



Bayside City Council

Road Management Plan

June 2017



Bayside City Council Road Management Plan

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Glossary

The following terms are used in this Road Management Plan.

Day	Refers to all working days.
Bike lane	A part of a road marked off or separated for the use of bicyclists.
Bus Bay	A Bus Bay is an indented space adjacent to a traffic lane designed to let buses embark and disembark passengers, without hindering the flow of traffic.
Bus Shelter	A Bus Shelter or Bus Stop Shelter is a shade structure erected adjacent to a bus stop, to shield potential passengers from rain and/or the sun.
cycle path	A path devoted to the exclusive use of pedal cycles
Defect	A defect is an imperfection within an asset that could potentially lead to the premature failure of the asset.
Intervention Level	The level at which a defect requires remedial action as set out in the Road Management Plan
Major Culvert	Culvert or culverts with a total span of greater than 6m.
Proactive Inspection	A proactive inspection is an inspection carried out in accordance with Council's own routine inspection regime as per this plan.
Reactive Inspection	A reactive inspection is an inspection carried out in response to a report by a member of the public, or staff or other external notification.
Condition Inspection	An Asset Condition Inspection (also Asset Condition Survey) is an inspection carried out on an asset to determine its condition.
Road Infrastructure	"road infrastructure" means— <ul style="list-style-type: none"> (a) the infrastructure which forms part of a roadway, pathway or shoulder, including— <ul style="list-style-type: none"> (i) structures forming part of the roadway, pathway or shoulder; (ii) materials from which a roadway, pathway or shoulder is made; (b) the road-related infrastructure
Pathway	A pathway is a footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path— <ul style="list-style-type: none"> (a) which has not been constructed by a responsible road authority; or (b) which connects to other land;
Railway Crossing	A railway crossing is a level crossing or any area where a footpath or shared path crosses a railway or light rail track at substantially the same level.

Week	Refers to 7 day week.
Month	Refers to calendar month.
Year	Refers to a calendar year.
Bridge	Includes all structures, inc. culverts, on, over or under a road with single span or diam. 1.8meters or greater, or has waterway area 3m ² or greater and includes all structural components (e.g. abutments, traffic safety barriers), and associated pathways, within limits of structure, but excludes approach embankments.
Public Road	A road that the Council decides is reasonably required for general public use and is then registered on the Council Register of Public Roads.
Remedial Action	An action to– (a) Reinststate a road or footpath to a below intervention level standard. (see below re “Temporary Response”)
Road	Any public highway; Any ancillary area; Any land declared a road under Section 11 of RMA or forming part of public highway or ancillary area.
Road Reserve	All the area of land that is within the boundaries of a road.
Roadside	Any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed; Eg. Any nature strip, bushland, grassland or landscaped area within road reserve
Roadway	(a) In the case of a public road, the area of the public road that is open to or used by members of the public and is developed by a road authority for the driving or riding of motor vehicles or bicycles. (b) In the case of any other road, the area of road within the meaning of road in section 3(1) of the Road Safety Act 1986 – but does not include a driveway providing access to the public road or other road from adjoining land;
Shared path	A pathway that is primarily used by both pedestrians and riders of bicycles.
Temporary response	Where considered appropriate by Council, an interim measure to highlight a defect that exceeds intervention level whilst awaiting Remedial action. This might include for example signage, or barricade.
Vehicle Crossing	Improved area between carriageway of any Road to adjacent property line of private property and includes culverts, kerb and channel laybacks and pavement thickening of footways, that provides safe, all weather access to properties and prevents damage to services and other assets located within the Road Reserve.

1.0 Introduction

1.1 Scope and Purpose

The purpose of this Road Management Plan (RMP) as defined by Section 50 of the Act is to:

- Establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- Set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

In simple terms, this means that certain aspects should be incorporated in any plan:

- Clarification of those roads for which Bayside City Council is responsible
- Specification of appropriate levels of service to be delivered for those roads;
- An outline of the management system for councils road management functions, based on policy and operational objectives as well as available resources; and
- Schedules of maintenance standards and processes used by Council in the management of its public roads network.

Under regulation eight of the Road Management (General) Regulations 2016, each incoming municipal council must review its Road Management Plan (RMP) within the same timeframe prescribed for preparation of a Council Plan. Section 125(1) of the Local Government Act 1989 (the Act) requires each municipal council to prepare a Council Plan within the period of six months after each general election or by the next 30 June, whichever is later. At its Ordinary Council Meeting on Tuesday 27 June 2017, Council adopted this revised RMP.

1.2 About Bayside City Council

Bayside City Council was created on 15 December 1994. It comprises the former Cities of Brighton and Sandringham and parts of the former Cities of Mordialloc and Moorabbin. The City of Bayside covers an area of 37 square kilometres from Melbourne's central business district. The coastline of Port Phillip Bay forms the western boundary of Bayside, while the Nepean Highway and the Melbourne to Frankston railway line form most of the eastern boundary. Bayside's natural environment extends from 17 kilometre stretch of coastline to areas of urban forests. Preservation and enhancement works are completed each year to help maintain the natural environment and protect it from the impact of development, increasing use and climate change.

In 2014, the preliminary estimated resident population of the City was 99,947 persons. an increase of 1,652 persons (1.7%) from 2013.



Figure 1. Bayside City Council road network

1.3 Road Assets

Bayside City Council is responsible for the management of road and road related infrastructure having a replacement value (excluding land) of approximately \$418.6 million¹.

1.4 Road Management Act

The purpose of the Road Management Act is to establish principles relating to the management of roads by Road Authorities and sets out the rights and duties of road users. The Act imposes a number of specific obligations on Council as a “Road Authority”. Council is required to establish appropriate road management practices this includes:

- Establishing appropriate and affordable condition standards
- Identifying and assessing needs and setting priorities; and
- Allocating public money to meet those needs and priorities

These standards and targets may be included in a Road Management Plan and the plan may be used as evidence of the reasonableness of the road authority’s position. The Ministerial Code of Practice for Road Management Plans advises, “The contents of a Road Management Plan should include determinations and standards for:

- The inspection, maintenance and repair; and
- The prioritisation of inspection, maintenance and repair.

And sets out details of a management system for inspection, maintenance and repair of roadways, pathways, road infrastructure and road-related infrastructure in respect of the public roads.

1.5 Road Documents

1.5.1 RMP Context

The Road Management Plan sits in the context of a range of strategic council documents.

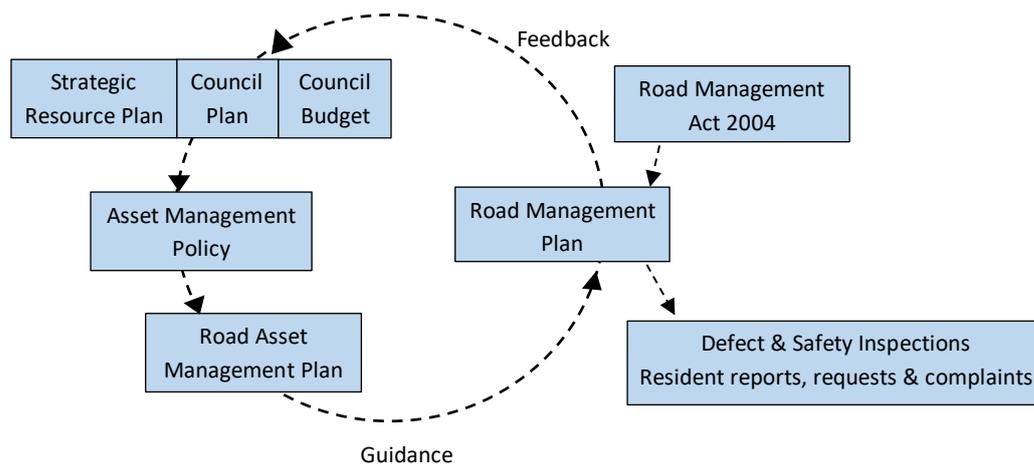


Figure 2. RMP in the context Strategic Council Documents

¹ Brownfield replacement cost – refer to totals Column C, DOC/14/104795 (Bayside assets only, excludes VicRoads) increased by 16% to cover the costs of construction in a developed and densely populated municipality (i.e. brownfield rates).

The Council adopts a Council Plan for its four year term. A Long Term Financial Plan (10 years) and Budget are adopted annually. The annual budget sets out in detail the objectives contained in the Strategic Resource Plan, for the current financial year. The works related to Council roads identified in the Asset Management Plan form the basis of future annual budgets.

The Asset Management Policy and Asset Management Strategy provides guidance to Council's Financial Strategy and to the Council Plan.

The Road Management Plan is interrelated with each of these documents. It provides information on Council's Asset Management Policy Framework and the linkages to key corporate strategies, plans and system. It is also subject to a Community Consultation process that may cause changes to levels of service which will then need to be amended in the Road Asset Management Plan.

1.5.2 RMP Review Process

The Road Management Plan is reviewed on a three yearly basis. The review process involves aligning the plan with industry best practice. The document is also reviewed by Councils Insurers to confirm that it satisfies all relevant legal and risk management obligations. The plan is also made available for community consultation to ensure that the needs and expectations of Bayside residents are taken into consideration.

1.6 Key Stakeholders

Management of the municipal road network requires input from external stakeholders, persons or groups with an interest in the service provided by the assets. It also involves internal stakeholders that have involvement in various stages of the road management. The following external and internal stakeholders have been identified.

External:

- Bayside City Council residents
- Local community groups
- Private road groups
- Bicycling groups
- Public transport operators
- Commerce and industry groups
- Tourism operators
- Bayside community
- Walking groups
- State road authorities
- Abutting municipalities
- Utilities
- Emergency and disaster services
- Road developers and consultants
- Civil contractors
- Foreshore committees of management
- Road authorities

Internal:

- Councillors and executive
- GIS
- Infrastructure strategy
- Asset management
- Infrastructure maintenance service providers
- Infrastructure maintenance contract coordinators
- Development engineering

- Infrastructure planning and Policy
- Renewable resources
- Finance
- Project management
- Design
- Construction and asset protection
- Traffic and road safety
- Special charge schemes
- Customer service
- Insurance and risk management
- Social planning and community development
- Recreation and leisure
- Community and special events
- Aged and disabled care
- Environmental protection
- Property Services
- Cemeteries
- Records management

All have the opportunity to provide input to the delivery of a safe and efficient road network.

1.7 Obligations of Road Authorities and Road Users

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

17A Obligations of Road Users

- (1) a person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the –
 - (a) physical characteristics of the road
 - (b) prevailing weather conditions
 - (c) level of visibility
 - (d) condition of the motor vehicle
 - (e) prevailing traffic conditions
 - (f) relevant road laws and advisory signs
 - (g) physical and mental condition of the driver
- (2) A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.
- (3) A road user must –
 - (a) have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
 - (b) 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;
 - (c) 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.
- (4) In subsection (3), infrastructure manager, non-road infrastructure, road infrastructure and road reserve have the same meanings as in Section 3(1) of the Road Management Act 2004.

1.8 Availability of the plan

This road management plan is available for inspection (free of charge), during office hours, 8:30am – 5:00pm each working day at:

Corporate Centre
Bayside City Council
76 Royal Avenue
Sandringham Victoria 3191
Phone: 03 9599 4444

or email: enquiries@bayside.vic.gov.au

This plan is also available from the council website: www.bayside.vic.gov.au

2.0 Asset Description

2.1 Overview

In addition to the road pavement, kerbs and adjacent footpaths, road related infrastructure include traffic management devices, , street signage and bridges. The road assets are summarised in Table 1 below.

Table 1. Road asset summary

Asset	Quantity	Unit
Road (excluding 54 km Declared Arterial)	355	km
Footpaths	732	km
Kerb	683	km
Bridge	5	No.
Traffic Management Devices	350	No.
Traffic Lights	15	Sets
Signs	18,139	No.
Shopping Centre Road related Infrastructure	7 major, 33 minor	Centres
Car park	134	No.
Laneway	15	km

2.2 Road Pavements

A hierarchy of road classifications has been adopted by Bayside to help identify the typical dimensions and levels of service that can be expected to apply to each category of road. VicRoads is the road authority for all Declared Arterials and Council is the road authority for the other categories. The function of each road hierarchy category is described in Table 2 below.

Table 2 Road Hierarchy function and summary

Type	Length (km)	Respons-ibility	Function
Arterial Road	54	VicRoads	The principal avenue of communication for metro traffic movements not catered for by freeways. Significant through traffic routes. Include State Highways and Declared Main Roads.
Secondary Arterial	15	Council	Provide link between significant residential, industrial and commercial nodes and or the declared road network. These roads have an identifiable origin and destination (e.g. suburbs, industrial areas, places of significance). Local and through traffic routes.
Limited Arterial	18	Council	Significant local access routes. Arterial roads that supplement the Declared Arterial Roads. , but where traffic volumes have largely stabilised and may fall due to attractiveness of alternative routes.
Collector	45	Council	Local access routes. These are non-arterial roads that primarily provide a route between and through residential, industrial and commercial areas and convey traffic to Declared Main Roads.

Type	Length (km)	Responsibility	Function
Local Road	276	Council	Property access. A road, street or court that primarily provides direct access for abutting residential, industrial and commercial properties to their associated nodes.
Lane	15	Council	Property access. Strip of land shown on title typically set aside to provide vehicle and / or pedestrian access to the other side and read of adjoining properties.
Unconstructed	1	Council	Property access. Unmade roads that are not sealed or kerbed, which provide access to abutting properties only.

2.2 Pathways

Pathways include constructed footpaths within the road reserve. Bayside's pathways have been classified into two categories generally according to the level of use of the path:

Table 3 Pathway Hierarchy

Pathway Category	Use
Major	Generally high traffic areas adjoining Bayside's shopping precincts, frontages to schools. Preschools, maternal and child health centres, Council facilities and the foreshore shared path adjacent to Beach Road and the Esplanade. The major pathways are listed in the Road Management Plan Appendices.
Minor	Pathways in road reserves in all other areas not described above.

Council pathways are located along roads listed in the Register of Public Roads. Bayside pathways are constructed of concrete, asphalt or brickwork. The length of pathways that fall into each of these categories is shown in the following Table.

Table 4. Bayside Pathway Material & Quantity

	Material	Length (km)
On Road	Asphalt	165
	Brick	4
	Concrete	546
	Gravel	0.4
Total		715.4

In its definition of pathways, The Road Management Act defines foot trodden track over roadside land or a path that connects from a roadway or footpath to privately owned land would not be a pathway.² In accordance with this definition there are a number of informal tracks within the Bayside Council area which are not recognized by Council as pathway assets.

² Road Management Act 2004, Code of Practice for Operational Responsibility for Public Roads (December 2004), p7.



2.3 Kerbs

Bayside’s kerbs are constructed of concrete or bluestone, the quantities are shown in Table 5.

Table 5. Bayside Kerbs Material & Quantity

Type	Length (km)
Concrete	569
Bluestone	116

2.4 Laneways / Walkways

There are 285 open lanes and walkways in Bayside and Council maintains 166, or 15 km, of these lanes. A list of Council’s lanes is located in the Register of Public Roads.

There are about 1 km of Council walkways and 3.5 km of walkways that are the responsibility of Vic Track or Melbourne Water.

2.5 Bridges

See Glossary for definition of bridge assets. There are 25 road and footbridges in Bayside, not taking into consideration structures in parks and reserves. Only five of these bridges are the responsibility of Bayside City Council. They are all located on Elster Creek:

- New Street road bridge
- Brickwood street foot bridge
- Cochrane Street road bridge
- Asling Street road bridge
- Head Street road bridge

2.6 Assets not included

The principal objective of road management is to ensure that a safe and efficient network of roads is provided primarily for travel and transport. However, road reserves are commonly made available for other appropriate uses for which Council is not responsible. Roads and assets for which Council does not accept responsibility are described below.

2.6.1 Declared Arterial Roads

Whilst this RMP is mainly concerned with the roads where Council is the responsible authority, it also makes reference to roads which are the responsibility of others. These include Declared Arterial Roads and State Highways where VicRoads is the responsible authority. These roads cater for major traffic movements across the municipality and as such are of crucial importance to the community. Guidance on the physical limits of operational responsibility between VicRoads and municipal councils for different parts or elements of the road reserve of a Freeway or Arterial Road is provided in the Road Management Act Code of Practice – Operational Responsibility for Public Roads, Part 1.

A formal agreement regarding declared roads is in place between Bayside and VicRoads. VicRoads maintenance standards are detailed in the *Road Management Act (2004)*.³ The Declared Arterial Roads within or abutting Bayside are

- Nepean Highway – State Highway
- Beach Road – Declared Arterial Road
- Esplanade – Declared Arterial Road
- St Kilda Street– Declared Arterial Road
- Glenhuntly Road– Declared Arterial Road
- North Road (Between St Kilda Street and Nepean Highway) – Declared Arterial Road
- North Road (between Nepean Highway and Thomas Street) - State Highway
- Centre Road– Declared Arterial Road
- South Road– Declared Arterial Road
- Hampton Street– Declared Arterial Road
- Cummins Road– Declared Arterial Road
- Bluff Road– Declared Arterial Road
- Bay Road– Declared Arterial Road
- Balcombe Road– Declared Arterial Road
- Hawthorn Road– Declared Arterial Road

Car Parking Bays on Arterial Roads

VicRoads is responsible for any part of the roadway that could be used by through traffic. Distances of less than 200m are considered to be of limited use for through traffic. Therefore the Council is responsible on Arterial Roads for maintaining isolated parking areas of lengths less than 200m between kerb outstands.⁴

2.6.2 Shared Roads

Shared roads are those that may define boundaries with the City of Port Philip, City of Glen Eira and Kingston City Council. In most cases the adjoining municipalities are responsible for managing half of the road. In many cases it is preferable for one of the abutting municipalities to undertake maintenance for a shared road, with the costs being appropriately shared. Roads which cross council boundaries are as follows:

- Head Street, foreshore to St Kilda Street, (City of Port Philip)
- Thomas Street, North Road to Nepean Highway, (City of Glen Eira); and
- Charman Road, foreshore to railway line, (Kingston City Council).

Bayside has entered into a boundary road agreement with each abutting Council to describe how those roads will be managed.

³ Road Management Act 2004, Code of Practice for Operational Responsibility for Public Roads (December 2004)

⁴ Road Management Act, p11.

2.6.3 Bridges and Major Culverts

There are 20 road and footbridges in Bayside that are the responsibility of other authorities. These authorities include Melbourne Water, VicRoads and VicTrack. Responsibility for these structures is dictated by the Road Management Act (2004).

2.6.4 Public Transport

Tram Lines

The only tramline in Bayside is on Hawthorn Road, which is an Arterial Road for which VicRoads is the responsible Road authority.

Bus Bays

Bus Bays within Bayside Council consist of line marked stopping areas within the road lane. Maintenance of these bays includes refreshing line marking and some patching. The line marking of Bus bays is undertaken by Council as part of area line marking, and on an as needs basis. Council also carries out asphalt patching in these areas.

Rail Tracks (Railway Level Crossings)

Responsibility of public transport operators and the road authority for roads with rail crossings are set out in the VicTrack Rail Maintenance Guidelines. A Safety Interface Agreement (SIA) between the VicTrack and Council is also in place. The SIA clearly defines which Authority is responsible for maintenance and renewal of assets relating to rail crossings, both level and grade separated.

2.6.5 Utility Infrastructure

Utility Infrastructure within a road reserve commonly includes:

- water supply pipes and fittings
- Sewerage pipes and manholes
- Telecommunication cables, pits and structures
- Electricity distribution wires, poles and structures
- Gas supply pipes and fittings

The relevant infrastructure may be located underground e.g. pipes and service pits. It can be on the ground e.g. poles and cabinets or it can be above ground e.g. wires and aerials. The care and maintenance of these utility assets is the responsibility of the relevant utility authority whose rights and obligation are contained in specific legislation relating to each utility. In addition the Ministerial Code for Utilities Infrastructure in Road Reserves provides practical guidance to utilities and road authorities who are expected to work together cooperatively to facilitate the installation, maintenance and operation of road and non-road infrastructure within road reserves.

2.6.6 Street Furniture

Non Council Infrastructure in the road reserve include:

- VicRoads signage and signal hardware
- Department of Infrastructure bus shelters
- Private direction and advertising signs.
- Street lighting

The VicRoads signage and hardware are installed in accordance with VicRoad's standards to improve overall safety and to minimise any adverse effects to road users.

Other non-council assets are subject to the approval by Council and therefore any safety concerns are addressed at the application stage. The ongoing care of these assets is the responsibility of asset owner.

2.6.7 Vehicle Crossings

Property owners are responsible for the construction and ongoing maintenance of any vehicle crossing servicing their property. The responsibility extends from the boundary line of the property to the edge of the road pavement, excluding the footpath section of the vehicle crossing.

Vehicle crossings must comply with Council's Vehicle Crossing Policy located on Council's website.⁵

2.6.8 Street Lighting

Street lighting plays a primary role in road safety and amenity. Although Council funds the street lighting on its roads and shares the cost on the declared main roads, the public lighting assets are owned and maintained by United Energy. Council works with United Energy to ensure the regular inspection and repair or replacement of such lights and poles as required.

Council is responsible for the maintenance of non-standard lighting in some specific subdivisions.

2.7 Register of Public Roads

The Register of Public Roads is a record of each of the roads for which Bayside City Council acts as coordinating authority. Roads for which Council is not responsible include private roads, unconstructed assets such as foot trodden tracks, laneways and pathways on private land and vehicle entrances from roadway to private property. Roads not included on the Register are also roads which are the responsibility of other road authorities, e.g. VicRoads, Parks Victoria and Department of Sustainability and Environment.

It is a requirement of the Road Management Act that the Register is maintained by Council. Details on the roads listed in the register are also stored in Council's Asset Management System. The register can be accessed through the Council website.⁶

⁵ https://www.bayside.vic.gov.au/documents/Vehicle_Crossing_Policy_2014.pdf

⁶ http://www.bayside.vic.gov.au/documents/Bayside_Register_of_Public_Roads_V1.4.pdf

The Register of Public Roads establishes a municipal road hierarchy based on the function each road performs. These road hierarchy categories and asset types are used only to differentiate service levels and maintenance standards.

Any arrangements for road management functions between Council and another road authority pursuant to Schedule 1 of the Act are detailed in the Register of Public Roads.

The compilation of the register is an ongoing process of refinement as new assets are added to or removed from the register.

A sample of the Register of Public Roads is shown below:

Bayside Register of Public Roads V 1.4

Bayside Register of Public Roads - List of Road Blocks					
Road Name	Road Type	Suburb	Start	End	Hierarchy
BURSTON	PLACE	BRIGHTON	CAIRNES CR	EOR	LOCAL ROAD
BURT	CRESCENT	HAMPTON EAST	WICKHAM RD	WIDDOP ST	LOCAL ROAD
BURWAH	AVENUE	BRIGHTON EAST	DENDY ST	MARRIAGE RD	LOCAL ROAD
BUTLER	STREET	BRIGHTON	EXON ST	DENDY ST	LOCAL ROAD
BYRON	STREET	BRIGHTON	MALE ST	HAMPTON ST	LOCAL ROAD
CADBY	STREET	BRIGHTON	MCCALLUM ST	NEW ST	LOCAL ROAD
CAIRNES	CRESCENT	BRIGHTON	WERE ST	STEWART ST	LOCAL ROAD
CAMBRIDGE	STREET	BRIGHTON EAST	NEPEAN (SERVICE)	CLONAIG ST	LOCAL ROAD
CAMPBELL	STREET	BRIGHTON	ST KILDA ST	23	LOCAL ROAD
CAMPBELL	STREET	SANDRINGHAM	TENNYSON ST	SOUTHEY ST	LOCAL ROAD
CAMPBELL	STREET	BRIGHTON	23	NEW ST	LOCAL ROAD
CAMPERDOWN	STREET	BRIGHTON EAST	HAMPTON ST	NO 23/25	LOCAL ROAD
CAMPERDOWN	STREET	BRIGHTON EAST	NO 23/25	CARRINGTON GR	LOCAL ROAD
CANBERRA	GROVE	BEAUMARIS	BALCOMBE RD	EOR	LOCAL ROAD
CANBERRA	GROVE	BRIGHTON EAST	SOUTH RD	CHAPMAN ST	LOCAL ROAD
CANBERRA	GROVE	BRIGHTON EAST	CHAPMAN ST	WERE ST	LOCAL ROAD

Figure 3. Excerpt from Bayside City Council Register of Public Roads

3.0 Standards & Guidelines

3.1 General

3.1.1 Funding for Road Assets

Funding for roads must compete against a wide range of Council services. The functions required to be exercised by Council, as a road authority, are limited by the financial and other resources that are reasonably available to Council. The Council must also give consideration to the broad range of other services it provides to the community. Funding levels are allocated generally through a capital works program forming part of the annual budget process for the municipality. In addition to the operational funds Council provides through the budget process, Council may receive grant funding from State or Federal Government Programs (e.g. Blackspot Funding and Roads to Recovery) for specific projects / works.

When allocating funds to road assets during the budget process, Council aims to:

- Maximise the life of the asset through the use of timely maintenance and renewal programs;
- Identify defects that exceed stated intervention levels and appropriately rectify them;
- Pro-actively maintain the network to the adopted level of service; and,
- Progressively improve the condition of the road and footpath network according the adopted program.

Projects recommended for adoption by Council are prioritised to ensure the relevant condition and service standards are being achieved.

Maintenance of Road assets is undertaken by external service providers. Provision for monthly payments (primarily a lump sum with a small amount payable under Schedule of Rates arrangements for any minor discretionary works outside lump sum maintenance works) is made in the annual budget. Included in the annual operational budget is an allowance for growth to reflect additional assets being added to the contracts through subdivision and capital projects. In addition, included in the annual operational budget is an allowance for annual adjustment (Variation) to the contract payments to allow for rise and fall in the cost of service delivery.

3.1.1 Service Levels

It is a Bayside aim to align the service levels provided by its road assets with:

- Level of risk related to the adopted hierarchy of the road; and
- Community needs and expectations (as far as is affordable).

There are generally two major aspects of service level:

- Community measures such as those reflecting community survey response to prevailing service levels; and
- Technical measures such as road asset quality, capacity and safety of the road network, specify inspection frequencies, response times and maintenance levels.

The target levels of service for roads reflect a mixture of Council's corporate and strategic goals, statutory obligations, community needs and expectations. Levels of service have been defined in terms of the quality and technical aspects that can be expected in relation to the Council's road assets. They help to clarify what is to be delivered, when it is to be delivered and at what cost. They also assist in measuring the reporting on the performance of service being delivered.

The Road Management Plan Appendices outline the service standards and intervention times.

3.2 Maintenance Standards

Condition assessment surveys and routine maintenance regimes aim to ensure that the quality and safety of the road assets are adequately maintained and that the data used for projecting future works programs is accurate. The adopted standards for Bayside are as per the Road Management Plan Appendices.



4.0 Road Management System

4.1 General

Bayside has established a number of systems for the management of road infrastructure. Historically the systems were stand-alone systems kept in various part of the organisation. These different systems are however systematically being integrated into an integrated asset management system.

4.2 Responsibility

The primary organisational responsibilities for the management of road assets lie within the Environment, Recreation & Infrastructure Division of Council.

These functions in relation to roads include:

- Drainage maintenance and cleaning
- Street sweeping
- Road, kerb and footpath maintenance
- Laneway maintenance
- Management of maintenance contractors.
- Footpath capital works renewal
- Traffic management design and maintenance
- Pavement management system
- Drainage investigations
- Capital works design and construction management, roads, traffic management and drains
- Enforcement of traffic restrictions and local laws

4.3 Maintenance Management System

Council has developed an integrated management approach for inspection, maintenance and repair of road infrastructure as shown diagrammatically below.

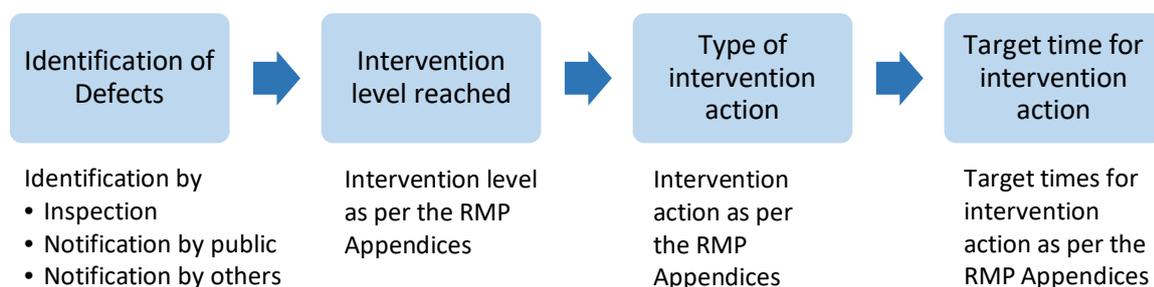


Figure 4. Integrated maintenance management

4.3.1 Service Requests

There are four ways in which requests for repair are made to Council. These are shown in the Table below.

Table 6. Customer requests

Request by	Procedure
Direct contact	<p>Predominantly direct contact occurs with customers visiting the Corporate Centre to discuss and issue. In the majority of cases the Customer Service staff will log the request onto the Council's Customer Service Request System. The request will be categorised according to the service standards contained in the system. Response times vary depending upon an assessment of level of risk associated with the issue.</p> <p>Where an issue is complex, a staff member may be called to discuss the issue with the customer. If the staff member considers that action is warranted then a request is created on the Customer Service Request System.</p> <p>Other direct contacts may occur with staff working at other Council facilities or during site visits within Bayside. Similar to above, if the staff member consider that action is warranted then a request will be created in the Customer Service Request System.</p>
Telephone	<p>Customer Service Staff answer calls to Council's general telephone number. They will generally receive a customer service request for road and footpath repairs and forward it to Council's Infrastructure Maintenance team who will create the request in the Customer Service Request System.</p> <p>Where the issue is complex, the call will be forwarded to the responsible department for a staff member to discuss the issue with the customer. If the staff member considers that action is warranted then a request is crated in the Customer Service Request system.</p>
Mail	<p>All external correspondence is registered in the Records Management System. The correspondence is then forwarded to the Infrastructure Maintenance Coordinator for action.</p>
Email or via the internet	<p>All requests received by email or via the internet are processed and logged onto the Records Management System.</p>

4.3.2 Auditing

On the completion of the customer request for road or footpath repairs the issue is closed on the Customer Request System or Records Management System. At the monthly contract meeting with the Infrastructure Maintenance Contractor a review of all customer requests is undertaken. Using reports from the Customer Request system and a review of the Records Management System an assessment of compliance with Council's Customer Service Standards and associated Road Management responsibilities is undertaken. All outstanding requests and all requests that were deemed to require no action are reviewed.

4.3.3 Response to service requests

The protocols for response to service requests, specifically response times are clearly set out for the maintenance contractor. They are provided in Appendix 1. The Contract details five intervention levels as follows:

- Level 1: Emergency response (including call outs)
- Level 2: Urgent response, Public Liability inspection and Potential Hazard Response
- Level 3: Public Liability Incident
- Level 4: Traffic control device requests, written response to correspondence or complaint, road opening reinstatement.
- Level 5: All other requests

Emergency Response

The Infrastructure Maintenance Service Contractor maintains staff able to respond to emergency situations, regarding road and drainage infrastructure, 24 hours a day, 52 weeks per year. The Contractor must immediately on notification provide the staff, plant, signage and other materials to contain an identified emergency, undertake emergency repairs and minimise further risk. After the event the contractor records the details of the emergency on Council's Customer Request and Management System.

After Hours Emergency Call-Outs

Council maintains an after-hours emergency phone number. The afterhours call taker can call out the Infrastructure Maintenance Contractor if necessary. The current contract provisions require the Contractor to respond in accordance with the above standard.

4.3.4 Proactive Inspections

Council's service providers perform proactive inspections in accordance with the inspection frequencies identified in the Road Management Plan Appendices. Any defects above the intervention levels are recorded and programed for rectification in accordance with the target times for intervention action.

4.4 Condition Rating

Road asset condition rating frequencies are as per the Appendices. The data collected for road surface, pathways and kerb and channel is captured in Councils Pavement Management System (PMS) to store road pavement information, prepare forward works programs and develop financial reports on its roads and footpaths.

Data related to the extent and severity of defects in road pavements, kerbs and footpaths are recorded on the system that predicts deterioration and forecasts works programs and budgets based on renewal costs and available funding. The program can also produce annual depreciation reports.

Asset attribute and condition data is regularly updated in the Pavement Management System as a result of new works undertaken and through an ongoing asset inspection process.



4.5 Records

Council has an integrated asset management system where all data in relation to road infrastructure is recorded. This information includes identifiers for all road infrastructure, all defects identified during proactive inspections, details of rectification works as well as asset condition captured during condition rating.

4.4 Community Survey

The annual community surveys undertaken by the State Government identified the need for improvements to the municipality's footpaths. To address the concerns of residents in this area Council made a significant increase to funding of footpath maintenance.



5.0 References

References that may assist in the interpretation of this Plan include:

- Bayside Register of Public Roads
- Road Management Plan Appendices
- Bayside's Council Plan
- Bayside Asset Management Policy
- Bayside Asset Management Strategy
- *Road Management Act (2004)*
- *Water Management Act (2000)*
- VicTrack Rail maintenance guidelines (2011)

6.0 Code of Practice for Road Management Plan

Bayside Asset Management Procedures Manual 2011

10.0 Appendices

Appendix 1 – Asset Defect Intervention Level & Response Times

Appendix 2 – Asset Inspection Frequency

Appendix 3 – Road Condition Rating Frequency

Appendix 4 - Major Pathways

Service Levels Qualifications

Rectification action for defects outside intervention levels can include where appropriate temporary repairs or other temporary measures such as the installation of barricades or warning signs until temporary or permanent repairs can be affected. Response times are in working days and are taken from the date that Council becomes aware of a defect exceeding an intervention level. They generally reflect actual response times to take rectification action for defects exceeding intervention levels identified by inspections under taken on continuous basis and for defect notification by the public.

Appendix 1 – Asset Intervention Level & Response Times

Intervention Level	Rectification action	Response time (wk days)	
		Urgent / Initial response*	Non Urgent Rectification
Roads – Constructed roads identified in the Bayside Road Register			
Potholes Exceeding 300mm diameter and 25 mm in depth.	Patch pothole to restore smooth riding surface.	7	45
Ruts and depressions Abrupt distortions of road surface typically exceeding 50mm below the surrounding surface level.	Apply levelling course to restore smooth riding surface	7	30
Edge break Edge pavement eroded exceeding 25mm in depth and extending 150mm laterally over more than 1000mm in length.	Repair to line and level surrounding road surface.	7	30
Emergency response Removal of material from traffic accidents or other debris, oil spills etc. which is a danger to pedestrian or vehicular traffic	Remove material or cover spills with suitable material.	1	NA
Laneways – Constructed laneways identified in the Bayside Road Register			
Potholes, Ruts, Depressions as well as other defects: Abrupt distortions of road surface typically exceeding 100mm below the surrounding surface level.	Patching of localised laneway surface distortions to restore a satisfactory ride condition surface in that laneway section for slow moving vehicles. Resultant surface not intended to provide a smooth ride characteristic of the road.	7	45
Pathways – Along state and Municipal Roads (including shared / bike paths)			
Holes in footpath surface: Isolated failed pavement areas typically exceeding 25mm.	Patch area to restore the line and level of the pathway surface.	7	60
Pathway section Displacement of Depressions: Displaced pathway sections typically exceeding 25mm.	Restore alignment and level of pathway surface by replacement of pathway sections.	7	60
Kerb & Channel – Along municipal roads			
Kerb & Channel Misalignments: Displaced kerb and channel sections, displacements typically exceeding 50mm.	Restore the alignment and level of the kerb or channel with replacement of sections	7	45

Intervention Level	Rectification action	Response time (wk days)	
		Urgent / Initial response*	Non Urgent Rectification
Street Signs			
Damaged signs: Damaged signs, causing or likely to cause hazard to pedestrians or vehicular traffic.	Make safe by removing, replacing or barricading.	2	45
Service authority assets			
Service authority assets or works: For Service Authority Works Assets or works which result in defects above the intervention level on a road or pathway.	The responsible Service Authority to be notified	2	60
Drains			
Blocked Drains: Causing water to pond on trafficable sections of the road.	Clear blockage	1	90
Pit lids: Missing or severely damaged.	Replace lid or barricade area	1	45

* An issue is deemed urgent where it presents an immediate risk to public safety. Initial response will include an inspection of the issue and that the site be made safe. If it is not feasible that rectification works be carried out in the specified timeframe appropriate warning will be provided. Appropriate warning will include but is not limited to:

- Provision of warning signs
- Traffic control action
- Diverting traffic around the site
- Installation of temporary speed limits
- Lane or road closures

Appendix 2 – Asset Inspection Frequency

Item	Asset Type	Inspection Frequency
1	Shopping Centre Areas – Pathways, car parks and pedestrian walkways within the designated Shopping Centre Area as identified in Appendix 4	Once every 26 weeks
2	Pathways – Abutting high use facilities as identified in Appendix 4	Once every 26 weeks
3	Pathways – Shared path along Beach Road and the Esplanade	Once every 26 weeks
4	Roadside pathways other than those identified in item 2 and 3	Once every 52 weeks
5	Municipal Roads All municipal road surfaces and kerb and channel	Once every 52 weeks
6	Laneways	Once every 156 weeks
7	Road related signs, bollards, , traffic signs and other street furniture	Once every 52 weeks
8	Bridges Structure and abutments	Once every 52 weeks

Appendix 3 – Road Condition Rating Frequency

Item	Asset Type	Inspection Frequency
1	Road Surface	Once every 4 years
2	Pathway	Once every 4 years
3	Kerb and Channel	Once every 4 years
4	Laneways	Once every 4 years
5	Bridges and Culverts	Once every 4 years

Appendix 4 – Major Pathways

Item	Asset Type	Melway Reference
1	Martin Street / New St, Brighton	M67 E5
2	Martin Street / Nepean Highway, Brighton	M67 G7
3	Hawthorn Road / North Road, Brighton	M67 K8
4	Landcox Street, Brighton East	M67 J8
5	Thomas Street, Brighton East	M68 B10
6	Hawthorn Road / Nepean Highway, Brighton East	M67 K11
7	Nepean Highway / Centre Road, Brighton East	M67 K12
8	Nepean Highway / South Road, Brighton	M77 D5
9	South Road, Brighton	M77 C4 & D4
10	Bluff Road / South Road, Brighton East	M77 B4
11	Hampton Street / South Road, Brighton East	M76 G1
12	Hampton Street / Pine Street, Brighton	M76 G1
13	Bay Street Shops, Brighton	M67 F9 & F10
14	Bay Street / New Street, Brighton	M67 D9
15	The Esplanade, Brighton	M67 C10
16	Church Street Shops, Brighton	M67 D11, E11, E12
17	Were Street Shops, Brighton	M76 F3
18	Were Street Shops, Brighton	M76 F2
19	South Road / Beach Road, Brighton	M76 D3
20	Hampton Shopping Centre, Hampton	M76 F6 – G4
21	Ludstone Street / Kingston Street, Hampton	M76 J5
22	Widdop Crescent / Keith Street, Hampton East	M77 C6
23	Bluff Road / Highett Road, Hampton East	M77 A8
24	Highett Road / Spring Road, Highett	M77 C8

Item	Asset Type	Melway Reference
25	Highett Road / Middleton St, Highett	M77 E9
26	Bay Road / Jack Road shops, Cheltenham	M77 F11
27	Bay Road / Avoca Street Shops, Highett	M77 C10
28	Bluff Road / Bay Road, Highett / Sandringham	M77 A10
29	Sandringham Shops	M76 G9
30	Beach Road / Georgiana Street, Sandringham	M76 F8
31	Bluff Road, Spring Street, Sandringham	M76 K12
32	Bluff Road, Edward Street, Sandringham	M85 K1
33	Bluff Road / Love Street, Blackrock	M85 K2
34	Black Rock Shops	M85 K4
35	Balcombe Park Shops, Black Rock	M86 C5
36	Beaumaris Concourse	M86 D7
37	Keys St Shops, Beaumaris	M86 E9
38	Seaview shops, Beaumaris	M86 F5
39	Balcombe / Charman Road	M86 H5
40	Weatherall / McNamara Street, Cheltenham	M86 G3

Other High Use Areas			
Item	Facility	Pathways Inspected	Melway Reference
	Schools		
1	Beaumaris North Primary School	188 Reserve Road, Beaumaris	M86 D4
2	Beaumaris Primary School	99 Dalgetty Road, Beaumaris (also frontages to Herbert Street, Edith Street and Emily Street)	M86 D7
3	Berendale School	2 Berend Street (also frontages to Dane Road and Seafoam Street) Hampton East.	M77 C6
4	Black Rock Primary School	2 Ferguson Street (also frontage to Arkaringa Crescent) Black Rock.	M86 A2
5	Brighton Beach Primary School	19 Windermere Crescent (also frontage to Exon Street) Brighton	M76 E1
6	Brighton Grammar School	29 Grosvenor Street, Brighton (also frontages to Cadby Street and New Street) 266-570 New Street, Brighton 277 – 278 New Street, Brighton 80 Outer Crescent, Brighton 26 Young Street, Brighton	M67 D10
7	Brighton Primary School	59 Wilson Street (also frontage to Male Street) Brighton	M67 F11
8	Brighton Secondary College	80 A – 124 Marriage Road, Brighton East 213 – 239 Dendy Street, Brighton East	M76 K1
9	Cheltenham Primary	231 Charman Road, Cheltenham	M86 H2
10	Cheltenham Primary School	231 Charman Road, Cheltenham	M86 H2
11	Elsternwick Primary School	44 Murphy Street, Brighton	M67 F5
12	Firbank Grammar School	31 Outer Crescent (also frontages to Barkly Street Middle Crescent and Inner Crescent Brighton) 45 – 49 Royal Avenue Sandringham 51 Royal Avenue Sandringham	M67 E9 M76 J11

Other High Use Areas			
Item	Facility	Pathways Inspected	Melway Reference
13	Gardenvale Primary School	66 Landcox Street, Brighton East	M67 K8
14	Haileybury College	120 South Road (also frontage to Villeroy Street) Brighton East	M76 G4
15	Hampton Primary School	528 Hampton Street (also frontage to Ludstone Street) Hampton	M76 G5
16	Sacred Heart Primary School	11 Fernhill Road (also frontages to Sandringham Road and Bay Road) Sandringham	M76 H9
17	Sandringham College Highett Campus	356 Bluff Road (also frontages to Sandringham Road and Bay Road) Sandringham	M77 A9
18	Sandringham College Beaumaris	455 Balcombe Road (Frontages to Lawson Parade and Landsell Avenue) Sandringham	M86 C5
19	Sandringham College Senior Campus	11 Holloway Road, Sandringham	M77 A11
20	Sandringham East Primary	9 Holloway Road, Sandringham	M77 A11
21	Sandringham Primary School	29 Bamfield Street (also frontage to Francis Street) Sandringham	M76 H8
22	St Agnes Primary School	18 Peterson Street (also frontage to Locinda Street, Clyde Street and Spring Road) Highett	M77 C8
23	St Finbars Primary School	88 Centre Road (also frontage to Wallen Street and Nepean Highway) Brighton East.	M76 F4
24	St Joan of Arc Primary School	30 Dendy Street (also frontages to Wallace Grove and New Street) Brighton.	M76 E1
25	St Josephs Primary	544 Balcombe Road (frontages also to Champion Street and Hunter Avenue) Black Rock.	M86 D4
26	St Leonards College	163 South Road, Brighton East.	M76 H3
27	St Marys Primary School	59 Hollyrood Street (also frontages to Charlotte Road, Cloris Avenue and Dalgetty Road) Beaumaris	M76 F4
28	Stella Maris Primary School	47 South Road (also frontages to Hartley Street and new Street) Brighton	M86 E6

	Other High Use Areas		
Item	Facility	Pathways Inspected	Melway Reference
29	Xavier College	47 South Road (also frontages to Hartley Street and New Street) Brighton	M76 D3
	Immunisation Centres		
30	Beaumaris Community Centre	88 Reserve Road, Beaumaris (also frontages to Victor Street and Cloris Avenue)	M86 D7
31	Black Rock Activity Centre	2 Karrakatta Street, Black Rock	M85 K4
32	Brighton Town Hall	32 Wilson (also frontages to Carpenter Street) Brighton	M67 F10
33	Castlefield Community Centre	505 Bluff Road, Hampton	M77 A4
34	Hampton Community Centre	14 Willis Street, Hampton	M76 F5
35	Highbett Senior Citizens Centre	3 Livingstone Street, Highbett	M77 D8
	Preschool Centres		
36	St Michael's & All Angels Church Playground	32 Dalgetty Road, Beaumaris	M86 E8
37	Bay Kids	2 Emily Street, Beaumaris	M86 D7
38	Beaumaris 3YO Kinder	78 Dalgetty Road (also frontages to Gibbs Street and Haldane Street) Beaumaris	M86 E7
39	Beaumaris Children's Playhouse	24 Grandview Avenue, Beaumaris	M86 C5
40	Black Rock Preschool	55 Bluff Road, Black Rock	M85 K3

	Other High Use Areas			
Item	Facility	Pathways Inspected	Melway Reference	
41	Brighton Baptist Kindergarten	156 Bay Street (also frontage to Cochrane Street) Brighton	M67 F9	
42	Brighton Beach Child Care	21 New Street, Brighton	M76 E3	
43	Brighton Childcare & Kindergarten	247 New Street, Brighton	M67 D10	
44	Brighton East Childcare	309 Nepean Highway Brighton East	M67 H8	
45	Brighton Juniors Childcare	75 Wilson Street, Brighton	M67 F11	
46	Brighton Playroom Assoc.	58 Wilson Street (also frontage to Male Street) Brighton	M67 F11	
47	Cross Street Playgroup	665 Hampton Street (also frontage to Were Street) Brighton	M76 G3	
48	East Beaumaris Kindergarten	60 Wells Road, Beaumaris	M86 G6	
49	Gordon Street Preschool	17-19 Gordon Street, Beaumaris	M86 G4	
50	Grange Road Preschool	66 Grange Road, Sandringham	M76 K9	
51	Hampton Child Care Centre	461 Bluff Road, Hampton	M77 A5	
52	Hampton Children's Playhouse	12 Willis Street, Hampton	M76 F5	
53	Hampton Community Kindergarten	1A Myrtle Road, Hampton	M76 J7	
54	Helen Paul Kindergarten	33 Kingston Street, Hampton	M76 J5	

	Other High Use Areas		
Item	Facility	Pathways Inspected	Melway Reference
55	Highett Playgroup	25 Donald Street, Highett	M77 D10
56	Holy Trinity Kindergarten	8 Thomas Street, Hampton	M76 G6
57	Hunt Memorial Kindergarten	103 Cochrane Street, Brighton	M67 F6
58	Hurlingham Park Preschool	1 Palmer Avenue, Brighton East	M67 J11
59	Jack and Jill Kindergarten	26 Grandview Avenue, Beaumaris	M86 C5
60	Janet Mundy Kindergarten	6 Fern Street, Black Rock	M85 K1
61	Kids Company	206 Tramway Parade, Beaumaris	M86 F5
62	Kids Company	139 Bay Road, Sandringham	M76 K10
63	Larmenier Bluff Kids Playgroup	453 Bluff (also frontages to Fewster Road and Raynes Park) Road Hampton	M77 A6
64	Livingston Street Kindergarten	1 Livingston Street, Highett	M77 E8
65	Nagel Preschool	59-61 Sandringham Road (also frontage to Victory Street) Sandringham	M76 K9
66	North Brighton Kindergarten	145A Cochrane Street (also frontage to Cross Street) Brighton	M67 F5
67	Olive Phillips Kindergarten	Bodley Street, Beaumaris	M86 E8
68	Olympic Avenue Kindergarten	28 Olympic Avenue, Cheltenham	M77 F12

	Other High Use Areas		
Item	Facility	Pathways Inspected	Melway Reference
69	Pennell Childcare Centre	453 New Street (Also frontage to Foote Street), Brighton	M67 E6
70	Platypus Junction Childcare & Kindergarten	43 Cochrane Street, Brighton	M67 F8
71	Sandringham Childcare	5 Sandringham Road, Sandringham	M76 G9
72	Sandringham Children's Playhouse	3 Beaumont Street, Sandringham	M76 G9
73	St Johns Kindergarten	14-16 D'arcy Avenue, Sandringham	M77 B12
74	St Marys Preschool Centre	187 Dendy Street (also frontage to Hughes Street), Brighton East	M76 J1
75	St Peters Kindergarten	1 Moffatt Street, Brighton	M76 E2
76	Wilson's St Kindergarten	11 Wilson Street, Brighton	M67 F10
77	Yeshivah Preschool	132 Marriage Road, Brighton East	M77 A1
	Maternal & Child Health Centres		
78	Beaumaris	19 Bodley Street, Beaumaris	M86 H4
79	Beaumaris	28 Bodley Street, Beaumaris	M86 E8
80	Brighton	2 Parliament Street, Brighton	M67 E9
81	Brighton East	1 Palmer Avenue, Brighton East	M67 J11

	Other High Use Areas			
Item	Facility	Pathways Inspected	Melway Reference	
82	Hampton	483 Hampton Street, Hampton	M76 G5	
83	Highett	1 Livingston Street, Highett	M77 D8	
84	Sandringham	33 Abbott Street, Sandringham	M76 G9	
85	Sandringham	16 Station Street (also frontage to Abbott Street) Sandringham		
	Other			
86	Corporate Centre	76 Royal Avenue, Sandringham	M76 K12	
87	Beaumaris Library	96 Reserve Road, Beaumaris	M86 D6	
88	Brighton Library	13 Boxshall Street, Brighton	M67 F11	
89	Hampton Library	1D Service Street, Hampton	M76 G6	
90	Sandringham Library	2-8 Waltham Street, Sandringham	M76 F9	