Mornington Peninsula Shire

ROAD MANAGEMENT PLAN 2025

Management System to Inspect, Maintain and Repair Public Roads.
Standards of Performance for Road Management Functions.

MORNINGTON PENINSULA
Shire

This document is and remains a stand-alone and all-encompassing policy document of the Mornington Peninsula Shire Council (for the inspection, repair and maintenance of public roads, paths and road infrastructure within the municipality of the Mornington Peninsula Shire Council) without recourse to any other policy, practice, procedure, act, matter or thing done (or purported to be done) by or on behalf of the Mornington Peninsula Shire Council in relation to the performance of the Mornington Peninsula Shire Council's public road, path and road infrastructure management functions.

To the extent any other policy, practice, procedure, act, matter or thing done (or purported to be done) by or on behalf of the Mornington Peninsula Shire Council in relation to the performance of the Mornington Peninsula Shire Council's public road, path and road infrastructure management functions adopts (or purports to adopt) a standard which is in conflict, or inconsistent, with the standards specified by the existing Road Management Plan (other standards), the standards specified by the existing Road Management Plan are to prevail over the other standards, and the other standards have no force or effect.

Cover Photo:
Roundabout, Melbourne Road and Canterbury Jetty Road, Rye

Guideline Governance

Responsible Service / Department:	Infrastructure Services
Adoption authorised:	Council
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Endorsed CEO or ELT member or department manager to make and approve document editorial amendments:	CEO

Review History 2004 to 2025

Version No.	Approval Date	No.	Government Issue Date	Gazette Page No.	Date of Effect
1	6 December 2004	G51	16 December 2004	3384	17 December 2004
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4	22 May 2018	G23	7 June 2018	1241	8 June 2018
5	6 September 2022	G39	29 September 2022	3958	30 September 2022
6	14 October 2025	G43	23 October 2025	2250	24 October 2025

Amendments

(Incorporated in Version 6)

Amendment Section	Amendment Description
Entire Document	Adoption of MAV Insurance template, with some minor amendments.
Entire Document	Timeframes previously shown as Weeks and Months have been converted to Days.
Attachment 5 Inspection Frequencies	Inserted Reactive Inspection Timeframes.
Attachment 5 Inspection Frequencies	Deleted Condition Inspection frequencies.
Attachment 5 Obstructions and Substances in Traffic Lanes	Now dealt with under “Emergency Response – All Asset / Categories” provisions.
Attachment 6 Obstructions and Substances in Traffic Lanes	Deleted levels of service for Obstructions and Substances in Traffic Lanes.
Attachment 6 Sealed Roadways and Shoulders	For consistency, description of pothole for Type A roads amended to read “Potholes in sealed pavement > 50 mm in depth and > 200 mm in diameter.”
Attachment 6 Sealed Roadways and Shoulders	Deleted reference to the maximum size of a deformed pavement defects.
Attachment 6 Sealed Roadways and Shoulders	Multiple “Edge Break” descriptions reduced to one to read: “Edge breaks > 200 mm laterally over a 5 m or greater length from the nominal seal line.”
Attachment 6 Sealed Roadways and Shoulders	Deleted levels of service for sealed pavement sweeping.
Attachment 6 Unsealed Roadways	“Corrugations, depressions and potholes” – Response Times improved – Type C residential areas: 6 M to 8 W.
Attachment 6 Unsealed Roadways	“Wheel ruts or scouring” – Response Times improved – Type C residential areas: 6 M to 8 W.
Attachment 6 Sealed & Unsealed Roadways Vegetation	“Roadside Vegetation – Overhead clearance” - Response Times improved – Type A: 12 W to 60 D; Type C & D: 6 Y to 2 Y.
Attachment 6 Sealed & Unsealed Roadways Vegetation	“Roadside Vegetation – Overhead clearance” – Response Time slower - Type B: 12 W to 180 D.
Attachment 6 Sealed & Unsealed Roadways Vegetation	“Roadside Vegetation – Overhead clearance” increased from 3.75 m to 4.2 m (Type A & B) and 4.0 m (Type C & D).
Attachment 6 Sealed & Unsealed Roadways Vegetation	“Roadside Vegetation – Obstructing sightlines – intersections” – Response Times improved – Type A & B: 12 W to 60 D; Type C & D: 6 Y to 360 D.
Attachment 6 Sealed & Unsealed Roadways Vegetation	“Roadside Vegetation – Obstructing sightlines – signs” – Response Times improved – Type A & B: 12 W to 60 D; Type C & D: 6 Y to 360 D.
Attachment 6 Unsealed Shoulders	“Pothole / Wheel Ruts / Scouring / Corrugations” – Description of “corrugations, etc on unsealed shoulders,” amended to read “> 50 mm in depth and > 50 m in length.”
Attachment 6 Traffic Islands	Deleted levels of service for Traffic Islands. Dealt with under Kerb & Channel and Sealed Footpaths.
Attachment 6 Traffic Control Devices	“Missing Signs” – Response Times slower – Type A & B: 3 D to 7 D; Type C: 7D to 30 D; Type D: 28 D to 30 D.
Attachment 6 Traffic Control Devices	“Damaged Signs” – Description of Intervention Level amended.
Attachment 6 Sealed Footpaths and Shared Paths	“Vertical Displacement” – “Vertical Displacement > 30 mm in height” – Temporary mitigation measure – Response Times improved – Type High: 14 D to 7 D.
Attachment 6 Sealed Footpaths and Shared Paths	“Vertical Displacement” – “Vertical Displacement > 30 mm in height” – Temporary mitigation measure – Response Times introduced – Type Medium: 15 D; Type Low: 30 D.
Attachment 6 Sealed Footpaths and Shared Paths	“Vertical Displacement” – “Vertical Displacement > 30 mm in height” – Undertake repair – Response Times improved – Type High: 6 M to 14 D.
Attachment 6 Sealed Footpaths and Shared Paths	“Loose segmented pavers” – Intervention Levels and Response Times introduced.

Amendment Section	Amendment Description
Attachment 6 Sealed Footpaths and Shared Paths	"Cracking" – "Cracking in footpaths > 30 mm wide over length > 1.0 m" – Temporary mitigation measure – Response Times improved – Type High: 14 D to 7 D.
Attachment 6 Sealed Footpaths and Shared Paths	"Cracking" – "Cracking in footpaths > 30 mm wide over length > 1.0 m" – Temporary mitigation measure – Response Times introduced – Type Med 15 D; Type Low: 30 D.
Attachment 6 Sealed Footpaths and Shared Paths	"Cracking" – "Cracking in footpaths > 30 mm wide over length > 1.0 m" – Undertake repair – Response Times improved – Type High: 6 M to 14 D.
Attachment 6 Sealed Footpaths and Shared Paths	"Undulations" – "Undulations (depressions / bumps) > 120 mm in depth" – Temporary mitigation measure – Response Times improved – Type High: 14 D to 7 D.
Attachment 6 Sealed Footpaths and Shared Paths	"Undulations" – "Undulations (depressions / bumps) > 120 mm in depth" – Temporary mitigation measure – Response Times introduced – Type Medium: 15 D; Type Low: 30 D.
Attachment 6 Sealed Footpaths and Shared Paths	"Undulations" – "Undulations (depressions / bumps) > 120 mm in depth under a 1.5 m straight edge" – Undertake repair – Response Times improved – Type High: 6 M to 14 D.
Attachment 6 Sealed Footpaths and Shared Paths	"Dislodged / missing pieces / potholes" – "Potholes > 200 mm and > 30 mm in depth" – Temporary mitigation measure – Response Times improved – Type High: 14 D to 7D.
Attachment 6 Sealed Footpaths and Shared Paths	"Dislodged / missing pieces / potholes" – Intervention Levels and Response Times introduced.
Attachment 6 Sealed Footpaths and Shared Paths	Extended Response Times subject to provisional quantities have been deleted.
Attachment 6 Unsealed Footpaths and Shared Paths	Extended Response Times subject to provisional quantities have been deleted.
Attachment 6 Footpath and Shared Paths (Sealed and Unsealed) Vegetation	"Footpath – Clearance Envelope" – "Pathway vegetation clearance envelope" – Response Times improved: Type High 1 Y to 60 D; Type Med: 2 Y to 180 D; Type Low: 6 Y to 360 D.
Attachment 6 Footpath and Shared Paths (Sealed and Unsealed) Vegetation	"Shared & Bicycle Pathways – Clearance Envelope" – "Pathway vegetation clearance envelope" – Intervention Level improved: From < 2.0 m to < 2.5 m over shared pathway.
Attachment 6 Footpath and Shared Paths (Sealed and Unsealed) Vegetation	"Shared & Bicycle Pathways – Clearance Envelope" – "Response Times improved: Type High 1 Y to 60 D; Type Medium: 2 Y to 180 D; Type Low: 6 Y to 360 D.
Attachment 6 Equestrian Trails and Mountain Bike Trails	"Equestrian Trails – Clearance Envelope" – Intervention Level improved: From "< 3 m over trail or < 2.5 m wide" to "< 4 m over trail or < 3 m wide."
Attachment 6 Equestrian Trails and Mountain Bike Trails	"Equestrian Trails – Clearance Envelope" – "Trail vegetation clearance envelope" – Response Times improved: From 6 Y to 180 D.
Attachment 6 Equestrian Trails and Mountain Bike Trails	"Mountain Bike Trails – Clearance Envelope" – Intervention Levels and Response Times introduced.
Attachment 6 Open Drains	"Blocked Drain within Road Reserve" – Intervention Level amended from "Drain cross sectional area reduced by > 50%, to "… reduced by > 60%."
Attachment 6 Open Drains	"Blocked Drain within Road Reserve" – "Drain cross sectional area reduced, or stormwater diverted" – Response Times slower – Type A & B: 28 D to 60 D; Type C: 28 D to 30 D.
Attachment 6 Pits and Drainage Structures	"Missing pit lids" – Introduced temporary mitigation measures. Response Time: 3D. Repair response time adjusted from 7 D to 8 W.
Attachment 6 Pits and Drainage Structures	"Damaged pit lids" – Introduced temporary mitigation measures. Response Time: 7D. Repair response time remains at 8 W.
Attachment 6 Culverts, Pits & Pipes	"Blocked Structure" – "Waterway area restricted by more than 50% and flooding of roadway could result" – Response Times slower – Type A & B: 28 D to 60 D; Type C: 8 W to 60 D.
Attachment 7 Demarcation – Additional Notes	Additional Notes added to MAV Insurance template.
Attachment 8 Standards of Maintenance and Repair – Additional Notes	Additional Notes added to MAV Insurance template.

Contents

Definitions

Term	Definition
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 the Mornington Peninsula Shire Council
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
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. The *Road Management Act 2004* 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	Refers to a footpath, bicycle path, shared path or other area that is constructed or developed by Council for members of the public (not motor vehicles) to use. 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, and • Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.

Term	Definition
Public Road	As defined by the *Road Management Act 2004* and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the Act 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 Road Management Plan.
Road	Has the same meaning as in the *Road Management Act 2004*, being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of that Act 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.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

1 Introduction

1.1 What is the Purpose of this Plan

Section 50 of the *Road Management Act 2004* 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 s 39 of the *Road Management Act 2004*.

1.2 Legislation Guiding this Plan

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

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

1.3 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:
   - A1 Attachment 1, Road Hierarchy – Urban Roads
   - A2 Attachment 2, Road Hierarchy – Rural Roads
   - A3 Attachment 3, Pathway Hierarchy
   - A4 Attachment 4, Inspection Requirements
   - A5 Attachment 5, Inspection Frequencies
   - A6 Attachment 6, Defect Intervention Levels and Repair Timeframes
   - A7 Attachment 7: Demarcation – Additional Notes
   - A8 Attachment 8: Standards of Maintenance and Repair – Additional Notes

1.4 Updating the Plan

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

The following process will be used to manage these changes:

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

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

- Versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the Chief Executive Officer will be renumbered by decimals – for example, from Version 1.00 to 1.01.

1.5 Exceptional Circumstances

Council will make every effort to meet its commitments under this Plan.
However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. 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.

1.5.1 Suspension of the Plan

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

1.5.2 Reinstatement of the Plan

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

1.5.3 Communication and Documentation Around Plan Suspension

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

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

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.
Where Council has suspended, in part or whole, its Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

1.5.4 Inspections and Repairs During Suspension of Plan

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

1.6 Responsibility for the Plan

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

2 Rights and Responsibilities

2.1 Public Roads

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

- a freeway
- an arterial road
- a road declared under section 204(1) of the *Local Government Act 1989*
- a municipal road declared under section 14(1) of the *Road Management Act 2004*
- 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, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

2.3 Coordinating & Responsible Road Authority

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

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

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

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

2.4 General Functions of a Road Authority

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

2.5 Rights of the Road User

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

2.6 Obligations of Road Users

2.6.1 General Usage

The common law requires that a road user must take reasonable care for their own safety (see *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 *Road Management Act 2004*, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

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

2.6.3 Permits for Work Within a Road Reserve

In cases where an individual or organisation proposes to carry out works within the road reserve 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.

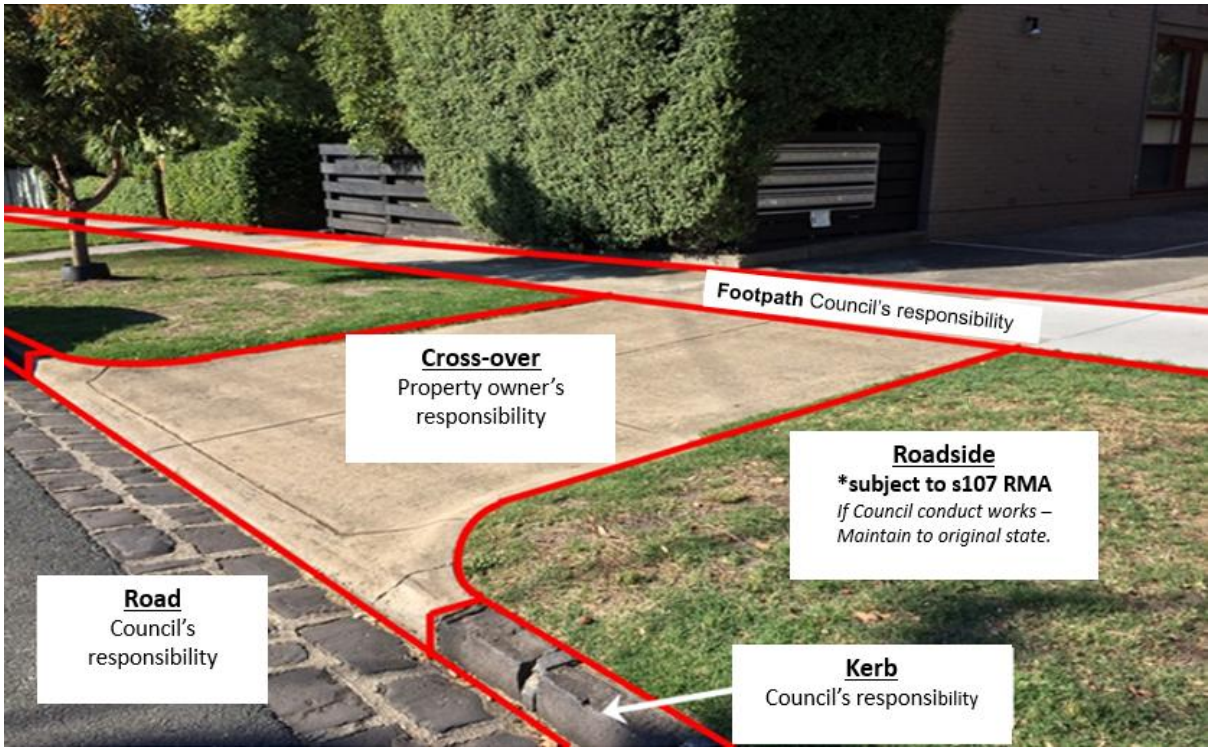
In both cases, a fee applies to cover the costs of the administration and inspection of the work.

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 driveways** – the vehicle crossing (including Cross-over), located between the carriageway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the driveway where the constructed pathway is reasonably required by the public in accordance with the following diagram:



- **Single property stormwater drains** – for drains constructed within the reserve that carry water from a single property to an outlet in the kerb, or other drain.

- **Utilities** – including, but not limited to; telecommunication, power, water, gas and rail authority assets.

- **Roadside** – as per Section 107 of the *Road Management Act 2004*, 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:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject to Council's available resources).

- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

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

3 Road Management Systems

3.1 Background and Process

Road asset management involves managing physical assets, uses and operations 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 nationally-recognised asset management frameworks:

- 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 & Street Network**

   'Urban area'[1] means, in relation to a road, an area in which—

   (a) a speed limit of 60 kilometres per hour or less applies not being a speed limit which applies only because of a temporary reason such as roadworks or a street event; or

   (b) there are buildings on land next to the road, or there is street lighting, at intervals not exceeding 100 metres for—

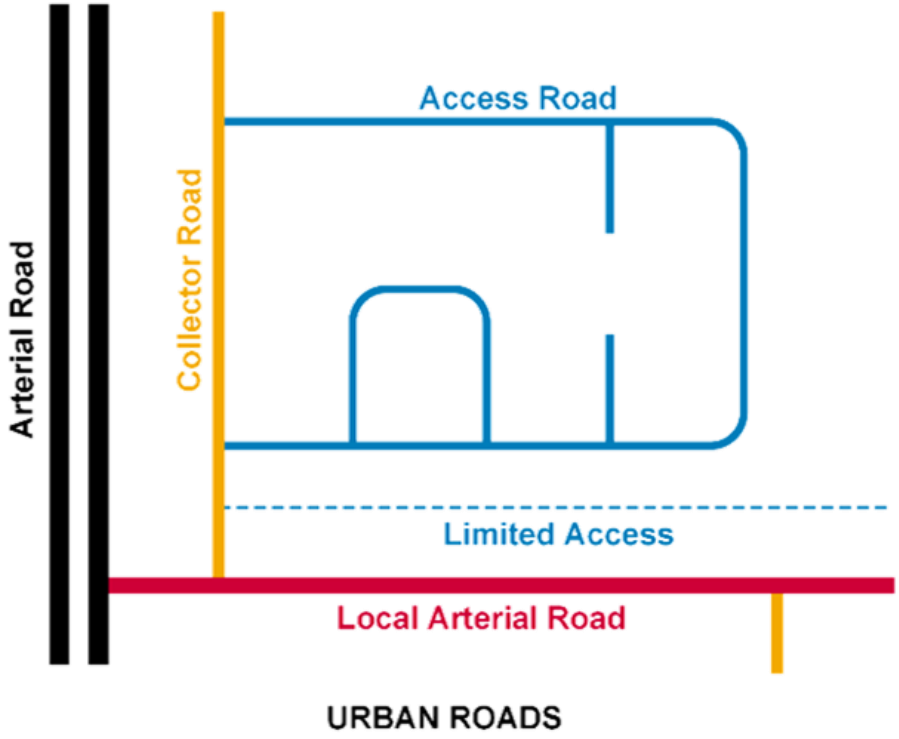
   (i) a distance of at least 500 metres; or

   (ii) if the length of the road is less than 500 metres, over the length of the road;

[1] *Road Management Act 2004*, s 3 - Definitions

This is further divided into the following categories:

- 8A: Urban Local Arterial
- 8B: Urban Collector
- 8C: Urban Access
- 8CS: Urban Access – Substandard
- 8CN: Urban Access - Not Maintainable
- 8D: Urban Limited Access
- 8DS: Urban Limited Access - Substandard
- 8DN: Urban Limited Access - Not Maintainable



See Attachment 1 for more information.

2. Rural Road Network

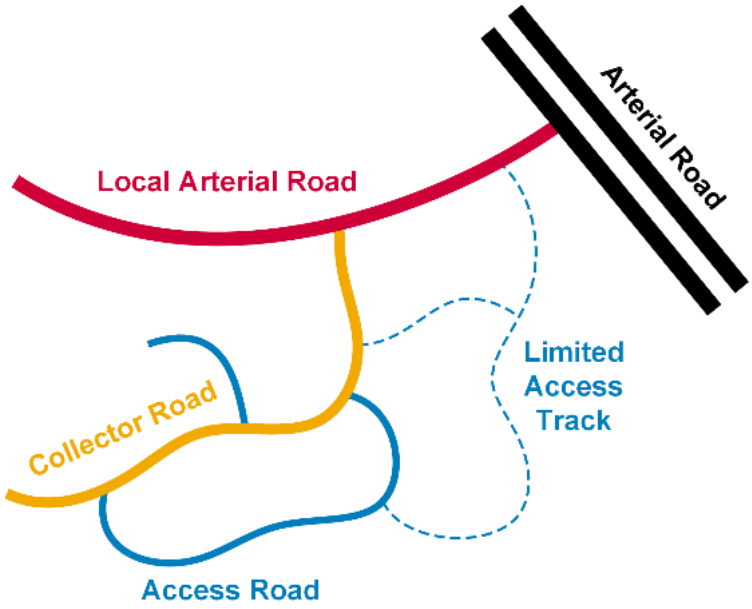
'Rural area'[2] means, in relation to a road, an area that is not an urban area as defined in the Act;

This is further divided into the following categories:

- 4A: Rural Local Arterial
- 4B: Rural Collector

[2] *Road Management Act 2004* - Code of Practice – Operational Responsibilities for Public Roads (version S174, 30 May 2017), cl 5 – Interpretation.

- 4C: Rural Access
- 4CS: Rural Access – Substandard
- 4CN: Rural Access - Not Maintainable
- 4D: Rural Limited Access
- 4DS: Rural Limited Access - Substandard
- 4DN: Rural Limited Access - Not Maintainable



RURAL ROADS

See Attachment 2 for more information.

3. Pathway network

Pathways are divided into 3 categories, as follows:

- P1 High Profile Areas
- P2: Medium Profile Areas
- P3: Low Profile Areas

See Attachment 3 for further information.

3.3 Our Road Network

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

Table 3.1 – Road length by hierarchy – date last updated: 1/1/2025

Hierarchy	Length (km) *	% of Network
8A: Local Arterial – Urban	95	6
4A: Local Arterial – Rural	125	7
8B: Collector – Urban	114	7
4B: Collector – Rural	36	2
8C: Access – Urban	1051	62
8CS: Access – Urban (substandard)	19	1
4C: Access – Rural	246	14
4CS: Access – Rural (substandard)	2	< 1
8D: Limited Access – Urban	12	1
8DS: Limited Access – Urban (substandard)	< 1	< 1
4D: Limited Access – Rural	4	< 1
4DS: Limited Access – Rural (substandard)	0	0
Total	**1703**	**100**

* Note: Municipal Boundary Roads counted as half their length.

Table 3.2 – Road Length by Surface Type – date last updated: 1/1/2025

Surface Type	Length (km) *	% of Network
Sealed	1375	81
Unsealed	328	19
Total	**1703**	**100**

* Note: Municipal Boundary Roads counted as half their length.

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.

Defect intervention levels have been established giving consideration to local conditions, industry standards, and past performance.

The standards will be reviewed periodically to make sure they are adequate (see section 1.4).

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 a combination of risk analysis[3], local knowledge and experience, and past performance as a guide.

Response times are monitored and will be periodically reviewed (see section 1.4).

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.

[3] Risk analysis for standards of maintenance and repair in accordance with the Shire's Risk Management Framework, V5, 2022, adopted by Council on 5 April 2022.

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 or RFS)

These inspections are conducted in response to requests from the community. The inspection is carried out by a Contractor employee and assessed according to the Hazard intervention levels, contained within Attachment 6.

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 the Shire on a schedule between 1 and 5 years depending on the asset type.

3.4.4 Maintenance Responsiveness and Performance Targets

The following information is recorded when we receive a Request for Service (RFS) from the community:

- Date the request was received.
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action.

- Date by which the request must be actioned (based on the target response times specified in Attachment 6).
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

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

Customer requests will be inspected and assessed in accordance with timeframes specified in Attachment 6. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a Description / Intervention level specified in Attachment 6, 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 6, it would be noted (including why), but no remedial action will be conducted.

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

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

3.5 Asset Levels of Service

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

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

4 Register of Public Roads

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

The Register of Public Roads is available on Council's website. A hard copy is made available at our Customer Service Centre, 90 Besgrove Street, Rosebud, 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:

- Municipal Boundary Agreement – Frankston City [Shire Doc. Ref A6206476]
- Municipal Boundary Agreement – City of Casey [Shire Doc. Ref A6206481]
- Operational Works Maintenance Agreement – VicRoads (DTP)
- Memorandum of Understanding – The Director of Public Transport & Mornington Peninsula Shire –Installation and Maintenance of Bus Shelters, 2008 [Shire Doc. Ref A10183694]
- Safety Interface Agreement for Railway Level Crossings – Metro Trains Melbourne Pty Ltd [Shire Doc. Ref A10073778 and A10073780]
- Safety Interface Agreement for Shared User Path and Railway Level Crossing – Mornington Railway Preservation Society [Shire Doc. Ref A6827394]
- Assets adjoining Peninsula Link Freeway Agreement – Maintenance Responsibilities, 2014 – Southern Way [Shire Doc. Ref A5412251]

4.2 Roads Not Listed on the Register

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

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

5 Technical References

i. AS ISO 31000:2018 – Risk Management – Guidelines
ii. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
iii. International Infrastructure Management Manual (IIMM) 2015, IPWEA
iv. Mornington Peninsula Shire, Risk Management Framework, V5, 2022, adopted by Council on 5 April 2022.

6 Attachments

A 1 Attachment 1: Road Hierarchy – Urban Roads

Category	Description*
Category 8A • **Urban Local Arterial**	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 State arterial road system • Connector between State arterial roads and lower order streets • Cater for, but may restrain, service and heavy vehicles • Provide access to significant public services • Minimum two clear traffic lanes (excluding parking)
Category 8B • **Urban Collector**	These carry significant volumes of traffic and provide access, by linking residential areas to State arterial and local 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 • Minimum two clear traffic lanes (excluding parking)
Category 8C • **Urban Access**	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 • Minimum one clear traffic lane (excluding parking)
Category 8CS • **Urban Access - Substandard**	Provides similar functions to urban access road, however not constructed to Shire standards, but to a maintainable standard. Once the road becomes uneconomic to maintain it will be reclassified as 8CN.
Category 8CN • **Urban Access – Not Maintainable**	Provides similar functions to urban access road, however not constructed to Shire standards and cannot be economically maintained.

Category	Description*
Category 8D • **Urban Limited Access**	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 • Low traffic counts
Category 8DS • **Urban Limited Access - Substandard**	Provides similar functions to urban limited access road, however not constructed to Shire standards, but to a maintainable standard. Once the road becomes uneconomic to maintain it will be reclassified as 8DN.
Category 8DN • **Urban Limited Access – Not Maintainable**	Provides similar functions to urban limited access road, however not constructed to Shire standards and cannot be economically maintained.

A 2 Attachment 2: Road Hierarchy – Rural Roads

Category	Description*
Category 4A • **Rural Local Arterial**	These roads act as links between population centres and are supplementary to the State arterial road network. Key features typically include: • High truck (commercial vehicle) traffic volume • Access to major industries • Minimum 2 clear traffic lanes (excluding parking)
Category 4B • **Rural Collector**	These carry moderate volumes of traffic and provide access, by linking local areas to State arterial and local 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 • Minimum two clear traffic lanes (excluding parking)
Category 4C • **Rural Access**	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 4CS • **Rural Access - Substandard**	Provides similar functions to rural access road, however not constructed to Shire standards, but to a maintainable standard. Once the road becomes uneconomic to maintain it will be reclassified as 4CN.
Category 4CN • **Rural Access – Not Maintainable**	Provides similar functions to rural access road, however not constructed to Shire standards and cannot be economically maintained.
Category 4D • **Rural Limited Access**	Provides primarily for limited access using four wheel-drive vehicles.
Category 4DS • **Rural Limited Access – Substandard**	Provides similar functions to rural limited access road, however not constructed to Shire standards, but to a maintainable standard. Once the road becomes uneconomic to maintain it will be reclassified as 4DN.

Category	Description*
Category 4DN • **Rural Limited Access – Not Maintainable**	Provides similar functions to rural limited access road, however not constructed to Shire standards and cannot be economically maintained.

A 3 Attachment 3: Pathway Hierarchy

Category	Area	Description*
Category P1	High Profile Areas	A pathway immediately adjacent to: • Shopping Precincts (3 or more shops in a strip or group) • Primary Schools • Secondary Schools • High Use Parks (refer to table below) • High Use Foreshore Areas (refer to table below)
Category P2	Medium Profile Areas	A pathway immediately adjacent to: • Shops (less than 3) • Hospitals and Medical Centres • Nursing Homes • Retirement Villages • Pre-Schools – (Kindergartens, Day Care Centres & Crèches) • Tertiary Institutions • Premier Sporting Reserves (refer to table below) • Community Centres
Category P3	Low Profile Areas	All other pathways.

Open Spaces

Space	Township	Description*
High Use Parks	Sorrento	Sorrento Park
	Dromana	Information Centre Park
	Mount Martha	Dunns Road Reserve
	Mornington	Civic Reserve
	Mornington	Alexandra Park
	Mornington	Mornington Park
	Hastings	Pelican Point
High Use Foreshore Areas	Portsea	Pier Precinct
	Sorrento	Pier Precinct
	Rye	Pier Precinct
	Rosebud	Rotary Park Precinct
	Rosebud	Village Green Precinct
	Rosebud	Pier Precinct
	Dromana	Pier Precinct
	Safety Beach	Jetty Precinct
	Mornington	Pier Precinct
	Hastings	Pier Precinct
Premier Sporting Reserves	Sorrento	David MacFarlane Reserve
	Rye	RJ Rowley Recreation Reserve
	Tootgarook	Tootgarook Sports Reserve
	Rosebud	Olympic Park
	Dromana	Dromana Recreation Reserve
	Red Hill	Red Hill Recreation Reserve
	Mount Eliza	Emil Madsen Reserve
	Somerville	Somerville Recreational Reserve
	Tyabb	Bunguyan Reserve
	Hastings	Hastings Park
	Crib Point	Crib Point Recreation Reserve

* This list may be amended when required to accommodate changes in use, the construction of new assets or changing management responsibilities.

A 4 Attachment 4: 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 6.	Performed by a Contractor representative with knowledge of Description / Intervention Levels (Attachment 6) 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 recorded. The report is required to 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. 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 6. In addition, details of the inspection will be electronically recorded against the particular asset inspected.	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 recorded. Performed by a Contractor representative.

Inspection Type	Purpose	Inspection and Reporting Requirements
Night Inspections	Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.	Conducted via a slow-moving vehicle with standard driving lights (low beam), with visibility/legibility/reflectivity assessed by eye from distances specified respective of each asset defect type. Performed by a Contractor representative.

A 5 Attachment 5: Inspection Frequencies

D = Calendar Days Y = Years

Asset Group	Hierarchy Category	Reactive Inspection Timeframe	Proactive Inspection Frequency	Night Inspections
Roadways, kerb & channel, road shoulders, roundabouts, medians, traffic islands, open drains	A	15 D	1 M	n/a
	B	15 D	1 M	
	C / CS	15 D	1 Y	
	D / DS	15 D	1 Y	
Off Road Car Parks	CP1	15 D	3 M	n/a
	CP2	15 D	6 M	
	CP3	15 D	1 Y	
Pathways	High Profile	15 D	6 M	n/a
	Medium Profile	15 D	1 Y	
	Low Profile	15 D	2 Y	
	Other	15 D	Reactive Only	
Equestrian Trails	Designated Trails	15 D	1 Y	n/a
	Other	15 D	Reactive Only	
Signs, Guide Posts, Bollards, Pavement Marking, Electrical Hardware [e.g. traffic signals (Shire controlled)], Street Lighting (Shire controlled)	A	15 D	1 Y	3 Y
	B	15 D	1 Y	3 Y
	C / CS	15 D	3 Y	6 Y
	D / DS	15 D	3 Y	6 Y

Asset Group	Hierarchy Category	Reactive Inspection Timeframe	Proactive Inspection Frequency	Night Inspections
Street Furniture, Guard Rails, Fencing (excluding Bollards) and Handrails	A	15 D	1 Y	n/a
	B	15 D	1 Y	
	C / CS	15 D	3 Y	
	D / DS	15 D	3 Y	
Bridges & Culverts • Road Bridges • Footbridges • Major Culverts	All	15 D	18 M	n/a
Drainage (located within roads) – pits (Underground drains located within easements and culverts, piped drains and drainage structures located within roads will be inspected by reactive methods only.)	All	15 D	5 Y	n/a
Soak Pits (located within roads)	All	15 D	1 Y	n/a
Vegetation Clearance – Roadways • Vehicle Envelope • Restricted line of sight (appropriate for speed limit) at intersection or pedestrian crossing • Restricted line of sight (appropriate for speed limit) to regulation or warning sign	A	15 D	6 Y	n/a
	B	15 D	6 Y	
	C / CS	15 D	6 Y	
	D / DS	15 D	6 Y	

Asset Group	Hierarchy Category	Reactive Inspection Timeframe	Proactive Inspection Frequency	Night Inspections
Vegetation Clearance – Pathways and Shared Paths • Vehicle Envelope • Restricted line of sight (appropriate for speed limit) at intersection or pedestrian crossing • Restricted line of sight (appropriate for speed limit) to regulation or warning sign	High Profile	15 D	6 Y	n/a
	Medium Profile	15 D	6 Y	
	Low Profile	15 D	6 Y	
	Other	15 D	Reactive Only	
Emergency Response – All Asset / 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	n/a

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

A 6 Attachment 6: 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 Roadways and Shoulders

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Pothole	Potholes in sealed pavement > 50 mm in depth and > 200 mm in diameter Potholes located in sealed dedicated / marked bicycle lanes > 20 mm in depth and > 200 mm diameter.	7 D	14 D	60 D	60 D
Edge break	Edge breaks > 200 mm laterally over a 5 m or greater length from the nominal seal line	14 D	14 D	14 D	90 D
Edge / shoulder drop	Edge drops onto an unsealed shoulder > 75 mm in depth over a 10 m or greater length	14 D	14 D	14 D	90 D
Depressions / deformations	Depression / deformations in the traffic lane of a sealed pavement > 75 mm in depth under a 3 m long straight edge	60 D	180 D	180 D	180 D

Unsealed Roadways

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Pothole / Corrugations	Corrugations, depressions and potholes on unsealed roads > 50 mm in depth and > 30% of area of roadway in road block	60 D	60 D	60 D	180 D
Wheel Ruts / Scouring	Wheel ruts or scouring on an unsealed road > 150 mm in depth and > 5 m in length	60 D	60 D	60 D	180 D
Lack of Crushed Rock	Lack of remaining crushed rock on shoulder makes grading unviable:				
	• Erect temp warning signs	60 D	60 D	60 D	60 D
	• Place on crushed rock roadway re-sheeting program for prioritisation and repair.	1 Y	1 Y	1 Y	1 Y

Unsealed Shoulders

(Only applies to roads listed on the Shire's Unsealed Road Shoulders Grading Program)

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Pothole / Wheel Ruts / Scouring / Corrugations	Corrugations, scouring, depressions and potholes on unsealed shoulders > 50 mm in depth and > 50 m in length.	14 D	60 D	180 D	180 D
Lack of Crushed Rock	Lack of remaining crushed rock on shoulder makes grading unviable:				
	• Erect temp warning signs	60 D	60 D	60 D	60 D
	• Place on crushed rock shoulder re-sheeting program for prioritisation and repair.	2 Y	2 Y	2 Y	2 Y

Sealed & Unsealed Roadways Vegetation

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Roadside Vegetation – High Risk	Vegetation presents an imminent danger of personal injury or property damage as assessed by a professional arborist.	3 D	3 D	3 D	3 D
Roadside Vegetation – Overhead clearance	Vegetation intruding into the road envelope: • < 4.2 m over the trafficable portion of the road.	60 D	180 D	N/A	N/A
	• < 4.0 m over the trafficable portion of the road	N/A	N/A	2 Y	2 Y
Roadside Vegetation – Obstructing sightlines – intersections	Vegetation that is obstructing sightlines to intersections when viewed from the following distances: • Speed Limit – <= 50 km/h = 30 m • Speed Limit – 60 km/h = 40 m • Speed Limit – 70 km/h = 55 m • Speed Limit – 80 km/h = 65 m • Speed Limit – 90 km/h = 80 m • Speed Limit – 100 km/h = 95 m	60 D	60 D	1 Y	1 Y
Roadside Vegetation – Obstructing sightlines – signs	Vegetation that is obstructing sightlines to regulatory, warning and hazard signs when viewed from the following distances: • Speed Limit – <=50 km/h = 30 m • Speed Limit – 60 km/h = 35 m • Speed Limit – 70 km/h = 45 m • Speed Limit – 80 km/h = 50 m • Speed Limit – 90 km/h = 55 m • Speed Limit – 100 km/h = 60 m	60 D	60 D	1 Y	1 Y

Traffic Control Devices

H = Hours D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Missing Sign	Regulatory, warning and hazard signs missing	7 D	7 D	30 D	30 D
Damaged Signage	Regulatory, warning and hazard signs illegible or damaged, making them substantially ineffective when viewed from the following distances: • Speed Limit – <=50 km/h = 30 m • Speed Limit – 60 km/h = 35 m • Speed Limit – 70 km/h = 45 m • Speed Limit – 80 km/h = 50 m • Speed Limit – 90 km/h = 55 m • Speed Limit – 100 km/h = 60 m	28 D	28 D	90 D	90 D
Missing Guide Posts	Guide posts missing or defective, relative to original installation and design standards, creating a risk to public safety. (Refer AS1742.2):				
	• Straights > 10% of posts missing in road-block Curves > 5% of posts missing	28 D	n/a	n/a	n/a
	• Straights > 20% of posts missing in road-block Curves > 5% of posts missing	n/a	28 D	n/a	n/a
	• Straights > 30% of posts missing in road-block Curves > 5% of posts missing	n/a	n/a	90 D	180 D
Missing / Damaged Guard Rail or Fencing	Guard rail / fence damaged or missing making them substantially ineffective	28 D	28 D	90 D	180 D
Missing / Damaged Pavement Markings	Pavement markings which are missing or faded making them substantially ineffective	28 D	28 D	90 D	180 D

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Damaged Fences, Bollards and Handrails	Damage is sufficient to severely impair the structural or functional integrity of the asset.	60 D	60 D	90 D	90 D
Damaged Electrical Hardware	Damage is sufficient to severely impair the structural or functional integrity of the asset.	3 D	3 D	3 D	3 D
	Evidence of short circuit, bare wires, arcing or other similar high- risk situation.	24 H	24 H	24 H	24 H

Sealed Footpaths and Shared Paths

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.		
		High	Medium	Low
Vertical Displacement	Vertical Displacement > 30 mm in height:			
	• Undertake a temporary mitigation measure where viable (may include but not limited to installing warning signage, erecting barriers, installing stakes & tape, or painting the defect with a bright contrasting colour).	7 D	15 D	30 D
	• Undertake repair (may include but not limited to grinding, asphalt wedge, crack sealing, relaying pavers or bay replacement).	14 D	60 D	180 D
Loose segmented pavers	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move substantially underfoot			
	• Undertake a temporary mitigation measure where viable (may include but not limited to installing warning signage, erecting barriers, installing stakes & tape, or painting the defect with a bright contrasting colour).	7 D	15 D	30 D
	• Undertake repair (may include but not limited to relaying pavers).	14 D	60 D	180 D
Cracking	Cracking in footpaths > 30 mm wide over a continuous length > 1.0 m			
	• Undertake a temporary mitigation measure where viable	7 D	15 D	30 D
	• Undertake repair (may include but not limited to crack sealing or bay replacement).	14 D	90 D	180 D

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.		
		High	Medium	Low
Undulations	Undulations (depressions / bumps) > 120 mm in depth / height under a 1.5 m straight edge			
	• Undertake a temporary mitigation measure where viable	7 D	15 D	30 D
	• Undertake repair (may include but not limited to grinding, asphalt wedge, crack sealing, relaying pavers, or bay replacement).	14 D	90 D	180 D
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes > 200 mm in length & width and > 30 mm in depth			
	• Undertake a temporary mitigation measure where viable	7 D	15 D	30 D
	• Undertake repair (may include but not limited to patching, relaying pavers, or bay replacement).	14 D	60 D	180 D

* 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.

Unsealed Footpaths

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.		
		High	Medium	Low
Undulations	Deformation under a 1.2 m straight edge > 100 mm depth:			
	• Undertake a temporary mitigation measure where viable (may include but not limited to installing warning signage, erecting barriers, or installing stakes & tape.)	14 D	n/a	n/a
	• Place on gravel footpath renewal program for prioritisation and repair.	180 D	n/a	n/a
Tripping Hazard	Defect constitutes a hazard to pedestrians, with tripping point > 60 mm			
	• Undertake temporary mitigation measure where viable	14 D	60 D	60 D
	• Place on gravel footpath renewal program for prioritisation and repair.	180 D	180 D	1 Y

Footpath and Shared Paths (Sealed and Unsealed) Vegetation

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.		
		High	Medium	Low
Footpath – Clearance Envelope	Vegetation intruding into the pathway vegetation clearance envelope: • < 2.0 m over footpath surface and 0.5 m beyond path edge	60 D	180 D	1 Y
Shared & Bicycle Pathways – Clearance Envelope	Vegetation intruding into the pathway vegetation clearance envelope: • < 2.5 m over shared pathway surface or 0.5 m beyond path edge	60 D	180 D	1 Y

Equestrian Trails and Mountain Bike Trails Vegetation

D = Calendar Days Y = Years

Defect type	Description / Intervention Level (Only applies to the Shire's designated Equestrian and Mountain Bike Trails)	Repair timeframes by hierarchy.
		All
Equestrian Trails – Clearance Envelope	Vegetation intruding into the trail vegetation clearance envelope: • < 4 m over trail surface or < 3 m wide	180 D
Mountain Bike Trails – Clearance Envelope	Vegetation intruding into the trail vegetation clearance envelope: • < 2.5 m over trail surface or < 1 m wide	180 D

Kerb and Channel

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Vertical Displacement	Vertical displacement – uplift section > 50 mm				
	• Undertake a temporary mitigation measure where viable	90 D	90 D	180 D	1 Y
	• Place on Kerb & channel renewal program for prioritisation and repair.	2 Y	2 Y	2 Y	2 Y
Horizontal Displacement	Horizontal displacement section > 50 mm				
	• Undertake a temporary mitigation measure where viable	90 D	90 D	180 D	1 Y
	• Place on Kerb & channel renewal program for prioritisation and repair.	2 Y	2 Y	2 Y	2 Y

Bridges and Culverts

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Bridge & Major Culvert Defects	Visible damage likely to pose an immediate and significant risk to members of the public				
	• Undertake a temporary mitigation measure where viable	3 D	3 D	3 D	3 D
	• Place on rectification program for prioritisation and repair.	2 Y	2 Y	2 Y	2 Y

Open Drains

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Blocked Drain within Road Reserve	Drain fully blocked with significant risk of damage to property, assets, general public or road users.	7 D	7 D	14 D	60 D
	Drain cross sectional area reduced by > 60%, or stormwater diverted out of drain path.	60 D	60 D	60 D	90 D
	Where total length of open drains and verges in Shire requiring clearing exceeds 2 km / month				
	• Place identified excess works on open drain clearing program for prioritisation and repair.	2 Y	2 Y	2 Y	2 Y

Pits and Drainage Structures

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Damage to stormwater drainage structure	Damage to stormwater drainage structure is sufficient to severely impair the structural or functional integrity of the asset.	60 D	60 D	60 D	60 D
	Structural integrity of pit lintel, surround or lid is severely compromised.	60 D	60 D	60 D	60 D
Missing pit lids	Missing Council drainage pit lids				
	• Undertake a temporary mitigation measure where viable (may include but not limited to installing warning signage, erecting barriers, installing stakes & tape, installing temporary safety cover).	3 D	3 D	3 D	3 D
	• Undertake repair (may include but not limited to pit lid replacement).	60 D	60 D	60 D	60 D
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound).				
	• Undertake a temporary mitigation measure where viable (may include but not limited to installing warning signage, erecting barriers, installing stakes & tape, installing temporary safety cover).	7 D	7 D	7 D	7 D
	• Undertake repair (may include but not limited to pit lid replacement).	60 D	60 D	60 D	60 D

Culverts, Pipes and Pits

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Blocked structure	Low point completely blocked, and flooding of roadway could result.	7 D	7 D	14 D	60 D
	Waterway area restricted by more than 50% and flooding of roadway could result.	60 D	60 D	60 D	90 D

Soak Pits

D = Calendar Days Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Blocked Soak Pit	Soak Pit has failed to operate, all water is bypassing the pit or not soaking away, and flooding of road is occurring. • Rectify fault	60 D	60 D	60 D	90 D

Street Lighting (Shire Controlled)

D = Calendar Days H = Hours Y = Years

Defect type	Description / Intervention Level	Repair timeframes by hierarchy.			
		A	B	C / CS	D / DS
Defective or missing luminaire	Defective or missing luminaire affecting usage, safety and passage of road or park users.	28 D	28 D	60 D	60 D
	Evidence of short circuit, bare wires, arcing and other unsafe situation.	24 H	24 H	24 H	24 H

A 7 Attachment 7: Demarcation – Additional Notes

Bridges:

Generally, a bridge includes all structures, including culverts, on, over, or under a road that have a single span or diameter of 1.8 metres or greater, or have a waterway area of 3 square metres or greater and includes all structural components and associated pathways, within the limits of the structure, but excludes approach embankments.

The Mornington Peninsula Shire Council is responsible for inspecting, maintaining and repairing all road bridges constructed by the Shire, including pathways, on Municipal Roads listed on the Shire's Register of Public Roads.

The Shire is also responsible for any footbridge on an Arterial Road if it is a separate bridge constructed at the Shire's expense.

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 200 metres are considered to be of limited use for through traffic.

Therefore, the Shire is responsible on Arterial Roads for maintaining isolated parking areas of lengths less than 200 metres between kerb outstands.

Fire Access Tracks:

Nominated Fire Access Tracks in the Shire are not Public Roads and are not covered by the standards set in this Road Management Plan.

Information on Fire Access Tracks can be obtained from the Shire's Operations and Maintenance Plan for Fire Access Tracks (Shire Doc. Ref A9989785).

A Fire Access Track is a track constructed and maintained expressly for fire management purposes. A Fire Access Track is signed at each entry point, having a drivable surface for two-wheel drive vehicles in summer with vegetation cut-back to 4 metres width and 4 metres height supported by signed passing bays sufficient for large CFA trucks every 200 metres and a vehicle turn-around at any dead-end.

Intersecting Municipal Roads with Different Classifications:

The line of demarcation between two intersecting Municipal Roads with different road hierarchy classifications will be determined by following the principles outlined in the RMA Code of Practice – Operational Responsibilities for Public Roads – Physical Limits of Responsibility Between VicRoads and Municipal Councils at intersections.

When interpreting the demarcation diagrams, the road that has the higher classification of the two intersecting roads will substitute for the Arterial Road and the lower classified road will substitute for the Municipal Road.

Off-Road Car Park Hierarchy:

The following car park hierarchies are adopted:

- CP1 – High Profile
  An off-road car park adjacent to a High-Profile Pathway.
- CP2 – Medium Profile
  An off-road car park adjacent to a Medium Profile Pathway.
- CP3 – Low Profile
  All other off-road car parks.

On-Road Bicycle Lanes:

The Shire will maintain the surface of an on-road sealed dedicated / marked Bicycle Lane to the same standard as the adjacent lane used by through traffic, unless specified elsewhere in this Plan.

Pedestrians on Roadways:

In areas shared between vehicles and pedestrians such as Shared Zones, Pedestrian Crossings, School Crossings and pedestrian routes across roadways, the Level of Service at these and similar locations will be the same as specified for a roadway, not a pathway.

Public Transport:

- **Bus Passenger Facilities:**
  Mornington Peninsula Shire Council has an agreement with the Department of Transport, Planning & Local Infrastructure for the supply and maintenance of bus shelters and some DDA compliant bus shelter pads at specific locations throughout the Shire.
  (Shire Doc. Ref A10183694)

  The service agreement is for the full asset management of the shelters and pads, including routine maintenance along with cleaning and also periodic maintenance along with structural integrity maintenance.

  Mornington Peninsula Shire Council also has an extensive network of DDA compliant bus stop pads and bus shelters that are not part of the abovementioned service agreement. Mornington Peninsula Shire Council directly manages these pads and shelters with respect to asset management incorporating routine and periodic maintenance along with asset renewal.
- **Bus Bays:**
  Responsibilities for bus bays are described in RMA Code of Practice, Operational Responsibility for Public Roads, dated 30 May 2017.
- **Rail Tracks (Railway Level Crossings):**
  Responsibilities of public transport operators and the road authority for roads with rail crossings are set out in a Safety Interface Agreement (SIA) between the two parties. The

SIA clearly defines which authority is responsible for maintenance and renewal of assets relating to rail crossings, both level and grade-separated.

Generally, the Rail Infrastructure Manager has maintenance responsibility for the roadway surface within 3.0 metres from each outer rail of its tracks at level crossings.
(Shire Doc. Ref A10073778 and A10073780)

Roadside Equestrian and Mountain Bike Trails:

The Shire will only be responsible for trails designated by the Shire as Roadside Equestrian or Mountain Bike Trails for use by members of the public.

A horse trodden track over roadside land is not an Equestrian Trail unless designated by the Shire as one.

The location of designated Roadside Equestrian and Mountain Bike Trails is outlined in the Shire's Roadside Mountain Bike and Equestrian Trails Strategy.

Roadsides:

The statutory duty imposed by the *Road Management Act 2004* to inspect does not apply to any roadside that has not been developed by a road authority for use by the public as a roadway or pathway. A road authority is not under a duty to maintain roadside bushland, except where it extends into the roadway or pathway clearance envelope and is a safety concern.

State Roads:

Guidance on the physical limits of operational responsibility between State Road Authorities, e.g. VicRoads, and municipal councils for different parts or elements of the road reserve is provided in the Road Management Act Code of Practice – Operational Responsibility for Public Roads.

Street Lighting:

Standard unmetered street lighting is generally the responsibility of the electricity distributer. The standard of lighting, provision and funding of the lighting tariff is the responsibility of the road authority.

The Shire is responsible for supplying parts for non-standard unmetered lighting in specific areas such as subdivisions and major commercial areas. The Shire intends to replace non-standard unmetered light poles with standard unmetered light poles in residential areas.

Non-standard metered lighting is the responsibility of the Shire.

The Shire works with the relevant electricity distributer to ensure the regular inspection and repair or replacement of lights and poles as required.

Street Name Signs - Private Developments:

As a public safety measure the Shire installs on Public Roads (at the developer's expense) street name blades to assist emergency services locate properties within large private developments.

This only occurs in larger developments where the Common Property has been allocated a street name.

For clarity, the street name blades should include the words "COMMON PROPERTY" below the street name where applicable. The signs may include the Shire logo as the signs are an asset the Shire will maintain.

Utilities:

The Shire and utilities work together cooperatively to facilitate the installation, maintenance and operation of road and non-road infrastructure within road reserves. This work is undertaken in accordance with the *Road Management Act 2004*, Code of Practice for Management of Infrastructure in Road Reserves. Consent for works on a road must be obtained in accordance with Road Management (Works and Infrastructure) Regulations 2015.

Vehicle Crossings:

The *Road Management Act 2004* provides that a road authority is not liable for private vehicle crossings (driveways). This applies in both urban and rural areas.

This is consistent with the general principle in the Road Management Act that the owner of an asset is responsible for the condition and maintenance of that asset and any associated infrastructure. This does not, however, prevent the Council from issuing consent and imposing conditions on the construction of a driveway.

The adjacent property owner is responsible for the construction and maintenance of their vehicle crossing, along with any associated infrastructure, with the following exception. The Shire will maintain the pathway section of the approved vehicle crossings only and the adjacent kerb and channel. The property owner is also responsible for pathways on road reserves that provide access to land adjoining a road. The Shire will undertake inspections of the sections of pathway and kerb & channel traversed by a vehicle crossing.

The adjacent property owner is responsible for a culvert crossing including end walls.

Vehicle crossings must comply with the relevant Shire standards.

For further details refer to the Shires' Register of Public Roads Protocol.[4]

[4] Mornington Peninsula Shire Council. Register of Public Roads Policy – Protocol (adopted by Council 30 April 2024), p. 37-39.

A 8 Attachment 8: Standards of Maintenance and Repair – Additional Notes

These notes are complementary to the table of Standards of maintenance and repair, including compulsory intervention levels, type of intervention action and maximum response times provided in A 5 - Attachment 5: Inspection Frequencies, and A 6 - Attachment 6: Defect Intervention Levels and Repair Timeframes.

Car Parks

Standards for Maintenance and Repair for Off Road Car Parks will be as follows:

- High Profile Off-Road Car Parks (CP1) are the same as Type C roads.
- Medium Profile Off-Road Car Parks (CP2) are the same as Type C roads.
- Low Profile Off-Road Car Parks (CP3) are the same as Type D roads.

Standards for Inspection, Maintenance and Repair for On Road Car Parks will be as follows:

- On-Road Car Parks adjacent to a Type A or B road will be maintained to the same standard as a Type C road.
- On-Road Car Parks adjacent to a Type C or D road will be maintained to the same standard as a Type D road.

Fire Access Tracks:

Nominated Fire Access Tracks in the Shire are not Public Roads and are not covered by the standards set in this Road Management Plan.

Information on Fire Access Tracks can be obtained from the Shire's Operations and Maintenance Plan for Fire Access Tracks (Shire Doc. Ref A9989785).

Pathways:

Vegetation clearance on pathways is not undertaken by the Shire for vegetation growing on private property and spreading out over the road reserve.

The Shire does however undertake Area Vegetation Pruning on a minimum 6 yearly cycle, and when completing these works any identified private vegetation encroaching into the road envelope over the pathway is recorded for referral to Shire's Environment Protection team for subsequent contact with the property owner.

Where property owners have been issued with a permit to undertake landscaping works in the nature strip, they will be required to keep the vegetation clear from the pathway and the roadway in accordance with the Shire's Private Works on Nature Strips and Road Reserves Policy 2014.

The Shire will be responsible for the maintenance of street trees planted in the nature strip by the Shire.

Public Transport Infrastructure:

Standards for the inspection, maintenance and repair of Public Transport Infrastructure that is the responsibility of the Shire will be as follows:

- Passenger waiting areas (sealed and unsealed) are the same as the standards for the adjacent pathway. If there is no adjacent pathway, then the standard applicable is a Low Profile pathway.
- Connecting pathways including ramps to bus stops are the same as the standards for the adjacent pathway. If there is no adjacent pathway, then the standard applicable is a Low Profile pathway.
- Bus stopping areas adjacent to a Type A or B road are the same as the standards for a Type C road.
- Bus stopping areas adjacent to a Type C or D road are the same as the standards for a Type D road.
- Bus lanes are the same as the standards for the adjacent roadway on which the bus service operates.
- Roadways crossing rail tracks are the same as the standards for the adjacent roadway.
- Pedestrian crossings at rail tracks are the same as the standards for the adjacent pathway. If there is no adjacent pathway, then the standard applicable is a Low Profile pathway.

Roadside Equestrian and Mountain Bike Trails:

No intervention levels apply to the ground surface on these trails. Intervention levels only apply to vegetation clearance.

Roadside Vegetation:

Reported vegetation hazards are assessed by a Shire appointed professional arborist using a risk-based approach. The analysis considers the Likelihood of nominated defects occurring and the Consequences that may result. A Risk Rating is then allocated.

Reactive intervention is undertaken where the allocated Risk Rating is Extreme or High. Where lower risk ratings result, works will be undertaken as part of the Shire's programmed roadside vegetation maintenance program.

Unmaintainable Roads and Municipal Roads not on the Register of Public Roads

Standards for maintenance and repair for unmaintainable roads (Type 4CN, 4DN, 8CN and 8DN), and Municipal Roads not on the Register of Public Roads, will be as follows:

- Only a minimal standard of maintenance will be delivered.
- An attempt will be made to make a road passable by a standard model two-wheel drive vehicle (e.g. Toyota Camry or Mazda 6) at very low speed in the following circumstances:
  - Primary access to a:
    - property where people reside;
    - Shire recognised community facility; or
    - other authority's facility.
  - Dry weather access only.
  - Work can be undertaken economically within available road maintenance resources.
- The road will not be upgraded or maintained to a higher standard than the standard to which the road is constructed.
- Any assessments and decisions taken by the Council following reactive inspection will be made considering the existing level of risk and safety to the community from any current road conditions.
- Response time for reactive inspections: 7 days.
- Response time for repairs or removing hazard: 28 days.

Unsealed Road Shoulders:

Grading of unsealed road shoulders will only be undertaken on roads nominated on the Shire's Unsealed Road Shoulder Grading Program.

Roads not included on the Program will not receive unsealed shoulder grading.