

Moreland City Council

ROAD MANAGEMENT PLAN

REVIEW REPORT
June 2017



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ROAD MANAGEMENT PLAN REVIEW REPORT 2017

1. Introduction

An internal review of Moreland City Council's Road Management Plan (RMP) 2013 has been undertaken pursuant to section 125 (1) of the *Local Government Act 1989*, section 54 (5) of the *Road Management Act 2004* and section 8 (3) of the *Road Management (General) Regulations 2016*.

Council is required to undertake a review of the RMP in consideration of *section 9 (1) of the Road Management (General) Regulations 2016* by 30 June 2017.

The Regulations only require that the review be completed by 30 June, and that a report (this report) be published summarising the review, including any proposed amendments.

Following public notice of this report and receipt of any public submissions, an amended RMP will be drafted for Council endorsement.

2. RMP Review Process

An RMP Review Committee was established comprising members of Council's asset, road maintenance, transport and risk management staff where responsibility for the plan applies.

The review committee met on 6 occasions between October 2016 and March 2017, which involved the following activities and actions:

- a. Review of the requirements of the (new) Road Management (General) Regulations, including legal clarification on the impact and implication to Council of changes to the Regulations;
- b. Clarification on appropriate Delegated Authority required to undertake and endorse this review summary, and accept the findings and recommendations of the RMP Review Committee;
- c. Review of the provisions of the Moreland RMP in accordance with the RM Regulations 9 (1), which is to "*ensure that the standards in relation to the priorities to be given to the inspection maintenance and repair of roads and classes of road to which the plan applies are appropriate*";¹ In reviewing its appropriateness, the committee examined:
 - Current activities and performance in relation to meeting the requirements of the RMP;
 - Management systems, operational objectives and maintenance standards i.e. intervention and response times, and any administrative / document reference updates necessary;
 - Advice received from Council's Risk Management/Insurance branch on any necessary improvements/enhancements to Council's current RMP, including results of a previous MAV audit report (2013) and statistical information; and
 - Benchmarking of other Council's RMP's, specifically intervention levels and inspection frequencies.

3. RMP Review Outcomes

Following a review of the appropriateness of the current RMP as outlined above, some amendments to the RMP are proposed.

Non-Road Areas – Off-Street Carparks

In reviewing section 18 of the *Road Management Act 2004*, it is considered Off-Street Carparks are best defined to be ancillary areas in relation to public roads. In this case ancillary means: *other than the principle component or an area of land owned or managed by the co-ordinating authority to be maintained by the responsible road authority as ancillary (supplementary) to a*

¹ Road Management (General) Regulations 2016 S.R. No. 11/2016 Part 3- road management plans

public road. Currently, Off-Street Carparks are listed as carparks in the Register of Public Roads. Within the RMP, public carparks included in the Register of Public Roads are identified as *those that the public has access to and Council is responsible for the management of*. Accordingly the RMP standards apply to these carparks in the same manner as roads.

In determining the appropriate classification of these assets it is considered more appropriate to re-classify Off-Street Carparks as Ancillary Assets within the Register of Public Roads. In doing so, it will remove ambiguity of the maintenance obligations of these carparks from the RMP, with levels of service identified in the Road Asset Management Plan (RAMP). The RMP is therefore to be amended to reflect the management of Off-Street Carparks from the RMP to the RAMP.

Maintenance and Inspection Standards (RMP Section 6)

It is essential that a practical approach is taken in setting achievable inspection, maintenance and repair standards (intervention levels and response times) with due consideration to asset condition, safety, available resources and legal liability.

With this in mind, intervention levels and reactive and proactive inspection timelines should be consistent with available resources given Council's competing priorities.

Response Times/ Make Safe

Current response times within the RMP states 'Make Safe' within a determined timeline and repair within a determined timeline. These timelines are inconsistent with the timelines within 'Pathway' (the corporate Customer Request System), which captures and manages the reactive inspections and repair works. Aligning the reactive and proactive inspection processes with agreed response times within Pathway would provide consistency, simplify processes and avoid confusion.

Streamlining the inspection process for reactive and proactive inspections and adopting a risk based approach will ensure appropriate response times consistent with the risk to the community. Responses may include same day repairs, immediate barricades or other safety measures until repair works can be scheduled consistent with RMP standards.

As a result the wording of 'Make Safe' is proposed to be removed from the Maintenance Standard Section of the RMP. Refer also to 'Management Systems' later in this report.

Response times are also to be amended to accommodate the systems currently used by Council in managing road inspections and repairs. In this regard, response times are to be amended from "working days" to "calendar days".

Intervention Levels / Inspection Frequencies

With the recent introduction of electronic field data collection for both in-house road inspections and repairs, the Roads Unit will be able to more easily analyse its performance against the RMP standards. The data collected to date finds some inconsistencies in meeting the inspection schedules and repair timelines, and highlights opportunities to revise these to facilitate ongoing compliance to the RMP.

The proposed intervention levels and inspections are consistent with neighbouring Councils based on the benchmarking undertaken, and are expected to be manageable within current resourcing, both financial and workforce.

Changes to inspection frequencies have been made on the basis that:

- i. They will align with proposed management changes to inspection areas and cycles, and
- ii. The allocation of an additional month (ie. 13 months instead of 12) will facilitate compliance with the RMP, accommodating any variation in actual inspection date within the scheduled month.

Refer to **Appendix 1**, which outlines the proposed amendments to the maintenance and inspection standards, in comparison to Moreland's current RMP.

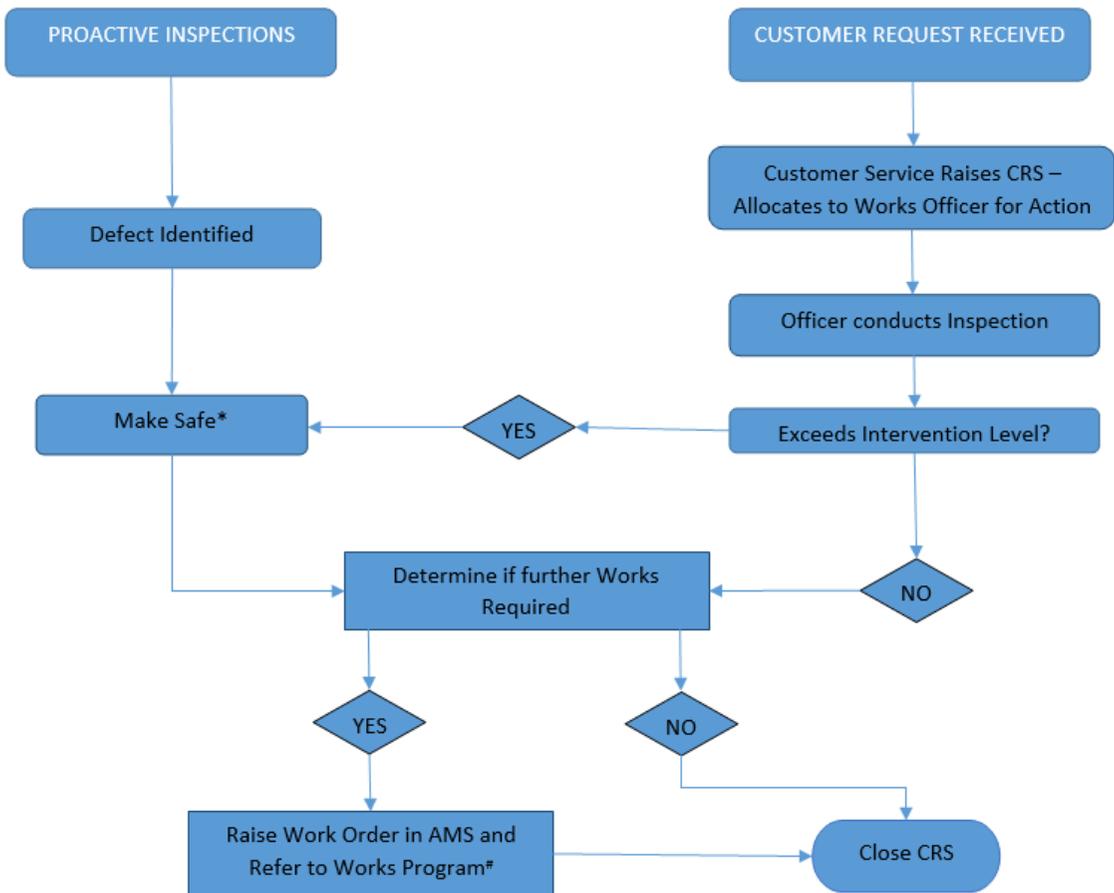
Management Systems

To maintain the road network within the municipality at the current levels of service, only minor amendments to the Management Systems section within the RMP will be necessary. This consider the objectives of the new Council Plan and Strategic Resource Plan, as well as administrative / document reference updates.

A risk based approach should be taken to support the management, recording and auditing of the road inspection and maintenance activities (identifying and eliminating risk), facilitated through integration of the various corporate systems: myData Asset Management System, Assetic Cloud and Pathway (Corporate Customer Request System). It is acknowledged that this integration will improve and develop over the life of the RMP.

A revised flow chart for inspection and repairs is proposed below.

MANAGEMENT SYSTEM – REACTIVE & PROACTIVE INSPECTION AND REPAIR WORKS



* Within 3 Working Days

Within RMP Timeline

4. Conclusion

It is proposed that Council's current RMP (version June 2013) be amended with consideration for:

- A practical approach to setting achievable inspection, maintenance and repair standards (intervention levels and inspection & response times) consistent with available resources given Council's competing priorities;
- Proactive and reactive initial response times to be consistent with timelines specified in the Pathway Customer Request System (CRS);
- An update to the Register of Public Roads that changes the status of 'Off-Street Carparks' to 'Ancillary Area' - consistent with the Road Management Act 2004; and
- Other editorial and formatting changes as required.

Should it be determined to amend the RMP, Council is to give notice in accordance with the Road Management (General) Regulations 2016 prior to adopting a revised RMP.

The following key dates are proposed:

19 June 2017	Public Notice of Decision to amend RMP (Newspaper)
22 June 2017	Public Notice of Decision to amend the RMP (Gazettal)
22 June – 20 July 2017	Public Notice Period (min 28 days)
13 September 2017	Council Meeting – Adopt amended Plan

Appendix 1 - Proposed Maintenance and Inspection Standards

ABBREVIATIONS: (L) Link, (C) Collector, (A) Access, (R) ROW, (I.L.C.) Intervention Level Change, (R.T.C) Response Time Change, (H) Hierarchy, (F) Frequency, (S1) Standard 1 (L1) Level 1 (L2) Level 2 (L3) Level 3

6.0 Maintenance & Inspection Standard RMP 2013

Standard Job Description	Road Class	Intervention Level	Response Time
POTHLES - Pavement surface patching of pothole's using appropriate materials to repair the defect and restore the riding surface to a smooth condition. These are defined as small breaks and depressions where loss of pavement wearing surface has occurred. (including edge break)	4	Where potholes is greater than 400mm in diameter or greater than 40 mm in depth	Make Safe 3 Days Repair 20 days
	3	Where potholes is greater than 400mm in diameter or greater than 40 mm in depth	Make Safe 3 Days Repair 80 days
	2	For unsealed - Where potholes are greater than 1000 mm in diameter or greater than 75 mm in depth	Make Safe 3 Days Prioritise and program
	1	For unsealed - Where potholes are greater than 1000 mm in diameter or greater than 75 mm in depth	Make Safe 3 Days Repair 40 days
Pavement Failure (Depressions/Showing/Rutting/Crocodile cracking) - Localised distortion and or disintegration of the pavement surface associated with cracking, heaving and or subsidence or loss of structure. . Application of a levelling course of bituminous materials to depressed or rutted areas of pavement.	All	Pavement Failure (Distortion>100 mm).	Make safe 3 days prioritise and program
Reinstatements (UTILITIES/TRADES) - Return pavement back to original condition after utility or private works in the road reserve have been completed	Link/ Collector Access/ Row	Receiving notification of completion of work. Temp. reinstatement must be done by service authority/Council	When allocated to Council repair within 80 days When allocated to council prioritise and program
Bluestone Pavement - Localised failed area which may have blue stone pavers missing, lifted or depressions	1	Localised area < 10 sq. m. of segment area	Make safe within 3 days prioritise and program
ROAD MARKING and/or LINE MARKING - Regular painting of all pavement markings, including line marking and raised pavement markings	All	Line marking is maintained by Council's Roads unit on a cyclic maintenance program (AIM) and will be repainted as part of the program when necessary	Repaint within 40 days

Reference to 2017 Proposed Standards

Refer To Item 1.1
Refer To Item 1.1
Refer To Item 1.1
Refer To Item 1.5
Refer To Item 1.2 & 1.3.
Refer To Item 6.1
Refer To Item 1.6
Refer To Item 1.7

Proposed Maintenance & Inspection Standard RMP 2017

1.0 SCHEDULE OF INTERVENTION LEVELS – ROAD PAVEMENTS				CHANGE COMMENTS					
ITEM	OPERATIONAL ACTIVITY	INTERVENTION LEVEL	RESPONSE TIME				Reasons Behind Change	I.L.C.	R.T.C
			L	C	A	R			
1.1	Pot Hole Patching (Sealed)	When a pot hole ≥40 mm in depth and/or ≥400 mm in diameter	30	30	30	30	Intervention has not been changed, but response times have been changed to reflect customer requests response times and current resources	No	Yes
1.2	Regulation of wheel ruts and depression	When rutting depression and vertical displacement is ≥100 mm relative to adjacent undisturbed section of road.	30	30	30	30	Removed reference to crocodile cracking. This is identified during conditioning inspections and are not seen to be a risk to the community.	Yes	Yes
1.3	Regulation of shoving and bumps	When vertical displacement ≥100 mm relative to adjacent undisturbed section of road.	30	30	30	30	Intervention has not been changed, but Response times have been changed to reflect customer requests response times and current resources	No	Yes
1.4	Bike Lane - Linear Pavement Cracks	When linear pavement cracks ≥20 mm width and ≥200 mm in length	30	30	30	30	New Addition due to increase in bike lanes, this is to identify potential linear cracks that may cause a risk to cyclists.	New	Yes
1.5	Unsealed Pavement	Repair unsealed roads when rutting, potholing and corrugations ≥100 mm depth and/or ≥1000 mm in diameter:			90	90	Increased depth of pot hole to realign with nearby Council's	Yes	Yes
1.6	Segmental (paved or bluestone) within the road pavement	When segmental pavement ≥50 mm vertical displacement: adjacent paver/bluestone: or missing	30	30	30	90	Amended to include of all forms of segmental pavement for better clarity when identifying segmental road defects/hazards.	Yes	Yes
1.7	Line marking	Line marking is maintained by Council's Roads unit on a cyclic maintenance program and will be repainted as part of the program when necessary	Program				Intervention has not been changed, but Response times have been changed to reflect customer requests response times and current resources	No	Yes

6.0 SCHEDULE OF INTERVENTION LEVELS – SERVICE AUTHORITIES AND THIR PARTY WORKS

ITEM	OPERATIONAL ACTIVITY	INTERVENTION LEVEL	RESPONSE TIME				Reasons behind Change	I.L.C.	R.T.C
			L	C	A	R			
6.1	Utility Service Pits	Missing and/or Damaged Service Pits when ≥30mm vertical displaced	30				Management of Service Authorities' assets within the road reserve is subjected to the "Code of Practice for Management of Infrastructure in Road Reserves". Report to responsible Service Authority	Yes	Yes
6.2	Third Party Pavement Reinstatements/Road Openings	When the level difference is ≥30 mm at any point of the work area	30				Pursuant to Schedule 7 of the Act of "Code of Practice". Notify responsible third party or asset owner to make safe	New	Yes

Deleted. Refer to ROW Strategy -
Made - RoW- 4 sprays/2 cleans per year and dumped rubbish removal from within the RoW
Unmade - RoW - 4 slash/spray per year and dumped rubbish removal from within the RoW.

6.0 Maintenance & Inspection Standard RMP 2013

Standard Job Description	Road/Maint. Class	Intervention Level	Response Time
TRIP HAZARD REPAIR – Uneven footpath or concrete bays	5	Trip hazards to pedestrians >25 mm height difference and/or cracked where cracks are > 10 mm in width	Make safe within 3 days repair within 20 days
	PPN		Make safe within 3 days, repair within 40 days
	Other		Make safe within 3 days, prioritise and program
RAISED/DEPRESSED PAVERS: (Pavers are out of alignment, broken, raised or missing	5	Raised/depressed paver > 25 mm pavers broken or missing	Make safe within 3 days repair within 20 days
	PPN		Make safe within 3 days, repair within 40 days
	Other		Make safe within 3 days, prioritise and program
Any damage caused by BUILDING ACTIVITY	All	Damage to Council's infrastructure	Investigate and make safe within 3 days. Arrange the repair by the relevant developer
PONDING/DEPRESSIONS – usually caused by subsidence of the subgrade or due to trenching below the footpath and may cause water to pond in the area making the footpath hazardous	All	Greater than 25 mm under a 1.2m straight edge	Inspect within 3 days prioritise and program as necessary
Gavel footpaths - the gravel footpath is uneven	All	Uneven areas of unformed/gravel footpaths	Inspect within 3 days, prioritise and program
VEHICLE CROSSOVERS– the section of crossover from	All	Trip hazards to pedestrians > 25 mm height difference	Inspect and make safe within 3 days and notify owner within 20 days

4.0 SCHEDULE OF INTERVENTION LEVELS – FOOTPATHS (ALL PATHS INCLUDING BIKE, SHARED AND IN RESERVES)

ITEM	OPERATIONAL ACTIVITY	INTERVENTION LEVEL	RESPONSE TIME			CHANGE COMMENTS		I.L.C.	R.T.C
			L	C	A	R	Reasons Behind Change		
4.1	Concrete	When pavement vertical displacement ≥30 mm	30					Yes	Yes
		Increased displacement to 30 mm to realign with nearby Council's							
4.3	Segmental	When path panels linear cracks ≥20 mm	30					Yes	Yes
		When pavement vertical displacement ≥30 mm							
		Missing or ≥20 mm between pavers						New	Yes
Deleted. Building sites are managed in accordance with Council's Local Laws									
4.2	Asphalt	When path is heaved or depressed ≥30 mm over 1.2m straight edge	30					Yes	Yes
		When a pot hole ≥300 mm and/or ≥30 mm in depth							
4.4	Unsealed (crush Rock or Gravel Paths)	When path linear cracks ≥20 mm						New	Yes
		When Rutting, pot holing and corrugations ≥50 mm over 1.2m.							
4.5	Privately owned Vehicle Crossovers or Crossings	When pavement vertical displacement ≥30 mm: linear cracks ≥20 mm and/or is determined the vehicle crossing is in disrepair	30					Yes	Yes
		Added measurements to intervention level.							

Surface Drainage - Kerb & Channel and Drainage Pits

Standard Job Description	Road/Main t. Class	Intervention Level	Response Time
SURFACE DRAINS – Kerb and Channel holding water- minor reshaping to maintain flow of water and protect road and through lane traffic	All	Kerb & channel has subsided or heaved and there is likely to be ponding of water beyond the parking lane or inner traffic lanes; Vertical displacement > 60 mm or Horizontal displacement > 60 mm	Inspect within 10 days, prioritise and program
PIT THROAT CLEANING - Cleaning of pits to maintain flow of water, blockages to the opening of the pit that prevents entry into the pit.	All	Any blockage which is a hazard to the public	Respond within 24 Hours General Cleaning 6 monthly cycle
PIT LID (INSERTS) MISSING OR DAMAGED	All	Hazard to pedestrian or vehicular traffic	Make safe within 24 hours, prioritise and program

3.0 SCHEDULE OF INTERVENTION LEVELS – SURFACE DRAINAGE - KERB & CHANNEL AND DRAINAGE PITS

ITEM	OPERATIONAL ACTIVITY	INTERVENTION LEVEL	RESPONSE TIME				CHANGE COMMENTS		I.L.C.	R.T.C
			L	C	A	R	Reasons Behind Change			
3.1	Concrete Kerb & Channel	When kerb & Channel ≥75 mm displacement lateral and vertical: missing or damaged.	90	90	90	90		Yes	Yes	
		When kerb & Channel ≥75 mm displacement lateral and vertical: missing or damaged or dislodged.								
3.2	Bluestone Kerb & Channel	When Kerb & Channel has subsided or heaved and ponding of water where ≥100 mm over 10m and/or 1000 mm in width:	90	90	90	90		Yes	Yes	
		Added longitudinal dimension to make three dimensions to determine intervention level.								
Deleted. Building sites are managed in accordance with Council's Local Laws										
3.3	Pit Lids and Surrounds: Grates	Missing, Broken, collapsed pit lids and surrounds: including Grates	90	90	90	90		No	Yes	
		Intervention has not been changed, but Response times have been changed to reflect customer requests response times and current resources								

6.0 Maintenance & Inspection Standard RMP 2013

Standard Job Description	Road Class	Intervention Level	Response Time
SIGN OR POLE - Replacement of regulatory and warning signs or poles which are worn, illegible, damaged, missing or obstructed.	All	Regulatory Signs	All signs to be made safe within 24 hours
		Warning Signs	Regulatory repair, replacement within 5 days
		Other Signs	Warning signs repair, replacement within 20 days
			Others- repair / replacement within 40 days

Standard Job Description - Other	Classification	Inspection Details	Frequency
STREET FURNITURE - Guardrail, Barriers, Bollards, Seats, Bins and Bus Shelters - missing/damaged or deteriorated - Not covered by the Act, maintenance purpose only	Activity Centres, Shopping Strips, PPN All Other	All defective damaged or deteriorated guardrail barriers seats bins or bus-shelters (council owned) - Hazard to public	Public Hazard to be made safe within 24 Hours Replace within 6 months Public Hazard to be made safe within 24 Hours, prioritise and program
BRIDGE STRUCTURE & CULVERTS	All	When considered A PUBLIC HAZARD	Make safe within 3 days, prioritise and program
RETAINING WALLS	All	Signs of surface cracks at the top of the retaining wall or gaps greater than 20 mm in the walls or horizontal movement (sliding) or changes in the "verticality" of the wall	Make safe within 3 days, prioritise and program
MISCELLANEOUS OBSTRUCTIONS	All	Anything posing a hazard to the public	make safe within 24 hours
ELECTRICAL HARDWARE/TRAFFIC SIGNALS (No.) - Reporting of damage to traffic signals	All	When damaged is detected or made known	Respond within 5 hours or report to Vic Roads

6.0 PROACTIVE INSPECTIONS

Standard Job Description - Other	Classification	Inspection Details	Frequency
ROAD DEFECT (HAZARDS) INSPECTIONS: - The undertaking by suitably qualified and experienced staff regular inspections of the asset to determine condition, compliance with maintenance standards and risk.	Collector/Link/Access Road / RoW	A defect inspection is undertaken to assess if any defects are present against an agreed set of criteria.	12 months 24 months
SAFETY (NIGHT) INSPECTION: - involve driving on the local road network at 20km/hr	Link/Collector	Hazards to the public, in particular reflectivity of traffic and regulatory signs,	12 months
FOOTPATH DEFECT (HAZARDS) INSPECTIONS: - The undertaking by suitably qualified and experienced staff regular inspections of the asset to determine condition, compliance with maintenance standards and risk.	Activity Centres/ Shopping Strips, PPN All others	A defect inspection is undertaken to assess if any defects are present against an agreed set of criteria.	12 months 24 months 6 month
LEVEL CROSSING Inspection	All	Inspecting level crossings specially for advance signage, line marking and for any object obstructing sight distance	Once every 3-4 yrs
CONDITION Inspection	All	A condition assessment as per Moreland Road & Footpath Condition Manual.	Level 1 Inspection Level 2 Inspection Level 3 Inspection
BRIDGE Inspection (in accordance with the vicRoads Bridge Inspection Manual)			0 month 3 years Only if req'd

2.0 SCHEDULE OF INTERVENTION LEVELS - SIGNS

ITEM	OPERATIONAL ACTIVITY	INTERVENTION LEVEL	RESPONSE TIME			CHANGE COMMENTS
			L	C	A R	
2.1	Warning & Regulatory Signs	Missing/Damaged/graffiti (when sign is illegible)	30	30	30	Intervention has not been changed, but Response times have been changed to reflect customer requests response times and current resources

5.0 SCHEDULE OF INTERVENTION LEVELS - ROADSIDE AND STREET FURNITURE

ITEM	OPERATIONAL ACTIVITY	INTERVENTION LEVEL	RESPONSE TIME			CHANGE COMMENTS
			L	C	A R	
5.1	Street furniture: Includes Guardrail, Barriers, Bollards, Seats, Bins, Bus Shelters	Vandalised or Damaged	30	30	30	Intervention has not been changed, but Response times have been changed to reflect customer requests response times and current resources :

7.0 INSPECTION FREQUENCIES ROAD & FOOTPATH NETWORK (M = Month)						
ITEM	OPERATIONAL ACTIVITY	H	F	Reasons behind Change	I.L.C.	R.T.C
7.1	Road Inspections	L	13M	No change	No	No
		C	13M	No change	No	No
		A	37M	Council is changing from 2 year cycle to 3 year cycle to align with current resources	No	Yes
		ROW	37M		No	Yes

ITEM	OPERATIONAL ACTIVITY	H	F	Reasons behind Change	I.L.C.	R.T.C
7.3	Footpath* All paths including shared and in reserve Inspections	S1	37M	Council is changing from 2 year cycle to 3 year cycle to align with current resources	No	Yes
7.4	Level Crossing Inspections (PCR)	All	7M	No change	No	No
7.5	Road and Footpath common inspections (in accordance with the Road and Footpath Condition Assessment Manual)	All	Every 3 Years	No change	No	No
7.6	Bridge & Culvert Inspections	L1	7M	No change	No	No
7.7	Bridge & Culvert Inspections	L2	37M	No change	No	No
7.8	Bridge & Culvert Inspections	L3	As Required	No change	No	No
7.9	Retaining Walls Inspections	All	7M	No change	No	No
7.10	Electrical Hardware/Traffic Signals Inspections	All	4M	No change	No	No