget in general is based on community needs, Council priorities in service provision, asset condition information, and risk assessment on assets.

Asset maintenance budget is developed using information from customer satisfaction surveys, asset inspections, risk assessments, market rates for various activities and past asset performance data.

4.4 Other Sources

Road works can be funded from sources other than those provided directly by Council.

These can include

- State and Federal government grants
- Special Rate and Charge Schemes,
- Developer Contribution Schemes
- Direct funding by developers for provision of the original asset and upgrading of road infrastructure affected by development.

5. MANAGEMENT SYSTEMS

5.1 Management System

Council's process of managing its roads assets includes;

- Regular inspections of road related assets by Council's asset engineers
- Regular inspections of road related assets by Council's parks and open space contracts and Council's Civil Construction contractors
- Reactive inspections of assets based on customer feedback, community surveys, resident complaints etc

This information is used to develop the annual maintenance works plan, annual capital works program, 5-year capital works program and contract specifications for contracted services.

This information is fed into Council's asset management system which is used to develop the works programs for road related assets.

5.2 Establishing Works Priorities

The Council will establish maintenance works priorities in accordance with set criteria using operating data from its contracted service providers' maintenance management systems taking into account its duty to inspect, maintain and repair public roads for which it is responsible.

5.3 Responsibilities for Road Management Plan Implementation

The Chief Executive Officer has, through an "Instrument of Sub Delegation to Council Staff" delegated the various functions under the Road Management Act to the respective officers of Council.

5.4 Safety at Worksites

All construction and maintenance work on local roads and pathways will be undertaken in accordance with the relevant occupational, health and safety

legislation and codes of practice.

5.5 Responsibility for other non-Council assets in the road reserve

Council is not responsible for the following utility assets in the road reserve;

- Water Authorities
- Gas
- Oil
- Rail and tramways
- Telecommunications
- Electricity



Upper Esplanade, St Kilda

5.6 Records of Inspections and Maintenance Works

Records of all inspections and maintenance works undertaken on the Council road network shall be kept to meet the requirements of the Road Management Act and this Plan. In particular, defects shall be identified and prioritised before rectification/repair works are undertaken.

5.7 Programmed Inspections

Internal and external resources conduct programmed inspections. For road assets, internal resources conduct road condition inspections whilst external service providers conduct risk identification inspections under contract arrangements. The information is recorded on asset databases.

5.8 Asset Information

Asset information from various sources is entered into various databases and other recording systems. The databases contain key attributes on each asset. The databases are updated as new information from capital works projects and maintenance activities become available.

Council's decisions on asset maintenance, new assets, asset renewal and enhancement will be based on;

- Community satisfaction surveys
- Industry practice
- State and national standards
- Customer requests
- Capital works and budget submissions
- Routine and preventative maintenance standards.

6. ASSET MANAGEMENT

6.1 Variations to maintenance standards

If the effective maintenance of a road asset is not achievable, the level of maintenance effort and/or standard of maintenance may need to be varied. This can be done via;

- the maintenance resources may need to increase if the intervention levels or standard of maintenance, as specified in this Plan, are to be retained as the underlying condition of the road regresses; and/or
- the intervention levels and/or standards of maintenance may need to be varied to match the available budget.

7. PERFORMANCE MANAGEMENT AND REVIEW

7.1 Performance Monitoring

Performance monitoring is undertaken on a programmed basis generally as follows:

- Regular, usually monthly, meetings of Contract Managers with the Service Providers to review all operational matters of routine maintenance, including handling of correspondence, inspections, hazardous situations, programming of works, OH&S matters, etc.
- Monthly meetings of the Capital Works Project Board to manage and monitor the implementation of the Capital Works Program.
- Reports on performance to the community are via the Council Annual Report.
- Annual performance report to the State Government.
- Annual performance benchmarking report to the Council.
- Assessment of community feedback via the Community Satisfaction Survey, customer request system and where appropriate, project specific community consultations.

7.2 Audits

Auditing of the contracted service providers' works systems, both maintenance and construction, is undertaken on a regular basis by Council staff responsible to the relevant Contract Managers. Programmed Condition Audits are also undertaken for the purposes of reviewing asset condition and meeting statutory obligations.

8. SUPPORTING DOCUMENTS

All supporting documents, including the register of public roads, may change from time to time to reflect changes in Council policy, legislative changes, operational changes or as a result of audit findings.

- Risk Management Standard, AS/NZS 4360:1999
- MAV Asset Management Improvement STEP Program – Road Asset Management Plan Framework 2003.
- International Infrastructure Management Manual (IIMM) 2002, IPWEA.
- Ministerial Code of Practice – Road Management Plans, June 2004.
- Register of Public Roads
- Council Plan 2009 – 2013
- Community Plan 2007 – 2017
- Strategic Resource Plan 2009 – 2013
- Asset Management Policy
- Public Lighting Policy
- Disability Action Plan
- Heritage Kerbs, Channels and Laneways Guidelines
- Cycling Strategy 2005-10
- Laneway Strategy
- Road User Safety Strategy