



Road Management Plan Review Report

March 2021

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Road Management Plan Review – 2021

Manager Construction and Assets, Infrastructure Directorate

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

1.0 Introduction

Council's current Road Management Plan (RMP) was adopted by Council on 23 August 2018.

Under the *Road Management (General) Regulations 2016 Part 3 - Road Management Plans* - Each incoming municipal council must conduct a review of its RMP during the same period as it is preparing its Council Plan as provided by the *Local Government Act*. Section 90 (3) of the Local Government act 2020 requires each municipal council to prepare a Council Plan by 31 October in the year following a general election. Section 90 (4) states that the Council Plan adopted under subsection (3) of the Act has effect from July 1 in the year following a general election.

A road authority may amend its RMP in accordance with the regulations.

Under Section 54 of the *Road Management Act 2004*, Council is required to inform the public of its intention to review its RMP by publishing a public notice in local newspapers and the Government Gazette. The public will have 28 days from the first date of publication to inspect Council's RMP and make any written submission within 28 days from the first date of Publications. Any submissions received from members of the public will be reviewed and incorporated in a briefing report and revised RMP for consideration by the Council.

This review of Council's RMP has been conducted in accordance with the *Road Management (General) Regulations 2016 - Part 3 Road Management Plans*.

The purpose of the review is to ensure that the standards in relation to, and the priorities given to the inspection, maintenance and repair of the roads and classes of road to which the Council's RMP applies are safe, efficient and appropriate for use by the community served by the Council.

In conclusion, this review has identified a number of recommendations for amendments to the current RMP. These recommendations can be considered as administrative operational amendments as they relate to changes to the response times and definitions of intervention levels in the RMP appendices.

2.0 Review Process and Methodology

The review process involved:

- Internal review meetings of Council officers
- Internal review of Council's resources and funding available to service its obligations under its RMP
- Public consultation for comment on the Council's existing RMP
- External consultation on insurance liability from the MAV Insurance Advisor

- Council Officers preparing this Road Management Review Report summarising the findings and conclusions of its review including making recommendations for amendments to the RMP.
- Defining the process for adoption of any amendments to the RMP in accordance with the Road Management Act 2004 and the Road Management (General) Regulations 2016, including Council's delegation of authorisation.

2.1 Review Meetings

Review meetings were held on 13 January and 1 March 2021 with the following council officers attending all or some of the meetings:

- Manager Construction & Assets
- Executive Manager Operations
- Acting Manager Governance and Risk
- General Manager Infrastructure
- Senior Communications Officer – Office of CEO
- Team Leader Assets
- Assets Technical Officer
- Insurance Officer - Governance and Risk
- Senior Governance Officer – Governance and Risk

3.0 Recommended Changes

The outcomes of the review meetings are the following recommended changes:

Review Meeting 1

Administrative Amendments to the document to reflect current changes in legislation where it is referred to and also changes that have been made by Council such as office hours, contact details as listed below:

- 3.1 Section 1.1, Office hours change to 9am to 4.30pm instead of 8.30am to 5pm. Yarrowonga Service Centre Phone Number to change to 5871 9222
- 3.2 Section 4.7.4, Nature Strips, add in words "Road Management Act 2004" after opening paragraph words "Under S. 107"
- 3.3 Section 4.4 Rail, replace "The Rail Safety (Local operations) Act 2006" with "Rail Safety National Law Application Act 2013"

Review Meeting 2

- 3.4 Refer to Appendix One for list of recommended amendments proposed by the MAV Insurance Risk Consultant and the Review Committee's comments of acceptance or non- acceptance.
- 3.5 Throughout the document, where it is referenced the Road Management Act 2004, change to (the Act)
- 3.6 Throughout the document, where it is referenced the Road Management (General) Regulations 2016, change to (the Regulations)

- 3.7 Section 2.3.1 – change wording to read “A program of auditing, using internal auditors who alternate the scope of their annual audits to Inspection compliance and Response Times following inspections. Also another audit using external auditors is undertaken every 4 years for the purpose of ensuring that all the management systems in place are delivering the levels of services adopted by Council for its road network assets.”
- 3.8 Section 4.2 – add in “Codes of Practice under the Road Management Act: Vicroads.
- 3.9 Section 4.7.1 – Add second and third sentence to first paragraph to read as “Should Council be made aware of a defect within the area of a vehicle cross-over, Council will inform the property owner in writing of such defect and to inform/remind the property owner of their legal obligation to address and remedy the said defect. Failure to comply following issuance of the defect notice may result in the Property Owner issued with a penalty or Council may arrange to carry out such works as are necessary to ensure compliance with such notice, and all costs incurred shall be at the expense of the person on whom the notice was served. Refer 10.5 – Community Safety and Environment Local Law 2013 (No.1 of 2013).”
- 3.10 Section 4.7.1 – add new paragraph at end of section to read as “Appendix 5 illustrates the layout of a typical vehicle cross-over showing the areas of responsibility of the road authority and that of the Property Owner”.
- 3.11 Section 5.1.1 – Add new opening paragraph “Council has developed an asset management inspection & defect assessment methodology document that meets the requirements of the Act, whilst accounting for the limited available funds Councils have to maintain extensive asset bases.”
- 3.12 Section 5.1.1 – Add the following 4 paragraphs after the heading “Details of Mode 1 Inspections are included in Appendix 2

All inspections (regardless of whether a defect is identified or not) are recorded in Council’s asset management system and include the inspectors name, the inspection date and organization who conducted the inspection. All defects recorded include GPS location data or changes or both and are available for visual reference on Council’s GIS mapping system.

Road inspections are carried out using experienced internal staff or external organisations driving a registered motor vehicle within permitted speed limits and using current technology devices to allow visual recording of identified defects, GPS location points of reference and all inspectors’ details.

Footpath & pathway’s, kerb & channel, drainage and bridge inspections are carried out by experienced internal staff or external organisations and are typically performed using a push bike, tricycle, quad bike or walking using current technology devices to allow visual recording of identified defects, GPS location points of reference and all inspectors’ details.

Any defects identified on non-Council Infrastructure assets such as utility companies (e.g Telstra, Water, Electricity, Gas) are recorded in Council’s Asset Management System and details of defects are forwarded to the responsible company by Council’s Operations Department for them to undertake repairs or replacements as required. These utility companies typically have their own rectification timelines and Council takes no responsibility if these companies fail to undertake adequate repairs within a

timely manner. Council will however, make the area as safe as is possible to prevent or minimize the extent of injury to the general public whilst awaiting rectification works by the utility companies.

- 3.13 Section 6 – Throughout the section where it references Appendix 3, change to Appendix 3a and 3b.
- 3.14 Section 6 – Amend 3rd paragraph to read - All defects identified and confirmed as defects where urgent or immediate action is required are recorded in Council's Asset Management Database – Conquest and given a defect rating of five (5) meaning extreme. A works action is created in Conquest and remains open until works have been completed and the action is closed. The times in which these defects should be repaired or warning signs erected to make the area safe are also described in Appendix 3a and 3b. Once the defect area has been made safe the defect rating may be lowered until the defect repair has been completed and the works action is closed.
- 3.15 Section 7 – change heading to read as “Exceptional Circumstances – “Force Majeure”
- 3.16 Section 7 – Amend first paragraph to include events such as pandemics and Government Interventions.
- 3.17 Section 7 – Add in a new third paragraph
“Council statements to inform residents about the suspension or reduction of the services under the RMP due to the ‘exceptional circumstances’ will include reference to how the work that will be done has been prioritized, and the estimated period for which it is likely to be affected.”
- 3.18 Section 8 – Add in “Appendix 5 – Typical Vehicle Cross-Over”

Appendix 2 – Details of Mode 1 Inspections

- 3.19 Definition for purpose of inspections for Bridge and Major Culvert Assets is further clarified to check for immediate safety of the road for road users and identifying works that can be scheduled as routine works at a later date.

Appendix 2 – Asset Type

- 3.20 Bridges & Major Culverts – Add wording
(The primary reasons for conducting Level 1 (mode 1) inspections are:
To check the general serviceability of the structure for obvious signs of defects which might affect the immediate safety of road users.
To identify maintenance items that require immediate action and/or to schedule routine maintenance for completion at a later date.

Appendix 3a – Response Times Roads & Road Related Assets

- 3.21 It was found the defects and response times for Item 1.4 – Deformation greater than 100mm required further clarification as the response times could be viewed as being unreasonable or inconsistent with other neighbouring Councils Road Management plans.
- 3.22 For Item 6 – Bridges and Major Culverts required further clarification in scope of items to be inspected and two new paragraphs added at bottom of the Table
- 3.23 For Item 1.4 – Sealed Pavement

Change description to (measured with 1.2m straight edge traverse, or under a 3m straight edge longitudinal). Response times for transverse deformation shall be 3 months for all road categories. Response time for longitudinal deformations shall remain at 12 months.

3.24 For Item 6 – Structures – Bridges & Major Culverts

Added new descriptions as follows

- 3.24.1 6.1 Dirt or vegetation impacting on correct operation or structural integrity - Clear and clean when any accumulation of material causes interruption to the escape of drainage water, or the operation of expansion joints
- 3.24.2 6.2 Running or wearing surface - Repair of bridge deck or road surface causing an extreme risk hazard to road users.
- 3.24.3 6.3 Stream Maintenance - Clearing of debris >400mm or logs > 150mm diameter from streams within 10 m of structure.
- 3.24.4 6.4 Warning Signs and Bridge Furniture - damaged, missing or illegible
- 3.24.5 6.5 Accident Damage - When damage is considered to cause an extreme risk hazard to road users or to the structural integrity of the bridge.
- 3.24.6 6.6 Road Approach - When approach or abutment degradation is considered to cause an extreme risk hazard to road users.
- 3.24.7 6.7 Replace 'Significant' with Extreme and amend timings from 12 months to 3 months

3.25 New paragraphs added at bottom of Table:

The response for each of the hazards described in the above tables shall be to inspect and rectify if possible, or provide appropriate hazard warning to reduce level of risk.

Where, because of the nature of the repair required, level of resources required or workload, it is not possible to rectify within the time shown in the above table, Council shall implement appropriate hazard warning until the repair can be completed.

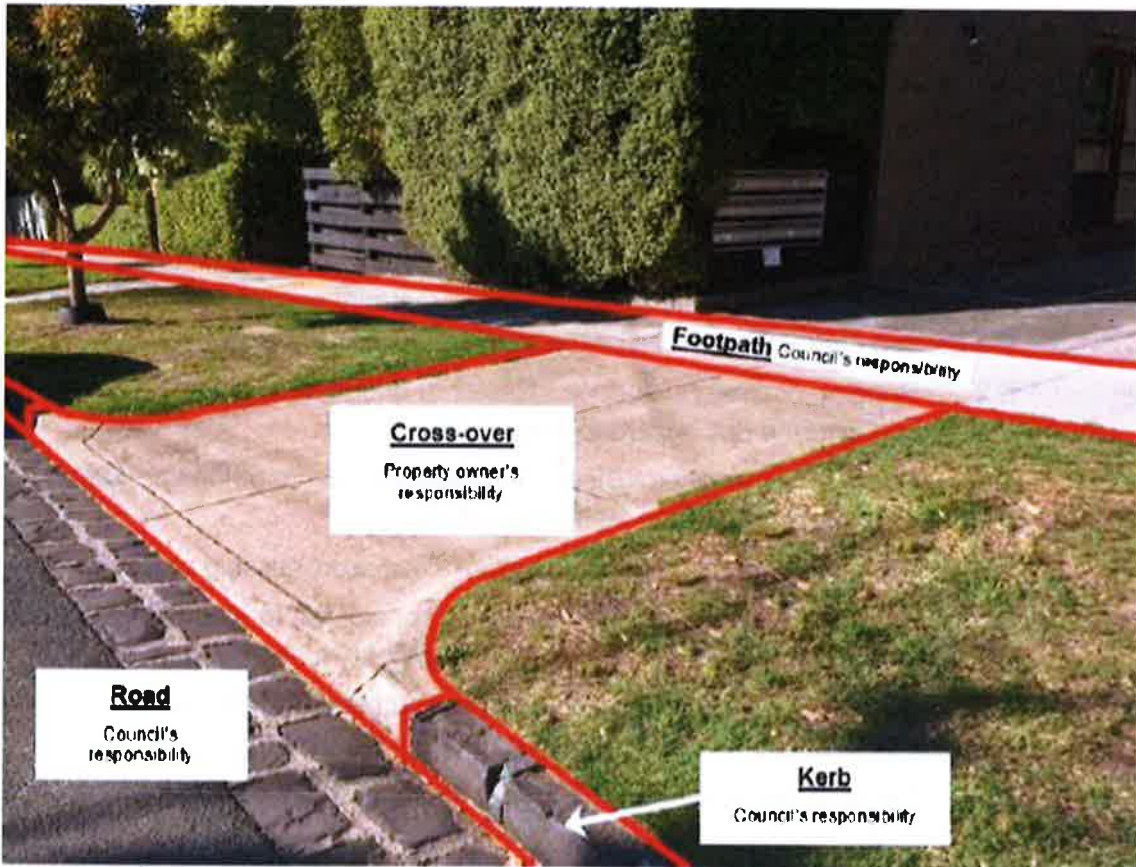
3.26 Appendix 3b – Response Times Pathways

New Paragraphs added at bottom of Table:

The response for each of the hazards described in the above tables shall be to inspect and rectify if possible, or provide appropriate hazard warning to reduce level of risk

3.27 **Appendix 5 – Vehicle Cross-Over**

Added in diagram and comment as shown below:



*"Roadside" the Road Management Act, specifically states that a road authority does not have a statutory or common law duty to inspect, maintain or repair 'roadside' refer to S.107 of the Road Management Act

4.0 Public Consultation Process

Stage 1 – Public Consultation on existing Road Management Plan

Under Section 54 of the *Road Management Act 2004*, a public notice is to be placed in local newspapers and the Government Gazette advising Council's intention to review its RMP and that a copy of its current RMP is available for inspection by members of the public. In the public notice, members of the community are invited make a written submission within 28 days from the first date of publication.

Public notices were published in:

- Government Gazette Edition – 28 January 2021
- The Border Mail and Shepparton News – 29 January 2021
- Numurkah Leader, Cobram Courier and Yarrawonga Chronicle newspapers – 3 and 10 February 2021

Closing date for receiving submissions was 5pm Friday 26 February 2021. At the time of closing, 11 submissions were received. A Summary Table of the submissions received including the Review Committee's Response is attached in Appendix Two.

5.0 Summary of Report Conclusions and findings

The conclusions and findings of this report have identified a significant number of recommendations for amendments to the current road management plan. A number of these recommendations can be considered as administrative operational amendments as they relate to changes to the frequency of Mode 1 inspections, response times and definitions of intervention levels in the RMP appendices as detailed below:

- Appendix 2 – Details of Inspections
- Appendix 3 – Response Times Roads and Pathways
- Appendix 5 – Vehicle Cross-Over diagram

Other recommended amendments are administrative changes to reflect spelling corrections or where the RMP refers to legislative Acts or Regulations have been either discontinued or updated.

Under Section 41 (1) of the *Road Management Act 2004*, the road authority (Council) may determine the standard to which the road authority will construct, inspect, maintain and repair roadways, pathways, road infrastructure or road related infrastructure.

Under Regulation 10 (1) of the *Road Management (General) Regulations 2016*, if the road authority (Council) proposes to amend a road management plan and amendment relates to the determination of a standard of construction, inspection, maintenance or repair under section 41 of the Road Management act, the road authority must give a notice by publishing a notice in the Government Gazette and in a daily newspaper generally circulating in the area to which the road management will apply. As the proposed amendments do relate to the frequency of Mode 1 inspections, response times and definitions of intervention levels, Council will be required to give notice to the public in accordance with Regulation 10 of the *Road Management (General) Regulations 2016*.

6.0 Process for adoption of Amendment to the RMP

Following the completion of the review of its RMP, Council as the “road authority” will need to undertake the following steps in order to adopt amendments to its RMP.

Steps required under the *Road Management (General) Regulations 2016* include:

- 6.1 Produce a written report summarizing the findings and conclusions of the review as required under Regulation 9 (2)(a)

Note: A copy of the written report and a copy of the draft amendments to the road management plan will be presented to the full council for endorsement at the July 2018 Ordinary Council Meeting before proceeding with the remaining steps. Under Council’s Instrument of Delegation to Members of Council Staff, only the Council has the power to amend the road management plan under Section 54(5) of the *Road Management Act 2004*.

- 6.2 Make the report available for copying or inspection as required under Regulation 9 (2)(b)

- 6.3 Give Notice under Regulation 10 – Procedure for certain amendments to road management plans. The notice includes:

- Stating or describing the purpose and general purport of the proposed amendment;
- Stating or describing the roads, roadways, pathways, road infrastructure or road related infrastructure or classes of roads, roadways, pathways, road infrastructure or road related infrastructure affected by the proposed amendment;

- Stating where a copy of the proposed amendment may be obtained or inspected;
- Stating where any relevant written report produced in accordance with regulation 9(2) may be inspected or obtained. (see steps 1 & 2)
- Stating that any person who is aggrieved by the proposed amendment may make a submission on the proposed amendment to the road authority (Council) within 28 days after the date on which the notice is published in the Government Gazette.
- A notice must be published in the Government Gazette and in a daily newspaper generally circulating in the area to which the road management will apply. For this purpose the notice will need to be published in the Border Mail and Shepparton News newspapers as these 2 publications are the only regional daily newspapers that cover this municipality.

6.4 Under Regulation 12, the date of effect of the road management plan or amendment will take effect on the day after it is made by Council (scheduled for the June Ordinary Council Meeting after Council has completed Steps 1,2 & 3) if no date is specified in the road management plan or amendment.

6.5 Once Council as the "road authority" has adopted the amendments to its RMP at its Ordinary Council Meeting, Council is required to comply with Regulation 13 – Availability of amendments to road management plans, must give notice by publication of the notice in in the Government Gazette and in a daily newspaper generally circulating in the area to which the road management will apply. For this purpose the notice will need to be published in the Border Mail and Shepparton News newspapers as these 2 publications are the only regional daily newspapers that cover this municipality.

Appendix One - Public Consultation - Summary of Submissions Received

SUBMISSIONS

Review of the Road Management Plan 2018



Below is a summary of submissions received during the first round of community consultation in the review of the Road Management Plan. The first round of community consultation closed on 26 February 2021.

	Summary of submission	Review Committee Response
1	Complaint about condition of Campbell Road south of the Murray Valley Highway.	Campbell Road has just been widened between Pullar Rd and Healy Road as part of the blackspot program. The section between the MV Highway and Pullar Road wasn't included in the Blackspot funded works.
2	Complaint about condition of Main street Cobram needing a resurface due to number of seal patch repairs. Also the need to upgrade the GMW channel bridge crossing on Labuan Road south of Allerts Road being only one lane wide.	Council is aware of the condition of Main Street Cobram cause by maintenance to Goulburn Valley Water (GVW) water main. Council could consider resurfacing Main Street once GVW has completed a renewal of their water main.
3	Request for the gravel resheeting of Koonoomoo-Mywee Road due to continuous potholing.	Budget request and outside the purpose of the review for the Road Management Plan.
4	Intersection roads along the Murray Valley Highway from Cobram to Yarrawonga suffering from seal edge breaks and through traffic lanes in Belmore Street Yarrawonga has uneven surfaces.	maintenance for the traffic lanes in Belmore Street, Yarrawonga comes under Regional Roads Victoria's responsibility. Maintenance of intersection bellmouth seals along the Murray Valley Highway also comes under the responsibility of Regional Roads Victoria.
5	Intersection of Clive Puls Court and Campbell Road, Cobram, residents leaving the court to enter Campbell Road have trouble seeing oncoming traffic due to restricted view due fire services water tank within the grounds of Ottrey Homes and the car park obscuring their vision.	Clive Puls Court is a private road located within the property boundaries of Ottrey Homes, therefore outside Council's responsibility. Suggest that Council Officers bring this matter to the attention of the management for Ottrey Homes.
6	Request to upgrade the pavement surface from gravel to asphalt at the intersection of Cotton Road and Cassidy Road due to potholes regularly occurring.	Both roads are gravel roads and listed as "Collector" roads under Council's Road Hierarchy. Budget request and outside the purpose of the review of the road management plan.

SUBMISSIONS

Review of the Road Management Plan 2018



	Summary of submission	Review Committee Response
7	Suggested more upgraded pram crossings for wheel chair access and also review of Appendix 2 - Details of Mode 1 inspections to assess camber as criteria for assessing pathways. Finds it difficult to chair a manual wheelchair in a straight line if camber too high.	Upgrading of pram crossings comes under the footpath renewal program. Typical footpath crossfall is 1 in 40 for all new footpaths. Existing footpaths that have steeper grades can be addressed at time of replacement under the renewal program.
8	Complaint about Murray Valley Highway with safety concerns of narrow seal width, gravel shoulders, intersections with Giveaway signage should be upgraded to STOP signs.	Complaint forward to Regional Roads Victoria for their response as they are the responsible authority for the highway. Outside the purpose of the review for the Road Management Plan.
9	Widening of heavily used sealed roads that act as a preferred bypass of Yarrowonga. Suggested roads are southern end of Whites Road, full length of Carmichael Road and southern end of McPhails Road. Removal of tree growth in road carriageway across the whole shire. road carriageway getting too narrow due to tree growth in shoulders making it difficult for moving machinery. Has requested if he speak to his submission to a Council Briefing.	Appendix 3a - Items 3.2 and 3.4 only make reference to fallen tree limbs obstructing into the traffic lanes. Ideally, traffic lanes including shoulders should be clear of new growth and have a minimum clearance height of 4.6m (cattle trucks have a height of 4.5m). Widening of road seals is considered a budget request and should go through the budget process.
10	Request for sealing of Coxon Avenue in Numurkah.	Dust suppressant sealing of Coxon Avenue is included on the list of capital projects being considered by the Council for inclusion in the 21/22 Budget.
11	Change speed sign at the north side of the roundabout at Gilmore Street & McLeod Street Yarrowonga from 60km to 50km.	Request forward to the Traffic Liaison Committee for consideration. Traffic speed change request and outside the purpose of the review of the road management plan.

Appendix Two - Mav Insurance - Summary of Proposed Amendments

Road Management Plan Review 2021

MAV Insurance's Detailed Observations and Recommendations
with Council comments

NO.	MAV Observation	MAV Recommendations	Council Comments
1.1	<p>Page 6, Section 2.3.1 Audit. The following is specified:</p> <p><i>“A program of auditing, using both internal and external auditors, is in place for the purposes of ensuring that all the management systems in place are delivering the levels of service adopted by Council for its road network assets.”</i></p> <p>The Council RMP does not specify the interval timings for the internal and external review.</p> <p>More specifically, no information is provided within the RMP in regards to what approach is taken when/if Non-Compliance issues are identified.</p>	<p>It is recommended that the internal and external audits / reviews of Council's compliance with their RMP's are undertaken at regular intervals and be in addition to the reviews required by the legislation. It is recommended that the process for undertaking the internal audits / reviews is specified within the RMP.</p> <p>Where non-compliance has been identified, Council should ensure such issues are formally documented, responded to and escalated (e.g. senior management and/or the Audit and Risk Committee).</p>	<p>Has been amended to include external audits at 4 year intervals and internal audits at 2 year intervals.</p>
1.2	<p>Page 10, Section 4.7.1 Owner Responsibilities</p> <p>While the description provided here is reasonably accurate, many Councils have chosen to include a diagram of a vehicle crossover to further clarify the demarcation of responsibilities relevant to private crossovers.</p>	<p>Council should consider including a diagram of a crossover and footpath / nature strip area to clearly designate the areas of responsibility.</p> <p>Annexure 1 illustrates the layout of a typical vehicle cross-over showing the areas of responsibility of the road authority and that of the Property Owner.</p>	<p>Diagram now included in Appendix 5 of the Draft Road Management Plan</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
1.3	<p>Page 10, Section 4.7.1 Owner Responsibilities The following is specified:</p> <p>“The Road Management Act 2004 provides that a road authority is not liable for private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road, this responsibility being with the adjoining landowner.”</p> <p>The RMP does not state the process of informing the landowner if a defect has been found within the area for the landowner in responsible.</p>	<p>Should Council be made aware of a defect within the area of the crossover, it is suggested that the property owner be informed of the identified defect and of their obligation to address it. Naturally, we suggest that such notification be appropriately documented and recorded as evidence of contact.</p> <p>Furthermore, Council may consider implementing a respective Local Law outlining the process implemented should the landowner fail to repair identified defects within the area for which they are responsible. E.g. a number of other Councils have adopted the approach whereby, after a certain timeframe, Council will implement repairs on behalf of the landowner and charge respective costs of repair to the respective landowner.</p>	<p>Section 4.7.1 amended to include reference of communication with the adjoining landowner for identified defects within the area of their driveway crossover.</p>
1.4	<p>Page 12, 5.1.1 General The following is specified:</p> <p>“ Mode 1 Inspection by works officers (proactive maintenance) as per frequency shown in Appendix A”</p> <p>The abovementioned Appendix A does not exist in the Council RMP. Instead, the appendices are referenced with numbers. This section is likely referring to Appendix 3A.</p>	<p>Council should ensure the references made to the Appendices in the body of the RMP are correctly stated to avoid confusion or misinterpretation.</p>	<p>Has been corrected.</p>
1.5	<p>Page 12, 5.1.1 General The following is specified:</p>	<p>It is recommended that Council briefly state the inspection and documentation</p>	<p>Now included in methodology</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
	<p>“ Mode 1 Inspection by works officers (proactive maintenance) as per frequency shown in Appendix A”</p> <p>No details are provided in regards to how such inspections are documented/recorded.</p>	<p>process for proactive inspections. For example;</p> <ul style="list-style-type: none"> - Are all proactive inspections documented regardless of whether a defect is identified? - Are the footpath / shared pathway inspections completed in car or on foot? - Ideally, the location of a defect should be linked to a GPS location, a house number, or the chainage for documentation and follow up purposes. 	
1.6	<p>Inspection Methods</p> <p>No information is provided within the RMP outlining the methodology for conducting inspections (i.e. allocation of responsibilities, skills required, and tools/devices used to confirm compliance, etc.).</p>	<p>Council should consider developing an inspection manual (with reference provided within the RMP), with consideration for the following points:</p> <ul style="list-style-type: none"> - The training requirements of the staff undertaking the inspections: - What will they need to be able to complete the inspections to an appropriate standard? Measuring tools? Camera? Record system? - Photographs of different types of hazards, the circumstances under which photographs are taken and how, and the maintenance outcomes required. 	Methodology of inspections now included

NO.	MAV Observation	MAV Recommendations	Council Comments
1.7	<p>Other Asset Owners</p> <p>No details are provided in regards to how other asset owners are notified of any defects identified.</p>	<p>It is strongly recommended that footpath/shared pathway inspections, kerb & channel inspections and drainage inspections should not be done from a moving car.</p> <p>Reference to this inspection manual should ideally be placed on Page 12 Section 5.1. Inspections.</p> <p>We suggest that when carrying out its inspection programs, Council record any defects associated with another authority's assets (e.g. Telstra, electricity and gas suppliers), and have a procedure in place for notifying the particular authority. These notifications should be recorded as they will become crucial if Council is defending a legal action relating to that defect.</p> <p>This section should ideally be placed on Page 12, Section 5 Standards for Inspection.</p>	<p>Section 5.1.1 updated to include methodology for notifying other asset owners for defects.</p>
1.8	<p>Page 12, Section 6 Standards for Maintenance and Repair The following is specified:</p> <p><i>"Details of defect descriptions and Intervention levels are included in Appendix 2 & 3."</i></p> <p><i>"The times in which these defects should be repaired or warning signs erected to make</i></p>	<p>It is recommended that Council review the document and ensure all references made to the Appendices are correctly labelled.</p>	<p>Has been corrected</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
	<p>the area safe are also described in Appendix 3.”</p>		
	<p>“If the inspection confirms a defect is present, the defect is rated accordingly and programmed for repair works as per the timeframes shown in appendix 3...”</p>		
	<p>“If a defect is validated and recorded as having reached or exceeded intervention level criteria as shown in appendix 3 either...”</p>		
	<p>In the RMP, the Appendix 3 has been split into Appendix 3a and 3b. Not clearly listing the correct reference of the appendices in the body of the document can lead to confusion and misinterpreted information.</p>		
1.9	<p>Page 12, Section 6 Standards for Maintenance and Repair The following is specified:</p>	<p>As the Council is no longer using the “rating system”, it is recommended this be removed from the document to avoid misunderstanding and confusion with the current Council defect management system.</p>	Amendment made
	<p>“Defects identified as not being extreme (5) are rated between one (1) and four (4) have a works action created in Conquest and are placed on future works programs within the response timeframes as documented in Council’s Road Asset Management Plan and or as resources permit.”</p>		
	<p>There are no references to “rating” defects extreme (5) or otherwise in this document (likely a remaining section from a previous system used). Rather the RMP has adopted the hierarchy system where defects are</p>		

NO.	MAV Observation	MAV Recommendations	Council Comments
1.10	<p>measured by their intervention levels (which is recommended).</p> <p>Page 12, Section 6 Standards for Maintenance and Repair</p> <p>This section of the RMP does not clearly outline the flow of inspection/maintenance process in relation to the type of inspections conducted (e.g. reactive and proactive inspections).</p>	<p>It is recommended that Council develop a workflow diagram of the defect identification and inspection/maintenance process. The process flow will provide a clear outline of how such reactive/proactive inspections are documented/recorded and/or the type of system utilised based on the defect levels.</p>	Not included
1.11	Page 13, Section 7 "Force Majeure"	<p>Although not mandatory, in the interests of keeping documentation in "Plain English", it is recommended that the term "Exceptional Circumstances" be used.</p>	"Exceptional Circumstances" added to the heading.
1.12	<p>Page 13, Section 7 Force Majeure</p> <p>No information on how the stakeholders will be notified of the changes to the RMP.</p>	<p>The Council should consider adding the below to ensure the changes/suspension of the RMP are well-communicated with the stakeholders.</p> <p><i>"Council statements to residents about the suspension or reduction of the services under the RMP will include reference to how the work that will be done has been prioritised, and the period for which it is likely to be affected."</i></p>	Amendments made
		<p>Additionally, Council should consider including "pandemic" and "government intervention" as specific events which may be a cause of invoking this exceptional circumstances clause and temporarily</p>	

NO.	MAV Observation	MAV Recommendations	Council Comments
1.13	<p>Page 18-19, Appendix 3a – Response Times Following Inspection</p> <p>– Roads & Road Related Assets</p> <p>There are a number of defect types with response timeframes that are not reflective of a risk-based approach to allocation of resources (i.e. where defects are repaired in a shorter timeframe according to the hierarchy/usage of the asset on which they're identified), including the following:</p> <ul style="list-style-type: none"> • 1.3 Major Failures greater than 50 sqm (all 12 months) • 1.4 Deformation greater than 100mm under a 3 meter long straight edge (all 12 months) • Pavement Markings (Line, Text, Symbol) – missing or illegible pavement markings making them substantially ineffective (all 12 months) • 2.3 Major Failures (i.e. washout) – all 12 months <p>While this may be reasonable for Emergency/high risk type defects (e.g. Fallen trees), adopting the same response timeframe regardless of the hierarchy/usage of the asset on which they're identified may</p>	<p>suspend Road Management Plan related activities.</p> <p>Council should consider reviewing the timeframes specified for these listed defect types to ensure, where practicable, they are more reflective of a risk-based approach to the allocation of resources (i.e. where defects are repaired in a shorter timeframe according to the hierarchy/usage of the asset on which they're identified).</p> <p>Council should consider reviewing other Council RMPs as a reference to ensure the standard/wording adopted is reasonably reflective of that typically adopted across the sector.</p>	<p>1.3 – Major Failures – no change as works are programmed on an annual basis as part of the annual pavement stabilisation program.</p> <p>1.4 – Deformations – Traverse measured a 1.2m straight edge will now have a response time for repairs at 3 months.</p> <p>Longitudinal deformations measured under a 3m straight edge will continue to have a response time for repairs at 12 months as these works are programmed on an annual basis as part of the annual pavement stabilisation program.</p> <p>1.7 – Pavement Markings – no changes proposed for response times as works form part of annual line marking program.</p> <p>2.3 – Major Failures (washouts) – no changes proposed for response times as works form part of annual works program.</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
1.14	<p>be used to cast doubt on the reasonableness of Council's adopted response timeframes.</p> <p>Page 19, Section 5 Roadside Furniture The following is stated:</p> <p><i>"Regulatory Stop signs & Give way signs missing, damaged or illegible"</i></p> <p><i>"Other Regulatory signs missing, damaged or illegible"</i> <i>"Warning Signs - missing or Illegible"</i></p>	<p>Council should consider using the words "damaged" or "illegible" with a measurable defect intervention level (e.g. 50% sign legend illegible at 150 m under low beam or in daylight).</p>	<p>Words "damaged" or "illegible" added but measurable defect intervention level as suggested not included on the basis of being able to measure accuracy with certainty.</p>
1.15	<p>Page 19, Section 5 Roadside Furniture The following is stated:</p> <p><i>"Regulatory Stop signs & Give way signs missing, damaged or illegible"</i></p> <p><i>"Other Regulatory signs missing, damaged or illegible"</i> <i>"Warning Signs - missing or Illegible"</i></p>	<p>Council should consider using the words "damaged" or "illegible" with a measurable defect intervention level (e.g. 50% sign legend illegible at 150 m under low beam or in daylight).</p>	<p>Words "damaged" or "illegible" added but measurable defect intervention level as suggested not included on the basis of being able to measure accuracy with certainty.</p>