

## Appendix1 – Summary of amendments to Road Management Plan

The following amendments have been incorporated in this round of the RMP review.

| Section in Previous RMP                  | Description of the Amendment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Section in Current RMP    |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Structure of the RMP (Table of Contents) | The structure of the Road Management Plan (RMP) was revised to enhance readability and flow, allowing readers to understand its contents more easily. This approach supports a clearer organization and logical progression, ensuring the key information and responsibilities are conveyed effectively.                                                                                                                                                                                                                                                                                                                                                                                                      | See new Table of Contents |
| Not Applicable                           | The new Chapter 2: Strategic Framework has been developed to establish a clear "line of sight" between the Council Plan and key Asset Management (AM) documents. This addition highlights how the Road Management Plan aligns with broader Council objectives, showing how specific actions within the RMP contribute to overarching Council goals. It also incorporates details about the Asset Management Policy and Strategy, underscoring their roles in guiding asset management principles, setting objectives, and driving consistent practices across Council operations. This alignment helps ensure that the RMP not only meets operational needs but also supports Council's strategic directions. | Chapter 2                 |
| Access to Private Property               | A new diagram has been included in the document to visually clarify Council's responsibilities in ensuring access to rural properties with pipes driveway crossovers. This diagram highlights the roles and boundaries of Council's involvement in maintaining rural road access, which is crucial for supporting property connectivity, emergency response, and local transport needs. It serves as a straightforward reference for understanding the extent and limits of Council's maintenance obligations, providing stakeholders with a clear visual representation of these responsibilities.                                                                                                           | See 4.5.4                 |

|                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                             |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Reactive Inspection Time: notified within 3 business days of being notified | The reactive inspection timeframe has been adjusted from three days to five days. This change allows for better resource allocation and management without disrupting other day-to-day operational activities. Extending the timeframe provides flexibility for the team to handle inspections more efficiently, improving overall workflow while still meeting service standards. This update balances operational needs with the quality-of-service delivery, ensuring that response efforts remain effective, and resources are optimally utilized.                                                                                                                        | Reactive Inspection Time: notified within 5 business days of being notified |
| Inspection Frequency-Sealed Road and Parking Bays - Category 1              | The inspection frequency has been revised from six inspections to twelve inspections annually, aligning with the current inspection frequency for Category 1 - Sealed Roads and Parking Bays. This adjustment reflects a higher level of service, ensuring these essential public assets are monitored more frequently. The increase in inspection frequency allows for earlier identification and response to potential issues, contributing to enhanced safety, improved road and parking quality, and greater customer satisfaction. This proactive approach highlights the Council's commitment to maintaining high standards in managing critical infrastructure assets. | Inspection Frequency-Sealed Road and Parking Bays - Category 1              |
| Inspection Frequency-Sealed Road and Parking Bays - Category 2              | The inspection frequency has been revised from three inspections to six inspections annually, aligning with the current inspection frequency for Category 2 - Sealed Roads and Parking Bays. This adjustment reflects a higher level of service, ensuring these essential public assets are monitored more frequently. The increase in inspection frequency allows for earlier identification and response to potential issues, contributing to enhanced safety, improved road and parking quality, and greater customer satisfaction. This proactive approach highlights the Council's commitment to maintaining high standards in managing critical infrastructure assets.  | Inspection Frequency-Sealed Road and Parking Bays - Category 2              |

|                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                 |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Intervention Level: Schedule 3:<br>Urban Streets; Footpaths, Shared<br>Paths, and Bicycle Paths | The intervention level has been lowered from 25mm to 20mm to enhance the level of service for pathway maintenance. This adjustment aims to improve pathway quality, leading to higher customer satisfaction by proactively addressing trip and fall hazards. The reduced intervention threshold means that smaller surface irregularities will now prompt maintenance action, reducing the frequency of customer requests related to pathway safety and enhancing overall public safety and usability. This proactive measure supports a safer pedestrian environment and demonstrates a commitment to maintaining high standards in community infrastructure. | Intervention Level: Schedule 3: Urban<br>Streets; Footpaths, Shared Paths, and<br>Bicycle Paths |
| Defect Treatment Time: Schedule 3:<br>Urban Streets: Kerb & Channel                             | The defect treatment time for Kerb & Channel has been adjusted from 30 days to 90 days, allowing for more efficient resource allocation and reducing disruption to ongoing operational activities. This change helps streamline priority management, ensuring that critical tasks and urgent maintenance receive the necessary focus while still addressing Kerb & Channel defects within a manageable timeframe. By extending this timeframe, the department can plan and allocate resources more effectively, maintaining overall operational efficiency and stability in service provision.                                                                 | Defect Treatment Time: Schedule 3:<br>Urban Streets: Kerb & Channel                             |
| Intervention Level: Schedule 3:<br>Urban Streets: Kerb & Channel                                | The following clarification has been added to address different intervention levels based on the material.<br><ol style="list-style-type: none"> <li>1. Kerb &amp; Channel (Concrete): broken or heaved 75mm vertically,</li> <li>2. Kerb &amp; Channel (Bluestone and Pavers): broken or heaved 100mm vertically, and to the extent of preventing the free flow of water.</li> </ol>                                                                                                                                                                                                                                                                          | Intervention Level: Schedule 3: Urban<br>Streets: Kerb & Channel                                |
| Inspection Frequency: Schedule 3:<br>Urban Streets: Kerb & Channel                              | The inspection frequency has been updated from “Reactive” to “Annually” to ensure a higher level of service and proactive maintenance of assets. This change aims to address potential issues before they escalate, improving overall safety and reliability.                                                                                                                                                                                                                                                                                                                                                                                                  | Inspection Frequency: Schedule 3:<br>Urban Streets: Kerb & Channel                              |

|                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                 |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Defect Treatment Time: Schedule 3:<br>Urban Streets: Drainage Pits                              | The defect treatment time for Drainage Pits <i>“Missing pit lids, surrounds or grates in pedestrian areas or traffic lanes and Damaged Council drainage pit lids (such that they are potentially structurally unsound)”</i> has been reduced from 30 days to 5 business days due to the nature of these defects and the significant risk they pose to pedestrians and vehicles.                                                                                                                                                                                                                                                                                                  | Defect Treatment Time: Schedule 3:<br>Urban Streets: Drainage Pits                              |
| Defect Treatment Time: Schedule 3:<br>Urban Streets: Footpaths, Shared Paths, and Bicycle Paths | The defect treatment time for Footpaths, Shared Paths, and Bicycle Paths <i>“Displacement &gt; 25mm”</i> has been reduced from 30 days to 20 business days due to the nature of these defects and the significant risk they pose to users.                                                                                                                                                                                                                                                                                                                                                                                                                                       | Defect Treatment Time: Schedule 3:<br>Urban Streets: Footpaths, Shared Paths, and Bicycle Paths |
| Demand and Growth                                                                               | Demand and Growth section was excluded from the latest version of the Road Management Plan (RMP) as its focus is not directly relevant to the RMP’s objectives. Since the RMP is primarily concerned with current maintenance standards, inspection schedules, and intervention levels, it may be more appropriate to address demand and growth projections in other strategic documents. This streamlining can help keep the RMP focused on immediate management tasks and resource allocation, allowing the document to remain clear and actionable for its intended operational purposes.                                                                                     | Not Applicable                                                                                  |
| Funding Sources                                                                                 | The Funding Sources section was <b>excluded</b> from the updated Road Management Plan (RMP) because it does not directly contribute to the RMP’s core purpose. The RMP primarily focuses on the policies, procedures, and standards for managing and maintaining road infrastructure, including inspection schedules, intervention levels, and response times. Funding information, though essential for long-term planning, is typically more aligned with financial or strategic asset management plans rather than operational documents like the RMP. Excluding this section allows the RMP to stay concise and focused on practical, actionable aspects of road management. | Not Applicable                                                                                  |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                              |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Risk Management Framework | <p>The <i>Risk Management Framework</i> section was <b>removed</b> from the updated Road Management Plan (RMP) as it was deemed to add limited value. The RMP's primary objective inherently involves managing and minimizing risks through its established processes, guidelines, and standards. By focusing directly on actionable steps—such as inspections, intervention levels, and response times—the RMP effectively serves as a risk management tool in itself. Including a separate Risk Management Framework section was found redundant, as the entire plan's purpose is to mitigate risks associated with road infrastructure, thus rendering a distinct framework unnecessary for the document's overall goals.</p>                                                                                                                               | Not Applicable                               |
| Minimising Risks          | <p>The Minimising Risks section was omitted from the updated Road Management Plan (RMP) as it was found to be redundant. The RMP's core function is inherently focused on managing and minimising risks by establishing a structured framework for road maintenance, safety, and response. By setting out clear guidelines for inspections, maintenance standards, and response times, the RMP actively addresses risk management throughout the document. Therefore, a separate Minimising Risks section was deemed unnecessary, as the entire RMP is centred on strategies to minimize risks associated with road infrastructure and safety.</p>                                                                                                                                                                                                             | Not Applicable                               |
| Exceptional Circumstances | <p>The section title was updated to "Force Majeure - Exceptional Circumstances" to emphasise the Chief Executive Officer's (CEO) authority to partially or fully suspend the Road Management Plan (RMP) in specific, uncontrollable situations. The section's body was also revised to improve clarity and readability, ensuring that readers can easily understand the context and implications. This enhanced version outlines the CEO's power to pause parts of the RMP in response to emergencies or unforeseen circumstances—such as natural disasters, resource limitations, or critical staffing shortages—and specifies the process for reactivating the plan once conditions stabilise. This structure allows for clearer communication of the RMP's flexibility in handling exceptional events while maintaining an organized response approach.</p> | 5. Force Majeure - Exceptional Circumstances |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                 |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Monitoring and Review | A new subsection "Timeframe for RMP Review" was added to clarify the review requirements under both the Local Government Act 1989 and the Local Government Act 2020 enhances the document's comprehensiveness. This will ensure that readers are informed about the statutory obligations for reviewing the Road Management Plan (RMP). The updated subsection clearly documents these key timeframes, helping users understand the legal requirements for RMP reviews and ensuring that the review process aligns with the most recent legislative standards. | 6.1 Time frame for RMP Review                   |
|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                 |
| Monitoring and Review | A new subsection, "Amendments to the RMP," has been added to provide clarification on when notice is required for proposed amendments to the Road Management Plan (RMP). This addition outlines specific scenarios in which public notice must be issued for changes affecting construction, inspection, maintenance, or repair standards and when such notice can be waived, including cases where amendments increase standards, apply to newly designated roads, or involve administrative adjustments.                                                     | 6.2 Amendments to the RMP                       |
| Not Applicable        | Amendments to the Road Management Plan (RMP) that impact construction, inspection, maintenance, or repair activities are documented in Appendix F.                                                                                                                                                                                                                                                                                                                                                                                                             | Appendix F - Amendments to Road Management Plan |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <p>Not Applicable</p> | <p>The following addition has been made to ensure clarity around responsibilities during emergencies:</p> <p>Emergency and Defect Response Times<br/>Works arising from emergency incidents that require immediate action to ensure the safety of road users and the public.</p> <p>Emergency works may include:</p> <p>Traffic incident management.<br/>Responses to natural disasters such as fires, floods, and storms.<br/>Spillages or other hazardous conditions.<br/>Assistance required under the Victorian State Emergency Response Plan and the Municipal Emergency Management Plan (MEMP).<br/>This clarification ensures that all parties understand their roles and responsibilities in maintaining public safety and managing infrastructure during emergency situations.</p>                                                                     | <p>5.12 Emergency Response Time</p> |
| <p>Not Applicable</p> | <p>The following note was added to clarify Open/Table drain inspections "Note: Open table drains are NOT routinely inspected, adding a defect tracking system in <i>AssetFinda</i> would help in monitoring and managing these assets. This could be useful, especially as defects in these drains typically exceed intervention levels and might only become noticeable during storms or heavy rainfall. Integrating this into <i>AssetFinda</i> will provide a structured way to track and manage any necessary actions for these drains when they're impacted by weather events, ensuring timely interventions only as needed, without dedicating unnecessary resources to regular inspections. This approach balances proactive monitoring with resource efficiency, especially since the drains are typically only affected under certain conditions."</p> | <p>Appendix A -Schedule 1</p>       |