

GLEN EIRA
CITY COUNCIL

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Glen Eira City Council

Road Management Plan 2025



Governance

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Definitions

Term	Definition
Ancillary areas	Any area designated as an ancillary area by the coordinating road authority under section 18 of the Road Management Act 2004.
Arterial road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head of Transport for Victoria (as the co-ordinating road authority).
Co-ordinating road authority	The organisation which has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head of Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Refers to Glen Eira City Council.
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
Emergency	Event or situation which is a source of imminent danger to the public or has the potential for imminent, significant impact to the safety of the public, including dangerous fallen trees/limbs, significant flooding and building/structural collapses that have impacted roads or pathways or remain dangerous.
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(s)	Road for which the municipal council is the co-ordinating road authority. <i>The Road Management Act 2004 (Act)</i> imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
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.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.
Pathway	A footpath, bicycle path or other area constructed or developed within a road reserve by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path: (a) which has not been constructed by a responsible road authority; or (b) which connects to other land Pathways may be further categorised as: • Footpaths — pathways designated solely for use by foot traffic (and limited mobility devices such as wheelchair users).

	• Bicycle pathways — pathways designated solely for use by cyclists, scooters and the like but excluding foot traffic. • Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.
Public Road	As defined by the <i>Act</i> and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the <i>Act</i> and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.
Plan	Refers to this <i>Road Management Plan 2025</i> .
Response	An action or series of actions taken in reply to an inspection, defect report, or request, aimed at assessing identified issues, implementing required repairs, or providing necessary information to ensure road and pathway asset safety and compliance.
Road	Has the same meaning as in the <i>Act</i> , being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of the <i>Act</i> or forming part of a public highway or ancillary area.
Road infrastructure	Refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	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	Refers to the area of land that is within the boundaries of a road.
Roadside	Refers to any land that is within the boundaries of the road (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. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be considered roadside.
Roadway	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 providing access to a public road, or other road, from adjoining land.
Traffic management device	A device or infrastructure intended to calm or manage traffic, such as a traffic island, speed cushion, speed hump or roundabout.
Working day	A normal working day (i.e. Monday to Friday, excluding public holidays).

Introduction

1.1 Background

The Glen Eira City Council (Council) is custodian of an extensive range of assets. This includes the roads and Council assets within the road reserve for which it has responsibility under the *Road Management Act 2004* (the *Act*).

The road network within the City of Glen Eira consists of:

- 499 kilometres of Council roads and constructed public right of way
- 832 kilometres of kerb and channel
- 868 kilometres of pathways
- 95 kilometres of arterial road carriageways which are the responsibility of and managed by VicRoads but for which Council maintains the pathways.



Figure 1: Map of the municipality

1.2 What is the purpose of this Plan?

Section 50 of the *Act* sets the following objectives for a municipal *Road Management Plan*:

- 1) To establish a system for our 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, it is functionally an operational protocol document — describing the systems and rules we use 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 *Act*.

1.3 Legislation guiding this Plan

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

- *Local Government Act 2020*
- *Ministerial Codes of Practice*
- *Road Management (General) Regulations 2016*
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Safety Act 1986*
- *Wrongs Act 1958*.

1.4 What is covered in this Plan?

The *Plan* is divided into six sections:

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. Technical references.
6. Attachments:
 - a) Attachment one: road hierarchy — urban roads
 - b) Attachment two: pathway hierarchy
 - c) Attachment three: inspection requirements
 - d) Attachment four: inspection frequencies
 - e) Attachment five: defect intervention levels and repair timeframes
 - f) Attachment six: summary of changes

1.5 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 Director of Sustainability Assets and Leisure.

These changes will be made in accordance with the processes prescribed by the *Act*. 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 Director will be renumbered by decimals — for example, from version 1.00 to 1.01.

1.6 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 a 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.

1.6.1 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 the CEO will write to Council officers in charge of the *Plan* and inform them that some, or all, of the timeframes and responses in the *Plan* are to be suspended.

1.6.2 *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, there will be an ongoing consultation between the CEO and Council officers responsible for the *Plan*, to determine which parts of the *Plan* are to be reactivated and when.

1.6.3 *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
- the period for which it is likely to be affected.

This information will be provided by Council on its website where its *Plan* is located and other channels as appropriate such as media 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.

1.6.4 *Inspections and repairs during suspension of Plan*

The suspension of the *Plan* will not necessarily mean that all inspections and repairs halt. However, it may mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, considering the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

1.7 Responsibility for the Plan

The Chief Executive Officer has responsibility for assigning the roles and responsibilities of the appropriate Council staff for the purposes of implementing the requirements of the Act and this Plan.

Rights and responsibilities

2.1 Public roads

Public roads are defined in the *Act* as including:

- a freeway
- an arterial road
- a municipal road declared under Section 14(1) of the *Act*
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the 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, Country Fire Authority, Ambulance Victoria, and the 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.
- special interest groups
- insurers.

2.3 Coordinating and responsible road authority

Section 35 of the *Act* 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 *Act* outlines which road authority is the coordinating road authority. According to subsection (c), the coordinating road authority is:

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 *Act* 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 *Act*.

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 *Act*.

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 *Ghantous v Hawkesbury City Council*).

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:

- (a) physical characteristics of the road
- (b) prevailing weather conditions
- (c) level of visibility
- (d) the condition of any vehicle the person is driving or riding on the highway
- (e) prevailing traffic conditions
- (f) the relevant road laws and advisory signs
- (g) 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:

- (a) to avoid any conduct that may endanger the safety or welfare of other road users

- (b) to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- (c) 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 *Act*, 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 that may impede public access, or interfere with road infrastructure, they must apply for a works within road reserve permit. There are some exemptions, as noted in the *Road Management (Works and Infrastructure) Regulations 2015*.

Local laws also require property owners to apply for a vehicle crossing permit if they plan to build a driveway.

In both 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, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
- **Vehicle crossovers:** For new or modifications to existing vehicle crossovers, the resident applies to Council for Vehicle Crossing Permit. If approved, a permit to undertake the works is issued subject to standard conditions and requirements noted on the Council website.
<https://www.gleneira.vic.gov.au/services/planning-and-building/building/permits/vehicle-crossing-permit>

The applications are assessed to ensure there are no safety issues or conflict with existing assets. If the new crossover or modifications are approved, the works are inspected by Council.

Council is responsible for the maintenance of the footpath area and channel section of the crossover. The footpath area and channel section of the crossover are maintained to the same standard for inspection, defects and repair of the similar assets in the Register.

The vehicle crossing (Cross-over), located between the channel section and the property boundary (excluding the footpath), must be maintained by the adjoining property owner. However, Council is responsible for the maintenance of the portion of the crossing where the constructed pathway is reasonably required by the public in accordance with the following diagram:

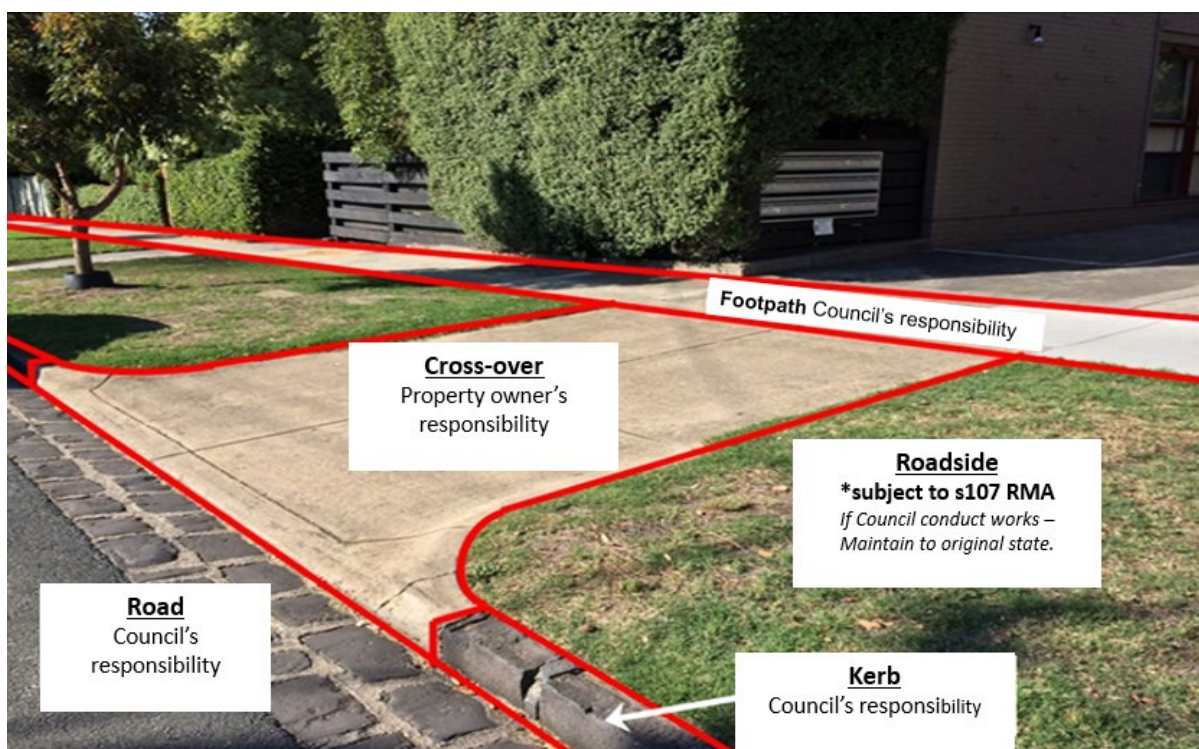


Figure 2: Vehicle crossover responsibilities

- **Single property stormwater drains:** for drains constructed within the reserve that carry stormwater 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.
- **Privately owned or managed vegetation:** is the responsibility of the relevant owner who must ensure that appropriate clearance levels are maintained as per clauses 69 and 70 of the *Glen Eira Community Local Law 2019*.

- **Roadside:** as per Section 107 of the *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”, described as “any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway”. 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:

- 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). This is if it is located within assets/infrastructure which Council is responsible (e.g. footpaths, road surfaces, etc.) or otherwise presents an immediate and significant risk to members of the public.
- 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.
- May complete necessary repairs and invoice the responsible party for the cost, where repairs are not completed by the responsible party within the respective timeframe.

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 *Act*.

2.7 Council owned or managed trees

This plan covers all the Council owned or managed trees on roadsides and pathways. Work carried out to manage risk involves pruning and removing trees that have been identified as representing a hazard to roadway and pathway users. This involves:

- hazardous tree removals
- raising canopies/crowns of trees
- maintaining sightlines
- clearing roadside signage and traffic lights.

These works will be carried out on state highways, arterial roads, municipal roads as well as over driveways, footpaths and nature strips in line with the timeframes as documented within the relevant appendices within this *Plan*.

Trees included within this *Plan* only relate to vegetation that is either owned or managed by Council. All trees will be pruned in accordance with the *Australian Standard for Pruning of Amenity Trees* (AS. 4373 2007) as a minimum.

Road management systems

3.1 Background and process

Road asset management involves managing both physical assets and uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- **the road:** pavement and surface, as well as footpaths, kerb and channel
- **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 Council documents and nationally recognised asset management frameworks:

- *Glen Eira Council Plan 2025–2029*
- *Glen Eira Asset Plan, Asset Management Policy and Strategy*
- *Glen Eira Community Local Law 2019*
- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- Other references, as listed in Technical References.

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

3.2 Asset hierarchies — municipal road network

All roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account how they are used, who uses them and how often. The hierarchy classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses. The three levels in the hierarchy are:

1. Urban road and street network

This is further divided into the following categories:

- Category four: link road.
- Category three: collector road.
- Category two: local access road.
- Category one: public right of way.

See attachment one for more information.

2. Pathway network

This is further divided into two categories, each of which is divided into three categories, as follows:

Footpaths

- Category three: high use.
- Category two: medium use.
- Category one: low use.

Bicycle and Shared Pathways

- Category three: high use.
- Category two: medium use.
- Category one: low use.

See attachment two for further information.

3.3 Our road network

More information about our road network is shown in the tables below.

Table one: Road length by hierarchy – date last updated: 11/06/2025

Hierarchy	Length (km)	% of network
Category four: link road — urban	66.79	13.40
Category three: collector road — urban	41.57	8.34
Category two: local access road — urban	356.73	71.57
Category one: public right of way— urban	33.37	6.70
Total	498.46	100

Table two: Road length by surface type — date last updated: 11/06/2025

Surface type	Length (km)	% of network
Sealed	498.23	99.96
Unsealed	0.23	0.04
Total	498.46	100

3.4 Maintenance management system

3.4.1 *Maintenance management*

Council has responsibilities to all road users and the community to maintain 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.

The standards will be reviewed periodically to make sure they are adequate (see section 1.5).

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 (see section 1.5).

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 immediately, 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 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 three-tier regime is used to inspect our road network assets. It covers safety issues, incidents, defects and condition inspections.

1. Reactive inspections (request for service (RFS))

These inspections are conducted in response to requests from the community. The inspection is carried out by a Council employee and assessed according to the hazard intervention levels, contained within attachment five.

2. Proactive inspections

Regular timetabled inspections that are scheduled depending on traffic flow, the types of defects likely to impact the asset and the perceived risks of these defects.

3. Condition inspections

These inspections identify structural integrity issues which, if untreated, are likely to adversely affect the 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 in accordance with the Council's asset management plans. They are undertaken by Sustainability and Assets 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 accurate defect 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 five)
- 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 attachments three and four. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a description/intervention level specified in attachment five, a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- 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 five, it would be noted (including why), but no remedial action will be conducted.
- Trees and vegetation will be assessed in accordance with the targets specified in the relevant attachments. In addition, consideration will be given to the overall health and structural integrity of the vegetation, as well as the potential impacts of pruning activities, as outlined in Section 2.7 of this Plan. It is acknowledged that plants are living organisms, and improper pruning practices may result in structural defects or long-term damage

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 1.6.

3.5.5 Reconstruction and renewal programs

Road-related reconstruction and renewal programs are typically performed under Council's capital works programs. The extent to which repair, such as pothole patching, has been carried out (along with many other factors) is considered when determining the projects that are to be included in the capital works programs.

The fact that reconstruction is carried out on a multi-year cycle does not mean that any particular road or pathway will be reconstructed within any particular year. It means that it will be included in Council's prioritising process, and, subject to community safety, be considered as part of Council's budgetary and resource allocation decisions.

3.6 Asset levels of service

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

1. Community expectations.
2. Technical standards.
3. Organisational capacity.
4. Performance measures and targets.
5. Safety of road and footpath users.

Register of public roads

Council maintains a register of public roads called the *Register of Public Roads*. It outlines 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 Service Centre, located at Glen Eira Town Hall, Corner of Glen Eira and Hawthorn Roads, Caulfield, 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 the *Municipal Road Register*.

We have agreements with the following road authorities for the below roads:

- Bayside City Council: Thomas Street, Brighton East
- Port Phillip City Council: Hotham Street, St Kilda East/Balaclava
- Port Phillip City Council: Inkerman Road, St Kilda East
- Port Phillip City Council: Orrong Road, Caulfield North/St Kilda East
- Monash City Council: Poath Road, Murrumbeena/Hughesdale

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 Victorian 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 we have not determined are reasonably required for general public use.

4.3 Car parks and public right of way

Car parks included within the *Register of Public Roads* are those that the public has on-road access to and for which Council is responsible. The standards are consistent with those applicable to access roads. Council maintained car parks may be ancillary areas to arterial roads.

Off-road car parks and access roads are generally not included in the *Register of Public Roads* and hence this *Plan* is not applicable to the way in which Council manages and controls them.

Not all right of ways are included in the *Register of Public Roads* and hence this *Plan* is only applicable to the public right of ways included in the *Register of Public Roads*. Public right of ways are not proactively inspected, and Council responds to customer requests as per attachment four.

4.4 Other road authorities

The *Register of Public Roads* also records roads that Council has agreements in place for the management of roads that are the responsibility of other road authorities, such as state highways, arterial roads and municipal boundary roads. Details of the agreements between Council and other road authorities made pursuant to Section 15 of the *Act* are also included in the *Register of Public Roads* and are referred to earlier in this *Plan*.

4.5 Changes to the register

Council's Director of Sustainability Assets and Leisure and Manager of Sustainability and Assets are empowered under delegation to make additions, deletions and other amendments to the *Register of Public Roads*.

Technical references

- *AS/NZS ISO 31000:2018– Risk Management – Guidelines*
- *Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.*
- *International Infrastructure Management Manual (IIMM) 2015, IPWEA*
- *VicRoads Risk Management Guidelines*

Attachment one: road hierarchy — urban roads

Category	Description
Category four: • Link road	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: • Supplementary to arterial road system • Connector between arterial roads and lower order streets • Cater for, but may restrain, service and heavy vehicles • Provide access to significant public services
Category three: • Collector road	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: • Non-continuous connector (do not cross arterial roads) • Limited through traffic (not promoted, or encouraged) • Cater for, but may restrain, service and heavy vehicles
Category two: • Local access road (Including unsealed roads)	These carry only local traffic. The primary function is to provide access to private properties. Key features typically include: • Short distance travel to higher level roads
Category one: • Public right of way	These perform a very minimal function as local access roads. Key features typically include: • A side or rear entry lane, generally providing secondary access to properties.

Attachment two: pathway hierarchy

Footpaths

Category	Area	Description
Category three	High	Generally, areas of high pedestrian use, for example, major activity centres, great walking streets.
Category two	Medium	Generally, areas of moderate pedestrian use, for example, neighbourhood
Category one	Low	Generally, areas of low pedestrian use, for example, access roads.

Bicycle and Shared Pathways

Category	Area	Description
Category three	High	The category of 'highest use' that includes pathways used by high volumes of commuter cyclists
Category two	Medium	This category includes pathways connecting to and within shopping strips, and other cyclist traffic generators
Category one	Low	This category includes all other bicycle and shared pathways.

Attachment three: inspection requirements

Inspection type	Purpose	Inspection and reporting requirements
Reactive request for service (RFS)	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 five.	Performed by a Council representative with knowledge of Description / Intervention Levels (attachment five) and road maintenance techniques who may then call in a higher level of expertise if necessary. All Reactive inspections are conducted on foot, with defects measured and photographed as specified in the relevant operating procedures. The procedures identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.
Proactive inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified.	Proactive Inspections of roads are conducted via a slow-moving vehicle, while Proactive Inspections of all other asset types are conducted on foot, with defects measured and photographed as specified in the relevant operating procedures. Trees and vegetation are inspected on a proactive inspection program. 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 five. In addition, details of the inspection will be electronically recorded against the particular asset inspected.

Attachment four: inspection frequencies

Asset group	Hierarchy category	Reactive inspection timeframe (WD = working days, H = hours)	Proactive inspection frequency (M = months)
Sealed roads, unsealed roads, regulatory and warning signs, safety barriers, bollards	Category four — link	5 WD	12 M
	Category three — collector	5 WD	12 M
	Category two — local access	5 WD	36 M
	Category one — public right of way	5 WD	n/a
Footpaths	High	5 WD	6 M
	Medium	5 WD	12 M
	Low	5 WD	36 M
Bicycle and Shared pathways within Road Reserves	High	5 WD	6 M
	Medium	5 WD	12 M
	Low	5 WD	36 M
Drainage pits, kerb and channel	Category four — link	5 WD	12 M
	Category three — collector	5 WD	12 M
	Category two — local access	5 WD	36 M
	Category one — public right of way	5 WD	n/a
Traffic management devices	Category four — link	5 WD	12 M
	Category three — collector	5 WD	12 M
	Category two — local access	5 WD	36 M
	Category one — public right of way	5 WD	n/a
Road-side trees	Council managed trees within the road reserves	30 WD	24M
Pathway trees	Council managed trees in pathways	30 WD	24M
Road-side vegetation	Council managed vegetation within the road reserves	30 WD	24M
Pathway vegetation	Council managed vegetation in pathways	30 WD	24M
Emergency response — all assets/categories * 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.		24 H	n/a

* If a proactive inspection frequency elapses on a weekend or public holiday, the actual due date will be the next working day.

Attachment five: 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.

Sealed and unsealed roads

Defect type	Description / intervention level	Repair timeframes by hierarchy			
		WD = Working Days W = Weeks M = Months			
		Category four —link	Category three — collector	Category two — local access	Category one — public right of way
Pothole	Potholes in sealed pavement >50 mm in depth and >300 mm in diameter. Potholes in unsealed pavement >75 mm in depth and >300 mm in diameter. For public right of way, any abrupt and significant distortion in surface level of a height differential of greater than 75mm.	5 WD	5 WD	10 WD	30 WD
Depressions on sealed roads	Depression / depth greater than 50mm and dimension greater than 300mm.	5 WD	5 WD	10 WD	n/a
Missing pit lids	Missing Council drainage pit lids.	As per emergency			

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Damaged pit lids/grate	Damaged Council drainage pit lids or grate.	2 WD	2 WD	2 WD	2 WD
Water on road	Blocked pits causing water to pond on traffic lane greater than 100mm depth.	5 WD	5 WD	5 WD	5 WD
Canopy clearance on roads	All Council managed trees will have pruning works carried out to maintain a minimum of four metre clearance over the trafficable public right-of-way/main carriageway, 2.5 metre and not greater than 3.5 metre over driveways, footpaths and nature strips. All Council managed trees will have pruning works carried out to maintain on state highways to a minimum height of 4.5 metre. This will apply only to the trees on the outer separator or nature strip that overhang the trafficable public right-of-way/main carriageway.	All roads within Glen Eira — reactive works 30 WD			
Visual obstruction on roads	All Council managed Vegetation obstructing regulatory and warning signs or view of intersecting traffic.	All roads within Glen Eira — reactive works 30 WD			

Traffic control devices

Defect type	Description/ intervention level	Repair timeframes by hierarchy			
		WD = Working Days			
		W = Weeks			
		M = Months			
		Category four — link	Category three — collector	Category two — local access	Category one — public right of way
Missing/ damaged signage	Regulatory, warning and hazard signs missing, illegible (due to damaged, vandalised or fading) or damaged making them substantially ineffective.	5 WD	5 WD	20 WD	20 WD
Pedestrian guide rails, safety barriers and bollards	Guard rail/fence damaged or missing making them substantially ineffective.	15 WD	15 WD	30 WD	30 WD
Traffic signal fault	One or more signals not working or facing the wrong way.	1WD	1WD	1WD	1WD

Footpaths, bicycle and shared pathways

Defect type	Description/ intervention Level	Repair timeframes by hierarchy		
		WD = Working Days		
		W = Weeks		
		M = Months		
		Category three — high	Category two — medium	Category one — low
Vertical displacement	Vertical displacement >25 mm in height.	10WD	20 WD	60 WD
Cracking	Cracking in pathways >25 mm wide and >1 m long	10WD	20 WD	60 WD

Missing pit lids	Missing Council drainage pit lids.	As per emergency	As per emergency	As per emergency
Grate or lid dislodged or failed	Damaged Council drainage pit lids.	2 WD	2 WD	2 WD
Canopy clearance over pathways	All Council managed trees will have pruning works carried out to maintain a minimum of 2.5 metres and not greater than 3.5 metres over pedestrian and bicycle paths.	Reactive works 30 WD	Reactive works 30 WD	Reactive works 30 WD
Obstruction on pathways	All Council managed vegetation obstructing pathways and bike paths.	Reactive works 30 WD	Reactive works 30 WD	Reactive works 30 WD

* 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.

Kerb and channel

Defect type	Description/ intervention level	Repair timeframes by hierarchy			
		WD = Working Days W = Weeks M = Months			
		Category four — link	Category three — collector	Category two — local access	Category one — public right of way
Vertical displacement	Vertical displacement — uplift section >100 mm	10 WD	10 WD	60 WD	n/a
Horizontal displacement	Horizontal displacement section >100 mm	10 WD	10WD	60 WD	n/a

Attachment six: summary of changes

Changes and inclusions from Municipal Association of Victoria (MAV) template

Section	Source(s)	Details of change
Overall Plan	MAV template	Adopt the new <i>Road Management Plan (RMP)</i> template developed by MAV for Victorian metropolitan councils to improve consistency across the local government sector.
Introduction		
1.1 Background	<i>RMP2021</i>	Brief introduction to the management of road infrastructure in Glen Eira.
1.2–1.6 Purpose, legislations, contents, updates to the plan and exceptional circumstances	MAV template and <i>RMP2021</i>	As provided in the MAV template covering topics below from <i>RMP2021</i>: • Contents of the plan • Legislative basis for the plan • Effect of <i>RMP</i> • Force majeure. And adding more depth to some parts, such as: • Governance related to plan updates • Reinstatement of suspended plan • Inspections and repairs during suspension.
Rights and responsibilities		
2.1 Public roads	MAV template	Elaboration on what constitutes public roads
2.2 Key stakeholders	MAV template	Rewording existing stakeholders and inclusion of special interest groups and insurers
2.3 Coordinating and responsible road authority	MAV template and <i>RMP2021</i>	As provided in the MAV template, replacing 3.2 Council responsibilities in <i>RMP 2021</i>
2.4 General functions,	MAV template	New inclusion

Section	Source(s)	Details of change
2.5 Rights of the road user, 2.6.2 Incident claims, 2.6.3 Permits for work within a road reserve, and 2.7 Council owned or managed trees		
2.6.4 Obligation of others	MAV template, <i>RMP2021</i> and internal review	Inclusion of a section on management of non-road infrastructure and vehicle crossovers, with content reworded as in <i>RMP2021</i> , and inclusion from internal review
Road management systems		
3.1 Background and process	MAV template	New inclusion
3.3 Asset hierarchies and attachment 1	MAV template, <i>RMP2021</i> and internal review	Categorisation of existing road classification in <i>RMP 2021</i> and allocation of right of way/lane into the new category one. Inclusion of an unsealed road into category two: local access road.
3.4 Our road network, 3.5 Maintenance management system, and 3.6 Asset levels of service	MAV template and <i>RMP2021</i>	New inclusion from MAV template with internal asset data and covering process explained in different sections in <i>RMP2021</i>
Register of public roads.		
4.1 Maintenance demarcation (boundary) agreements	MAV template and <i>RMP2021</i>	Minor administrative changes, removing unnecessary content in <i>RMP2021</i>
4.2 Roads and right of way not listed on the register	MAV template	New inclusions
Attachments two, three, four and five, and tables	MAV template and <i>RMP2021</i>	Translation and segregation of three appendices into four attachments elaborating on the intervention levels, inspections, response time frames and maintenance program from <i>RMP2021</i> into the table format and convention provided in the MAV template.
Attachment one – Potholes	Internal review	Intervention levels for unsealed road potholes were reduced from 100mm to 75mm.

Section	Source(s)	Details of change
		Intervention levels for abrupt and significant distortion in right of way surface level were reduced from 150mm to 75mm.
Attachment six – Summary of changes	Internal review	Provision as per regulations

Removal from RMP 2021

Sections (RMP 2021)	Details of change
2.1 Road-related infrastructures, and 2.2 other infrastructure not included in this plan 2.3.5 Rail crossings 5.4 Emergency response workflow 6.2 Council's management system 6.3 Dealing with customer requests 7.5.1 Liability of road authority	Removed as not included in the MAV template and not recommended to retain in the new <i>Plan</i> .



GLEN EIRA CITY COUNCIL

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