

ARARAT RURAL CITY COUNCIL

# Roads and Transport Asset Management Plan



Ararat Rural City



# CONTENTS

1	PLAN INTENTION AND STRUCTURE	3
2	INTRODUCTION – ROAD AND TRANSPORT ASSET CLASS	3
3	ASSET MANAGEMENT	5
3.1	Asset Management System	5
3.2	Road and Transport Class Definition	5
3.2.1	Assets not included in this plan.	6
3.2.2	Boundary roads	6
3.2.3	Key Stakeholders	7
3.2.4	Legislative requirements	7
4	ROAD AND TRANSPORT DATA SCHEMA	8
4.1	Spatial Data	8
4.2	Inspection Schedules	9
4.2.1	Roads Defect Inspection and Night Inspection and Schedule	9
4.2.2	Roads Storm or Other Event Inspection from Notification	9
4.2.3	Condition Definition	9
4.3	Attribute Collection	11
4.4	General Asset Reporting	11
5	DEPOT OPERATIONS	11
5.1	Defect Inspection and Routine	11
5.2	Maintenance Response Time	11
5.2.1	Prioritisation of Interventions	11
5.2.2	Defect Identification	12
5.3	Road and Transport Maintenance	16
5.3.1	Routine Maintenance	16
5.3.2	Reactive Maintenance	16
6	ENGINEERING AND PROJECTS	17
6.1	Road and Transport Intervention Definitions	17
6.2	Renewal and Capital Works Planning	17
6.3	Renewal Project Management	17
7	CONTRACTS AND PROCUREMENT	18
7.1	Tender Process	18
7.2	Financial Tracking of Renewal Projects	18
7.3	Project Milestone Reporting	18
8	FINANCE AND VALUATIONS	18
8.1	Asset Valuation	18
8.2	Asset Capitalisation	18
8.3	Asset Written Down Value	18
8.4	Recurrent and Non-Recurrent Assets	18
8.5	Asset Depreciation	18
8.6	Representation of Asset Costings within Finance System	18
9	CUSTOMER SERVICE	19
9.1	Complaints	19
9.2	Request for Service	19
9.3	Customer Request Management System (CRMS)	19
10	RISK/OCCUPATIONAL HEALTH AND SAFETY	20
10.1	Safety and Risk Management	20
11	GOVERNANCE/CEO'S OFFICE	20
11.1	Management of Plan	20
11.2	Audit	20
12	ORGANISATIONAL TRANSFORMATION	21
12.1	Asset Digital Monitoring	21
12.2	Asset Alerting Services	21
12.3	Public Data Access	21
12.4	Predictive Asset Management	21
12.5	Key Performance Indicator Platform	21
13	REFERENCES	22

# 1 PLAN INTENTION & STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its Roads and Transport network. This plan covers the entire lifecycle of managing the Roads and Transport assets including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its Road and Transport network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

# 2 INTRODUCTION – ROAD AND TRANSPORT ASSET CLASS

Road - "A wide way leading from one place to another, especially one with a specially prepared surface which vehicles can use." Oxford Dictionaries.

Road infrastructure is extensive within Ararat Rural City Council with current road surface volumes exceeding 750km sealed road and 1400km unsealed road. Road infrastructure provides the purpose of travel from one place to another typically via vehicle or truck but may also include other road registered vehicles such as heavy farm equipment.

This plan excludes the management of roads maintained by either state or federal department.

The following graphic demonstrates the municipal boundaries of the Ararat Rural City Council. Road assets contained within the boundaries which are not either state or federal roads are the responsibility of Ararat Rural City Council to maintain.





## 2 INTRODUCTION – ROAD AND TRANSPORT ASSET CLASS



The fundamental purpose of this Road and Transport Asset Management Plan is to improve Council's long term strategic management of its road and transport infrastructure. This plan communicates the actions required for the responsible management of assets and the associated services provided, compliance with regulatory requirements and funding needed to provide the required levels of service to the community.

This asset management plan is to be read in conjunction with the Ararat Rural City Council planning documents, including the Asset Management Policy along with other key documents including:

- Road Management Plan
- Ararat Rural City Council Plan 2021 – 2025

- Ararat Rural City Council Financial Plan 2021-2031
- Ararat Rural City Council Asset Plan 2021-2031
- Ararat Rural City Council Road Register

The infrastructure assets covered in this Road and Transport asset management plan are shown in Table 1. These assets either directly or indirectly provide or support access across the municipality.

ASSET CATEGORY	DIMENSIONS
Sealed Roads	764 Km
Unsealed Roads	1420 Km
Natural Surface Road	240 Km



# 3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

## 3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software – Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of ‘in the field’ use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete ‘in the field’ activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

## 3.2 Road and Transport Class Definition

Ararat Rural City Council Roads and Transport assets are broken down into different classes. This breakdown serves as both a separator for type and a means to value the roads and transport network. Each class has a different unit rate of replacement applied allowing the road network to be valued by multiplying the unit rate by the area of the asset as provided in the attached Asset Valuation Policy - Valuations Policy - Major Asset Classes. docx.

HIERARCHY	DESCRIPTION
Link Roads	Connect to or between townships. Connect townships to arterial roads. Connect to major tourist destinations. Connect to major industrial centres.
Collector Roads	Connect between link roads. Connect to minor tourist destinations. Connect to minor industrial centres. Connect access roads to link roads or arterial roads.
Access Residential	Provide access to one or more dwellings. Provides secondary access to urban commercial properties.
Access Property	Provide access to one or more properties.
Ancillary Areas	Carparks Rest areas Parking lanes



# 3 ASSET MANAGEMENT

## 3.2.1 Assets not included in this plan

Assets specifically excluded from this plan include:

- Boundary roads allocated to the adjoining municipality. However, in some instances the agreements may allow for cost sharing of specified capital works on the roads. Such works will only be carried out if an agreement exists between the municipalities concerned.
- Arterial roads that are declared as such pursuant to Section 14 of the Road Management Act 2004. These roads are historically referred to as State Highways or Main Roads. Arterial roads perform a regional link function and as such they traverse more than one municipality.
- Roads on Crown Land that are not included on Council's Road register eg: state forest roads and tracks.
- Railway crossing components for which Council is not the responsible authority.
- Utility services.
- Private vehicle crossings/driveways as covered in the Road Management Plan in Section 6.5.2 Private Owner Responsibilities
- Overhanging vegetation from Private Land.
- Nature Strips.

- Bridges and Major Culverts – refer to Asset Management Plan – Bridges and Major Culverts
- Water Authority Bridges and Structures.
- Footpaths
- Tracks on 'unused roads' ('paper roads')

## 3.2.2 Boundary roads

Council's road network connects to those of five adjoining municipalities as follows:

- Pyrenees Shire Council
- Moyne Shire Council
- Southern Grampians Shire Council
- Northern Grampians Shire Council
- Corangamite Shire Council

Boundary agreements with adjoining municipalities were formulated and adopted in the late 1990's, as all boundary roads are rural in nature there are no assets, such as footpaths on the same section of boundary road reserve where the operational responsibility need to be shared. A practical approach was adopted with agreements being reached to equitably allot operational responsibility for full road width for specific sections of boundary road to each municipality.





### 3.2.3 Key Stakeholders

Key stakeholders in this asset management plan include:

STAKEHOLDER	RESPONSIBILITY
Private car drivers, cyclists, pedestrians, motorised buggy users	Customer
Industrial and commercial operators and other transport services	Customer
Public Transport Services	Customer
School Bus Services	Customer
Bicycle User Groups	Customer
Road Authorities/Government Departments (Department of Transport, DECCA)	Other Interested Party
Land Developers	Other Interested Party
Road Safety Organisations	Other Interested Party

### 3.2.4 Legislative requirements

Legislation or regulation which impacts on this plan are:

- Road Management Act 2004
- Transport Act 1983
- Road Safety Act 1986 (Amended 2004)
- Ministerial Code of Practice – Road Management Plans (September 2004)
- Road Management Act 2004 – Code of Practice – Operational Responsibilities for Public Roads (December 2004)
- Road Management Act 2004 – Code of Practice – Management of Road and Utility Infrastructure in Road Reserves
- Neighbourhood Amenity Local Law 2022
- Roads to Recovery Act 2000
- Subdivisions Act 1988
- Disability Discrimination Act 1992
- Catchment and Land Protection Act 1994
- Flora and Fauna Guarantee Act 1988
- Environment Protection and Biodiversity Conservation Act 1999
- Building Codes
- Water Act 1989
- Aboriginal Heritage Act 2006
- Aboriginal Heritage Amendment Act 2016
- Local Government Act 2020 & 1989

## 4 ROAD AND TRANSPORT DATA SCHEMA

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Road and Transport Network.

- RM-PW-Cracks >15mm W x 200mm L
- RM-PW-Missing/Damaged Handrail
- RM-PW-Hazard/Slippery Material
- PW-Cracking <15mm W < 200mm L
- RG-Missing/Damaged Sign
- RG-Roadside Overgrown Veg
- RG-Missing/Damaged Guard Rail
- RG-Missing/Damaged Guidepost
- RG-Faded Line marking
- RG-Missing/Damaged Fire Plug
- RG-New Line marking
- RM-Pothole >400 W & >75 D
- RM-Pothole >400 W & 75-100 D
- RM-Seal missing > 1 sqm
- RM-Seal Deformation >100mm 2.4m
- RM-Low skid resistance > 25m L
- RM-Seal crack >25 W & 400 L
- RM-Edge drop unseal shldr >75
- RM-US Pothole >400 W & 100 D
- RM-US Pothole >400W & 100-150D
- RM-Pothole shldr >400W & 100D
- RM-US Deformation >150 > 2.4m
- RM-US Deformation >200 > 2.4m
- RM-Corrugations >60 D & >20m L
- RM-NS Deformation >300mm >2.4m
- RM-Washaway >100 over 2.4m
- RM-Shoving/heaving >100D >2.4m
- RM-Oil or substance spills
- RM-Fallen trees or rock >200 W

- RM-Fallen tree or rock 50-200W
- RM-Material on Road >100 W
- RM-Vegetation <4.5m clearance
- RM-Dead animals on carriageway
- RM-Livestock on road reserve
- RS-Pothole in Seal
- RS-Gravel Shoulder Defect
- RS-Pavement Deformation
- RS-Shoulder Grading
- RS-Edge Drop
- RS-Patching
- RS-Seal Cracking
- RU-Gravel Pothole
- RU-Surface Roughness
- RU-Shape Loss

### MANDATORY DATA

Sealed/unsealed  
Road start/end coordinates  
Road Width  
Road class  
Condition level  
Frequency of maintenance

### OPTIONAL DATA

Construction date/Reseal date  
VPD/ traffic count data

#### 4.1.1 Spatial Data

The Ararat Rural City Council Road and Transport network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.





## 4.2 Inspection Schedules

Inspection Schedules are nominated as per the Road Management Plan Appendix A as below:

### 4.2.1 Roads Defect Inspection and Night Inspection and Schedule

Day: Inspect for defects including potholes, seal damage or failure, pavement damage or failure, local pavement deformation, shoulder or edge damage, drainage issues, line marking, and signage.

Night: Inspect signs, reflectors and line marking for effectiveness in times of low light and poor visibility.

	Urban				Responsibility			
	Link	Collector	Access Residential	Access Property	Link	Collector	Access Residential	Access Property
Day	1 year	1 year	1 year	2 years	1 year	1 year	1 year	2 years
Night	3 years	3 years	3years	3 years	3 years	3 years	Nil	Nil

### 4.2.2 Roads Storm or Other Event Inspection from Notification

Inspect impairment associated with storm or other event.

Responsibility - Operations & Infrastructure.

### 4.2.3 Condition Definition

Condition Rules (1-5 overall general condition values with definitions):

Condition State	Subjective Rating	Description	Action	Residual Life (Estimated % design life remaining)
1	Very Good	Structural: Sound physical condition. Insignificant deterioration. Asset likely to perform adequately without major work for 20 years or more. Serviceability: No or insignificant surface defects apparent. Routine maintenance only required.	No immediate action required. Maintain standard programmed condition assessment.	60% to 100%
2	Good	Structural: Acceptable physical condition; minor deterioration/minor defects evident. Serviceability: Minor increase in pavement roughness counts. Some minor surface defects apparent. Negligible short-term failure risk but potential for deterioration in long- term (15 years plus). Only minor work required (if any).	No immediate action required other than possible routine maintenance. Maintain standard programmed condition assessment.	35% to 60%

## 4 ROAD AND TRANSPORT DATA SCHEMA

Condition State	Subjective Rating	Description	Action	Residual Life (Estimated % design life remaining)
3	Fair	Structural: Moderate to significant deterioration evident; Minor components or isolated sections of the asset need replacement or repair now but not affecting short term structural integrity. Serviceability: Moderate increase of pavement roughness but asset still functions safely at adequate level of service. Failure unlikely within next 10 years but further deterioration likely and major replacement likely within next 5 to 15 years. Work required but asset is still serviceable.	Take action as appropriate to address defects and if necessary, routine patching, crack filling, rejuvenation. Monitor with programmed condition assessment for rehabilitation and/or renewal in medium term.	20% to 35%
4	Poor	Structural: Serious deterioration and significant defects evident affecting structural integrity. Serviceability: Significant increase in pavement roughness. Substantial work required in short term to keep asset serviceable. Failure likely in short to medium term. Likely need to replace most or all of asset within short term (possibly next 2 years). No immediate risk to health or safety but works required within 2 to 5 years to ensure asset remains safe.	Take immediate action as appropriate to address the defects. Immediately undertake risk assessment and further investigate options. Schedule appropriate action – rehabilitation or renewal in short term.	10% to 20%
5	Very Poor	Structural: Serious deterioration and significant defects evident affecting structural integrity. Serviceability: Significant increase in pavement roughness. Substantial work required in short term to keep asset serviceable. Failure likely in short to medium term. Likely need to replace most or all of asset within short term (possibly next 2 years). No immediate risk to health or safety but works required within 2 to 5 years to ensure asset remains safe.	Take immediate action as appropriate to address the defects. Immediately undertake risk assessment and further investigate options. Schedule appropriate action – immediate rehabilitation or renewal.	0% to 10%



### 4.3 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e. for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

### 4.4 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Road and Transport asset listing including attributes.
  - Road and Transport spatial mapping.
  - Road and Transport condition report by class.
- Road and Transport maintenance report.

## 5 DEPOT OPERATIONS

The core responsibilities of council’s depot operations with relation to Road and Transport Asset Management is; the identification of road defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

### 5.1 Defect Inspection and Routine

Refer to Item 4.2.1.

### 5.2 Maintenance Response Time

#### 5.2.1 Prioritisation of Interventions

The following intervention response times apply from the time of identification by council of a defect that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other

responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response has been completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being reasonably managed through temporary treatment provisions.

For dwelling access roads and property access roads that are of natural surface or without formation, the intervention standard for natural surface road or track shall apply regardless of the road’s hierarchy. The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade the asset or maintain the asset to a standard higher than that to which it was constructed.

RESPONSE CODE	RESPONSE MECHANISM	RESPONSE TIME
A	Inspect and rectify if possible, or provide appropriate warning, or place on maintenance program.	Within 1 business day of inspection or notification.
B		Within 2 business days of inspection or notification.
C		Within 10 business days of inspection or notification.
D		Within 20 business days of inspection or notification.
E		Within 60 business days of inspection or notification.
F		Within 6 months of inspection or notification.
G		Within 1 year of inspection or notification.

# 5 DEPOT OPERATIONS

## 5.2.2 Defect Identification

The following table is used to identify if any defect exists when undertaking a road and transport defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

ASSET TYPE	DESCRIPTION OF HAZARD	URBAN			
		LINK	COLLECTOR	ACCESS RESIDENTIAL	ACCESS PROPERTY
<b>Road Surface and Pavements</b>					
Road	Size of potholes are greater than 300 millimetre in diameter and 100 millimetres in depth.	C	C	D	F
	Edge of sealed pavement breaks or loses material and reduces the pavement width more than 200 millimetres or has a > 100 mm drop off over 20 metres of length.	E	E	F	G
	Shoving / Depressions or Rutting on road surface should be greater than 75 millimetres in depth.	F	F	F	G
	Crocodile Cracking should affect more than 3 squares metres in road pavement and surface.	F	F	F	G
	Corrugations should be more than 75 millimetres in depth and more than 20 metres in length.	N/A	N/A	F	F
	Accumulation of loose materials on sealed traffic lanes.	N/A	C	D	F
	Oil spill or water over road.	A	A	A	B



RURAL			
LINK	COLLECTOR	ACCESS RESIDENTIAL	ACCESS PROPERTY
Road Surface and Pavements			
C	D	F	N/A
D	E	F	N/A
F	F	G	N/A
F	F	F	N/A
N/A	D	E	F
C	D	E	E
A	A	B	C



# 5 DEPOT OPERATIONS

ASSET TYPE	DESCRIPTION OF HAZARD	URBAN			
		LINK	COLLECTOR	ACCESS RESIDENTIAL	ACCESS PROPERTY
<b>Road Surface and Pavements</b>					
Kerb & Channel	Vertical or Horizontal displacement is more than 100 millimetres or asset broken / displaced	F	F	G	G
Signs	Regulatory, warning and hazard signs missing, illegible at 100 metres distance or damaged, making them substantially ineffective	E	E	E	F
Bollards and Guide-posts	Bent, loose, damaged, non-functional, or causing injury to the general public;				
	<ul style="list-style-type: none"> <li>Greater than 10 degrees off the vertical or;</li> </ul>	E	E	F	G
	<ul style="list-style-type: none"> <li>Greater than 5% surface dented or;</li> </ul>	E	E	F	G
	<ul style="list-style-type: none"> <li>Greater than 5% surface corroded /rusty.</li> </ul>	E	E	F	G
Vegetation	All tree defects including intrusion into pedestrian and/ or vehicle clearance zone and sight distance issues that limit clear vision.	E	E	F	G
Line marking	(1)-Missing or damaged RRPM's (Reflective Raised Pavement Markers) and / or (2)- Delineation or line marking not visible or ineffective	E	F	G	G



RURAL			
LINK	COLLECTOR	ACCESS RESIDENTIAL	ACCESS PROPERTY
Road Surface and Pavements			
G	G	N/A	N/A
E	E	F	G
E	F	G	G
E	F	G	G
N/A	N/A	N/A	N/A
D	E	F	G
E	F	G	G





# 5 DEPOT OPERATIONS

## 5.3 Road and Transport Maintenance

Road and Transport Maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

ROAD TYPE	HIGHER FUNCTION SEALED ROADS	HIGHER FUNCTION SEALED ROADS	UNSEALED ROADS
Inspection Frequencies	1-2	2-3	At least on annual basis, at the same time each year

### 5.3.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a road and transport assets outside of reactive maintenance, where a road maintenance team will visit a site and complete any maintenance works required on the road and transport asset where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the Road Management Plan 28 January 2021 pdf.

### 5.3.2 Reactive Maintenance

Reactive Road and Transport maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who triages and distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on the urgency of identified defects through an inspection process. Reactive Maintenance is undertaken in accordance with the Road Management Plan 28 January 2021 pdf.





## 6 ENGINEERING AND PROJECTS

### 6.1 Road and Transport Intervention Definitions

The purpose of Road and Transport intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

Refer to Item 4.2 for the table outlining the response time to a Road and Transport defect dependant on the road hierarchy that the Road and Transport resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

For dwelling and property access roads that are of natural surface or without formation, the intervention standard for natural surface road or track shall apply regardless of the road's hierarchy.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Refer to IPWEA Practice Note 9: Condition Assessment & Asset Performance Guidelines, Appendix 3 – Visual Assessment Guide.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

### 6.2 Renewal and Capital Works Planning

- Council Road and Transport assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Average traffic volume
  - Significance of asset for agricultural and other key industries
  - Date from which the asset has been identified as eligible for renewal.
- Renewal of Road and Transport assets will consider foreseeable road network growth, and potential expansions of asset use in the future. Road and Transport assets will be designed to meet all current standards and industry best practice documents, including:
  - VicRoads Road Design Notes
  - Austroads Guide to Road Design: Set
  - Austroads Guide to Pavement Technology: Set
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

### 6.3 Renewal Project Management

Road and Transport renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor roads regularly up to engineers' specification.

# 7 CONTRACTS AND PROCUREMENT

## 7.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. Procurement Policy FINAL 30 May 2023.pdf.

## 7.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

## 7.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

# 8 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes.

## 8.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of Road and Transport assets to fair value. Road and Transport valuation is conducted using (refer to section 3.2), assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual road to the assigned unit rate.

## 8.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

## 8.3 Asset Written Down Value

The current written down value of the Road and Transport asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

## 8.4 Recurrent and Non-Recurrent Assets

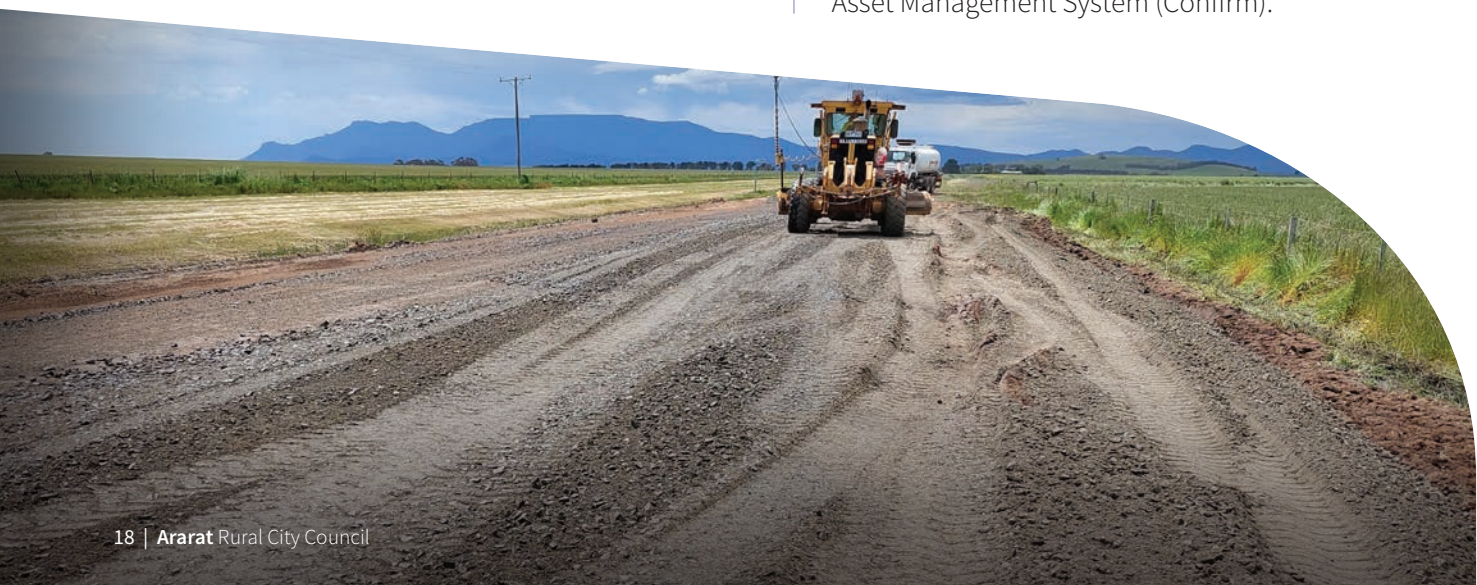
All Road and Transport assets are treated as recurrent and financially planned for as a renewal asset.

## 8.4 Asset Depreciation

Road and Transport Asset Depreciation is the value (\$) of the already consumed portion of the Road asset. For example, if the Road and Transport asset is expected to last 30 years and it is currently 15 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

## 8.6 Representation of Asset Costings within Finance System

Road and Transport renewal projects are tracked within the council finance system using 'tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).





## 9 CUSTOMER SERVICE

### 9.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

### 9.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to Roads and Transport are:

- Poor surface
- Potholes
- Edge of seal breakage
- Rutting
- Crocodile cracking
- Corrugation
- Oil or water over roads
- Broken Kerb and Channel

- Signs missing or damaged
- Guideposts damaged or missing
- Missing or damaged Reflective Raised pavement markers
- Line marking not visible or ineffective
- Overgrown surrounds
- Feedback
- General feedback is captured by customer service via email

### 9.3 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including Road and Transport assets. Customers have the ability to log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.





# 10 RISK/OCCUPATIONAL HEALTH AND SAFETY

## 10.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures. OHS Policy FINAL 19 January 2021.

# 11 GOVERNANCE/CEO'S OFFICE

## 11.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

## 11.2 Audit

This plan will be available for all standard audit requirements.





## 12 ORGANISATIONAL TRANSFORMATION

### 12.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

### 12.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement flood Monitoring technology mounted underneath bridge structures.

### 12.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to Road and Transport assets that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

### 12.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are:

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

### 12.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.



# 13 REFERENCES

Asset Management Policy FINAL Feb 2011.pdf

OHS Policy FINAL 19 January 2021

Procurement Policy FINAL 30 May 2023.pdf

Risk Management Policy FINAL 21 September 2021.pdf

Road Management Plan 28 January 2021.pdf











Ararat Rural City

## CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or [council@ararat.vic.gov.au](mailto:council@ararat.vic.gov.au)

