



**MANNINGHAM CITY COUNCIL
ROAD MANAGEMENT PLAN
COMPLIANCE AUDIT**

March 2016



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1. Executive Summary

Dennis Hunt & Associates have completed an audit of Manningham Council's compliance with the Road Management Plan for the 2015 calendar year.

The audit was conducted via interrogation of inspections, activities, defect, response time, and performance report records in Council's Customer Feedback System (CFS), Asset Management Systems, excel files, Engineering Operations Service Unit Plan, Roads and Footpaths Levels of Service document (specification), Work Instruction Sheets and Engineering Operations CID KPI reports. In addition interviews were conducted with key personnel responsible for the delivery of the services described in the Road Management Plan.

A review was undertaken of the processes used to undertake required asset inspections, recording and reporting.

A sample (~30) of CFS completed works on a range of assets were identified and a visual inspection undertaken to confirm whether works were actually completed and that they were undertaken to a satisfactory standard.

Council reports, asset management systems and other documents were interrogated to determine compliance with RMP Administrative requirements.

Manningham Council is generally operating in compliance with Council's adopted Road Management Plan in all maintenance categories except for Bridges and Traffic Signals.

Independent Road Management Plan audits are normally undertaken annually to assess Council's operational compliance with its Road Management Plan and to undertake asset condition assessment of the infrastructure maintenance services provided by the Assets & Engineering Directorate.

A review of the last 12 months of Inspection programs, response times, reports and other records reveals that Manningham's maintenance services are generally operating in compliance with the service levels and key performance indicators adopted by Council as part of its Road Management Plan

Recommendations

1. That Council investigate the feasibility of electronic transfer of CFS records to "Reflect" to eliminate the current administrative duplication.
2. That Council review current agreements and areas of responsibilities with adjoining municipalities regarding maintenance activities on boundary roads.
3. That additional reports (i.e. Road category search field) be developed in "Weave" to enable improved inspections monitoring and RMP compliance.
4. That Traffic signal inspections be recorded electronically and invoices/reports made available as proof of compliance with RMP.
5. A Traffic signal inspections summary report for 2015 be obtained and outstanding Contractor invoices and/or reports be followed up as proof that inspections have been carried out.
6. That level 1 bridge inspections be carried out immediately following certification of Council staff who are currently receiving training.
7. That the current map based system of recording pit inspections be conducted electronically and recorded in "Reflect" to enable improved inspections monitoring and RMP compliance.

8. That additional staff training on recording issue locations for CFS requests be considered.

2. Introduction

Dennis Hunt and Associates were engaged to undertake an audit of Council's compliance with Manningham City Council's Road Management Plan in conjunction with an Infrastructure Asset Condition Audit for the 2015 calendar year.

The objective of the engagement is to carry out an audit to assess the level of compliance of Council's Engineering Operations unit with the Manningham Road Management Plan (RMP).

The data and information to be reviewed was limited to a maximum period of twelve months.

The following activities were assessed against the requirements of the RMP:

- **Road Condition Assessments / Routine Maintenance Inspections** – periodic surveys and regular inspections are undertaken to assess and monitor the condition of the road network as part of the day-to-day maintenance of the road network, to monitor asset condition against intervention standards and asset safety.
- **Repair and Maintenance Works** – routine maintenance and repair works are undertaken within a specified reasonable period of time having regard to intervention levels and works programs.
- **Temporary Measures** – Where an unsafe condition or potential risk is determined by response to customer complaint, officer report or maintenance report, an inspection will be carried out and temporary works will be undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed.
- **Plan Administrative Requirements** – review and updating of the plan in accordance with the Act (e.g. Annual review of Road Management Plan and updating of the Public Roads Register).

The following infrastructure assets located on the nominated roads identified on the Public Roads Register were assessed in terms of maintenance activities:

- Road Surface and Pavement Structure;
- Footpath;
- Kerb & Channel/Open Drains;
- Car Parks;
- Bridges & Major Culverts;
- Traffic Signals;
- Street Furniture & Structures;
- Guide Posts and Line marking;
- Street Trees; and
- Traffic Control Signs.

2.1 Audit Process

The audit was conducted via the following activities:

Records of activities and defects were assessed by interrogation of Council's Customer Feedback System (CFS), "Reflect" maintenance management system and "Weave" GIS system via electronic reports. Performance reports were interrogated across relevant asset categories to determine the level of compliance with respect to Response Times.

The processes used to undertake required asset inspections, recording and reporting were reviewed.

A sample (~30 No.) of recently completed CFS completed works on a range of assets were identified and a visual inspection undertaken (including photos) to confirm whether works were actually completed and that they were undertaken to a satisfactory standard.

The visual inspections were carried out on the following asset categories:

Category	Sub-Category
• Drainage Maintenance	Pit Lid/ Surround
• Road Maintenance	Asphalt - Pot Hole Patching
	Signs

Council reports, asset management systems and other documents were interrogated to determine compliance with RMP Administrative requirements.

3. Road Condition Assessments/ Routine Maintenance Inspections

3.1 Audit Methodology

Pavement condition reports and summaries for Access/ Link and Collector Roads were interrogated to assess inspection and recording compliance with the RMP.

A copy of the Inspection Programs Status Chart is included in Appendix [7.5](#).

Routine maintenance Inspections are now largely electronic recordings which are automatically downloaded into "Reflect".

A summary of the results are detailed in the following table for each asset category:

3.2 Summary Compliance Assessment.

Table 1.

CATEGORY	RMP Requirements	AUDIT PROCESS	PROCESS	COMPLY?	COMMENTS
ACCESS ROADS					
Routine Maintenance / Defects	Annual	Check hard copy records of Pavement condition reports & Summaries over 12 month period. Check "Reflect" records on screen. Check inspection records from Interplan Organisation Performance Report	Municipality divided into 12 areas and inspected on a monthly basis. Electronic inspection and defect recording carried out and transferred onto Reflect maintenance management system. Works instructions and programs are then generated electronically onto excel sheets to provide a means of programming and reporting.	YES	Process now better streamlined and standardised by use of field data recording equipment. Footpaths and Roads defects currently being recorded and implemented as part of the Reflect MM System. All footpath condition & defects are being recorded electronically including asphalt & gravel paths onto Reflect MM system. Additional inventory data identified by Condition Assessment Survey retained in spreadsheets and available through Weave GIS. Not added to AssetLife pending new AMS.
Condition Assessment Survey	Three Yearly	Sight reports of last survey	Assessment undertaken with multi-camera survey vehicle	YES	3 Yearly condition inspections carried out by contractor and recorded onto GIS system as temporary measure until Asset Life replacement software is operational. Last survey completed 2013.
LINK/ COLLECTOR ROADS					
Routine Maintenance / Defects	3 Times / Year	Check electronic records and printouts generated from "Reflect".	Roads divided into major segments B/T intersections. Electronic inspection and defect recording carried out and transferred onto Reflect MM system. Works programs are then generated electronically onto excel sheets to provide a means of programming and	YES	Includes footpaths inspection. Defects are recorded electronically onto "Reflect". 3 Yearly condition inspections carried out by contractor and recorded onto GIS system as temporary measure until Asset Life replacement software is operational. Additional inventory data identified by Condition Assessment Survey retained in spreadsheets and available through Weave

CATEGORY	RMP Requirements	AUDIT PROCESS	PROCESS	COMPLY?	COMMENTS
Condition Assessment Survey	Three Yearly	Sight reports of last survey	Assessment undertaken with multi-camera survey vehicle reporting.		GIS. Not added to AssetLife pending new AMS. 3 Yearly condition inspections carried out by contractor and recorded onto GIS system as temporary measure until Asset Life replacement software is operational. Next survey scheduled for 2017.
FOOTPATHS, K&C, NATURESTRIP	Neighbourhood Activity Centres (Major Shopping centres) 4 /Year Local Activity Centres 2/ Year Community Store – 1/ Year	Check "Reflect" electronic records of "Footpath Condition reports" over 12 month period and inventory details for shopping centres.	Municipality divided into 12 areas and inspected on a monthly basis. Condition and defects data recorded for each area (Inspection date, steps (10-25) (25+), replacements, pit lids, lintels, K&C, nature strips. Footpaths are walked as part of inspection.	YES	Defects records for footpaths are downloaded to Reflect MM system for ready access and for works programming on area by area basis. Condition ratings for Asphalt footpaths are recorded in Asset Life Asset Management system
CARPARKS	Neighbourhood Activity Centres (Major Shopping centres) 4 /Yr Commercial 2/ Yr Community Facilities - Annually	Check "Asset Life" electronic records of "Car park condition reports" over 12 month period.	Field inspections carried out manually using field sheets against list of car park assets. Field sheets are then recorded electronically onto excel sheets to provide a means of programming and reporting.	YES	Condition data currently uploaded from excel sheets to "AssetLife". Excel files used to sort by condition ratings to generate works programs "Reflect" software being used to record hazards/ defects and program works.
BRIDGES & MAJOR CULVERTS					
Routine Maintenance	Level 1 Inspections 6 Monthly for Road Bridges Annually for Park Bridges	Check hard copy records of inspections over 6 month period. Check "Reflect" inspection reports.	Maintenance inspections carried out manually using field sheets. Asset details are recorded onto AssetLife and defects/actions recorded onto "Reflect". Works programs are generated from	NO	"Reflect" software used to record hazards/defects etc, program works and provide an inspection history. Council staff are currently receiving training but have not yet received their certification from ARRB. Inspections are to proceed immediately following certification. Level 1 inspections not

CATEGORY	RMP Requirements	AUDIT PROCESS	PROCESS	COMPLY?	COMMENTS
			“Reflect” for implementation. Visual Structural inspection undertaken every 6 months in Apr/Oct.		completed for 2015 calendar year.
Condition Assessment	Level 2 Inspections 3 Yearly for all Bridges	Check hard copy records of last inspection.	Level 2 Bridge inspections carried out 2 yearly by contractor.	YES	Level 2 Bridge inspections last conducted October 2014.
TRAFFIC SIGNALS	3/Yearly	Interview Council staff & view quarterly traffic signal inspection reports by council's contractor	Council contractor undertakes inspection of signals 3/year and prepares a report on findings. Identified works are completed by the contractor.	NO	Traffic Signal inspections recorded manually on hardcopy. Inspection conducted quarterly by contractor.
DRAINAGE & PIT CLEANING	Link & Collector Rds – 3 / Year Access Rds – Annually	Interview Council staff and inspect drainage programs and maps	Work requests are accumulated and carried out on Sundays. Local roads bounded by arterials are inspected as groups/areas. Total municipality is completed over an approximate twelve-month period and recorded onto Municipal Maps.	YES	Pits covered by annual inspection cycle and recorded manually. Need to incorporate into Asset Life. New map-based program in place. After each area is inspected and cleaned, any pits requiring further work (e.g. flushing) are programmed for future work. Quarterly Interplan report prepared which does not confirm whether inspection programs have been completed. Drainage network recorded on GIS. Some areas receive additional inspections/cleaning due to leaf falls during winter/spring on as-needed basis. Problem drainage areas have been mapped to assist with inspections and monitoring.

Notes:

1. Inspections were completed for all areas across all road categories for the prior calendar year per the RMP. Inspections across the board for 2016 calendar year are currently running on schedule except for Area 2 Access Roads & Footpaths which is 90% complete for Feb 2016.
2. Traffic signal inspections still recorded manually. At the time of writing the report, the Contractor has yet to provide his summary report for 2015 detailing inspections carried out. The responsible manager is currently following up with the Contractor. Contractor invoices and/or reports should be made available as proof that inspections have been carried out.

4. Response Times & Work Standards

In order to determine whether response times and work standards comply with the requirements of the RMP, records of activities and defects were assessed by interrogation of Council's Customer Feedback System (CFS) , "Reflect" MM System and discussions held with Council staff.

The RMP Response times for each Asset category are included in Appendix [7.1](#).

These response times are programmed into Council's CFS and Reflect MMS to enable summary performance reports to be generated.

Council's CFS is primarily used to record external requests whilst the Reflect MMS is used to record internal requests and program works.

CFS KPI performance reports (See Appendix [7.6](#)) were interrogated across all relevant asset categories linked to the Road Management Plan to determine the level of compliance with respect to Response Times. Over a 12-month period out of **1844** recorded requests 199 were recorded as Out of Time which represents a level of compliance of **89%** which is slightly down on the previous year (90%) and just below the target level of compliance of 90%.

The following % in time activities were below the target level of compliance of 90%:

Category	Received	In Time	Out of Time	% in Time
Road Maintenance - Asphalt - Pothole Patching	114	122	8	89%
Road Maintenance - Concrete	14	11	3	78%
Drainage Maintenance - Street Pit	287	250	37	87%
Footpath Maintenance - Concrete	293	229	64	78%
Roadside Maintenance - Guardrail	4	3	1	75%
Roadside Maintenance - Signs	319	281	38	88%
Road Maintenance - Bridge	16	13	3	81%

Whilst the % in time results are well down in a number of activities such as Road Maintenance – Concrete, Footpath Maintenance – Concrete; Roadside Maintenance – Guardrail and Road Maintenance – Bridge the lower than expected figures could be explained in part by the low record numbers for Road maintenance – Concrete, Guardrail, and Bridges.

The following combination of CFS and Reflect records over the previous 12-month period shows a total of 5600 requests (54% Internal/ 46% External). Total request numbers are down on the previous year which is reflective of a more proactive approach to maintenance works as well as the increased use of electronic data collection as well as a general improvement in response times.

2015	TOTALS						
	CFS Internal	MMS	No. Internal	No. External	Total	% Internal	% External
Roads/Signs/Furniture	242	754	996	581	1577	63%	37%
Footpaths	61	1534	1595	354	1949	82%	18%
Drainage	144	120	264	777	1041	25%	75%
Street Sweeping	14	4	18	260	278	6%	94%
Litter/Rubbish/Animals	172	3	175	580	755	23%	77%
ENG OPS SUMMARY	633	2415	3048	2552	5600	54.4%	45.6%

Performance reports against the RMP response times have been setup in the GIS “Weave” program and detailed performance reporting is now operational. Following a review of the inspections records against Road Categories reporting capabilities of “Weave” it was found to be unsatisfactory. It would be beneficial to have to capability in “Weave” to produce such reports to enable improved inspections monitoring and RMP compliance.

In reality, it is very difficult to achieve the required response rate in all asset categories due to limited Council resources and other factors outside of Council’s control such as adverse weather conditions (Wind storms, flooding etc)/non-programmed works etc).

It was noted that the CFS requests generally provide sufficient detail in accurately describing the issue location and closure reason, however a small number of records did not accurately record the Issue Location but did provide some additional location information in the request description. This problem could be rectified through additional staff training and feedback.

A sample (~30) of CFS completed works on a range of assets were identified and a visual inspection undertaken to confirm whether works were actually completed and that they were undertaken to a satisfactory standard.

To aid in the assessment process, a summary of the response target performance for each of the asset categories listed in the RMP generated for the past 12 month period via a report from the CFS was prepared to determine compliance with the RMP. A suitable format report has now been generated which allows for the input of a data-range and variable nominated asset categories.

A full list of the Customer Service KPI’s for the last twelve months is included in Appendix [7.6](#).

It should also be noted that the infrastructure amenity audits undertaken in conjunction with this RMP compliance audit indicate the standard of workmanship and general asset condition to be consistently above an acceptable required standard in comparison with similar Municipalities.

A review has been undertaken of the CFS KPI’s to better reflect the service standards listed in the RMP.

Service level condition assessments and inspection frequencies have been simplified in the RMP to ensure a level of consistency with the Road Maintenance Specification and other Council recording and reporting systems.

The majority of requests that are minor in nature are fully actioned within the set response times however for major items such as road sealing, grading etc. it is not feasible to have the works completed within the set CFS response time. The KPI’s utilised reflect the target response time to carry out an initial inspection and actioning of minor/emergency works only (e.g. 48hrs) as the required action may vary depending upon the severity of the defect (i.e. immediate if emergency/safety issue, or placement on a works program, no action etc.).

Whilst a normal request involving physical works would not normally require a formal response, in the case of “no action required” or where the works need to go onto a works program, the resident should be notified either verbally and/or via a standard letter and recorded in the CFS where the resident has specifically requested they be notified. An inspection of the CFS request form indicates the inclusion of advice if return call to requester is required, and provision for the action officer to record an outcome.

4.1 WORK STANDARDS

The following table summarises the results of visual inspections carried out to confirm whether works were actually completed and that they were undertaken to a satisfactory standard.

4.1.1 Summary Compliance Assessment

Inspection carried out on 22nd March 2016.

Request ID/ PhotoID	Cat/Sub-Cat	Location	Description	Completed ?	Standard (1-5)	Comments
16446004/01	Drainage Maintenance - Pit Lid/Surround	3 St Georges Ave, Templestowe	Broken Pit insert/surround	NO	1	Not completed or re-broken
16448363/02	Drainage Maintenance - Pit Lid/Surround	9 Clarke St, Templestowe	Broken Pit insert/surround	YES	4	Satisfactory
16448558/03	Drainage Maintenance - Pit Lid/Surround	11 Louisa Place, Templestowe	Broken Pit insert/surround	YES	4	Satisfactory
16443450/04	Road Maintenance - Pot hole patching	46 Newmans Rd, Templestowe	Repair pothole	YES	4	Satisfactory
16444984/05	Road Maintenance - Pot hole patching	Newmans Rd, Templestowe	Repair pothole	YES	4	Satisfactory
16449768/06/07	Road Maintenance - Signs	54 Foote St, Templestowe	Replace faded sign	YES	4	Satisfactory - Incorrect location
16447922/08	Drainage Maintenance - Pit Lid/Surround	11 Andromeda Way, Templestowe Lower	Broken Pit insert/surround	YES	4	Satisfactory
16448047/09	Road Maintenance - Pot hole patching	10 Jacana Ave, Templestowe Lower	Repair pothole	NO	4	Scheduled for sealing. Resident notified
15442408/10/11	Drainage Maintenance - Pit Lid/Surround	19 Janet St, Templestowe Lower	Broken Pit insert/surround	YES	4	Satisfactory
16443406/12	Drainage Maintenance - Pit Lid/Surround	15 Gertrude St, Templestowe Lower	Broken Pit insert/surround	YES	4	Satisfactory
16448235/ 13	Drainage Maintenance - Pit Lid/Surround	High St/ Dellfield Dr, Templestowe Lower	Broken Pit insert/surround	YES	4	Satisfactory
16448366/14	Drainage Maintenance - Pit Lid/Surround	41 Estelle St, Bulleen	Broken Pit insert/surround	YES	4	Satisfactory
16445846/15/16	Road Maintenance - Pot hole patching	20 Range View Terrace, Bulleen	Repair pothole	YES	4	Satisfactory
16442839/17	Drainage Maintenance - Pit Lid/Surround	39 Bordeaux St, Doncaster	Broken Pit insert	YES	4	Satisfactory

16446368/18/19	Drainage Maintenance - Pit Lid/Surround	12 Larkspur Ave, Doncaster	Broken Pit insert/surround	YES	4	Satisfactory
16444304/20	Drainage Maintenance - Pit Lid/Surround	2 Kersey Pl, Doncaster	Broken Pit insert/surround	YES	4	Satisfactory
16449536/21	Road Maintenance - Signs	7 Idinia Crt, Doncaster	Replace worn sign	YES	4	Satisfactory
16449550/22	Road Maintenance - Signs	15 Firth St, Doncaster	Bent sign	YES	4	Satisfactory
16446772/23	Road Maintenance - Pot hole patching	3 Dianne St, Doncaster East	Repair potholes	YES	4	Satisfactory
16443863/24	Road Maintenance - Pot hole patching	41 Beverley St, Doncaster East	Repair potholes	YES	4	Satisfactory
16443321/25	Road Maintenance - Pot hole patching	22 Amdura Rd, Doncaster East	Repair potholes	YES	4	Satisfactory
16449870/26	Road Maintenance - Signs	2 Haig Crt, Doncaster East	Replace worn sign	YES	4	Satisfactory
16447805/27	Drainage Maintenance - Pit Lid/Surround	5 Pushkin Crt, Doncaster East	Broken Pit insert/surround	YES	4	Satisfactory
16450033/28	Road Maintenance - Signs	17 Leslie St, Donvale	Damaged sign	YES	4	Satisfactory
16448620/29	Road Maintenance - Pot hole patching	47 Harris Gully Rd, Warrandyte	Repair potholes	YES	4	Satisfactory
16448859/30/31	Road Maintenance - Pot hole patching	216 Tindals Rd, Warrandyte	Repair potholes	YES	4	Satisfactory
16449518/32/33	Road Maintenance - Signs	17 Knees Rd, Park Orchards	Broken Sign	YES	4	Satisfactory
16449749/34	Road Maintenance - Signs	17 Knees Rd, Park Orchards	Replace broken sign	YES	4	Satisfactory

The inspection of randomly selected work sites has revealed that most requests have been satisfactorily completed to an acceptable standard. CFS Site Inspections Photos are included in 7.2 CFS Site Inspections Photos.

5. Repair & Maintenance Works

5.1 Audit Methodology

Review of RMP, Road Maintenance Service Agreement (specification), CFS, Work Instruction Sheets, Electric Line Clearance Management Plan, and six monthly Engineering Operations Unit Service Plan Advisory Reports.

5.2 RMP Service level

Routine maintenance and repair works are undertaken within a reasonable period of time having regard to intervention levels and works programs.

The Road Maintenance Service Agreement sets out specific service levels to be provided in the delivery of repair and maintenance works. The specification provides a Workload Indicator and corresponding Performance Criteria for each activity undertaken.

The reference in the RMP to the former Maintenance Service Agreement has been changed to a more generic Road Maintenance Specification reference.

5.3 MCC process

Key Performance indicators have been established and form part of the RMP documentation. These KPI's are reported on in the six monthly reports against Engineering Operations Unit Service Plan.

Six monthly condition audits are undertaken by Council staff and consultants to determine compliance with required standards and to identify areas requiring additional intervention. Performance and Status reports are presented to the Directors and CEO.

Street tree maintenance operations are largely carried out in accordance with the Electric Line Clearance Management plan and reviewed annually. The existing CFS is used extensively to record inspections, develop programs and report on compliance.

5.4 Summary Compliance Assessment

The **InterPlan** software system is use for recording and reporting on compliance with set KPI performance targets.

For the calendar period 01/01/2015 to 30/12/2015 the Interplan report on service performance for the Engineering Operations Unit is included in Appendix [7.8](#).

In summary the attached tables indicate general compliance with the nominated service targets in all areas.

KPI's adopted by Council are now incorporated into the Road Management Plan (RMP) for easy reference and a document reference register is kept under the control of the Assets Co-ordinator. The RMP sets out all required service standards and KPI's and is currently under review. A Benchmarking audit with similar Municipalities has recently been undertaken by Dennis Hunt & Associates Pty Ltd.

6. Plan Administrative Requirements

6.1 Audit Methodology

Council's Asset Coordinator was interviewed and requested to provide a response to the deficiencies identified in the previous audit conducted in February 2015.

The coordinator's response and accompanying documentation was reviewed and assessed against the requirements of the Road Management Act.

In addition Council's Asset Management and recording systems were inspected and evaluated to determine whether sufficient information was being recorded and that adequate programming and tracking reports were able to be generated.

6.2 Road Management Act Requirements

Section 54 of the Road Management Act 2004 sets out the procedure for making and amending a Road Management Plan, including the giving of public notice, 28 day allowance for receipt of submissions, publication of the notice in the Government Gazette, daily newspaper generally circulating in the area.

In addition the Road authority must conduct a review of its Road Management Plan every 4 years. In accordance with the Road management (General) Regulations 2005, the next review is scheduled to be completed by **May 2017**, to coincide with the preparation of the Council Plan within the period of 6 months after each general election of incoming municipal councils.

6.3 Summary Compliance Assessment

The Road Management Plan (RMP) is maintained at Council's Depot and a copy kept at the Civic Centre by Council's Asset Coordinator. The documentation is included in Appendix [7.3](#).

An inspection of the provided documentation indicates that Council has complied with the requirements of the Road Management Act.

Council adopted its RMP on 30th November 2004 and an update was adopted by Council on 9 June 2009 in accordance with the requirements of the Road Management Act.

A further review was carried out in August 2012 to align with a review of Council's Asset Management Plans (AMP's) that was undertaken as part of a community consultation process.

Public notices were placed in the Manningham Leader on the 6th June 2012 and the Government Gazette on the 7th June 2012 advising of Council's intention to review its RMP.

The process involved seeking feedback from the community on the levels of service contained within the AMP's and RMP, and the outcomes, including the extent of any changes and potential impacts on the Manningham community, was reported back to Council as part of the adoption of revised AMP's and updated RMP on 28 August 2012.

The Asset Coordinator has prepared the following status report on outstanding Actions/Recommendations that were identified in previous audits to improve Council's compliance with the RMP:

Recommendation	Status
That a linkage be established between CFS and 'AssetLife' to easily capture CFS requests and to consolidate recording and reporting systems.	On hold and is subject to the replacement of the AM System
That the RMP and Footpath Inspection Guidelines include a requirement for the inspection of Community Store Activity Centres - once a year to reflect the new inspection program.	Manningham's RMP and Footpath Inspection Guidelines include a hierarchy classification for the inspection of Neighbourhood and Local Activity Centres. Community Store Activity Centre's (single shop fronts) are not identified as part of the shopping centre hierarchy and are currently included with footpaths, which are inspected annually. It is proposed that the hierarchal classification for shopping centres be extended to include Community Stores as part of the next review of Manningham's RMP in 2017.

6.4 Asset Management System

As previously reported, 'AssetLife' Asset Management System is currently used to assist Council in tracking the maintenance, recording, monitoring and reporting of activities and programs on infrastructure assets.

The "AssetLife" system is currently under review due to a series of company 'buy outs' and changes in ownership. The current owner has indicated that they intend to develop new advanced asset management software that will incorporate some aspects of 'AssetLife' functionality and other asset management software systems acquired by the company. This has resulted in AssetLife having limited enhancement opportunities, with the main focus on the development of new software and has, therefore, restricted Council's ability to further develop the system and integrate it with other third party software systems and mobile devices.

The Asset Management Steering Committee has considered several options to address this matter and it has become apparent that, in order for Council to meet its current and future asset management needs and requirements, Council should investigate the purchase and installation of a new corporate asset management system to manage Council's assets.

Funding has been provided in the 2015/16 Capital Works Program for the replacement of 'AssetLife' with an AMS solution that has life cycle and predictive modelling capabilities, and the ability to integrate with other corporate systems and 3rd party applications.

The project is being managed by IT as a part of the Project Management Office function, and will be implemented in accordance with Council's Procurement Policy. The tender for the replacement of the AMS was advertised in December 2015 and responses are currently being assessed from prospective suppliers of software systems. The replacement of the AMS is scheduled to be completed by 30 June 2016.

As an interim measure, Council purchased a works management software system called 'Reflect', to assist with programmed maintenance and inspection activities for road and park infrastructure assets. The future use of 'Reflect' will be assessed once the new AMS is implemented with the intention of utilising the works management functionality in the AMS, or alternatively, to continue with 'Reflect' in its current format and integrate with the AMS.

At present, "Reflect" does not fully integrate with Councils' CFS which leads to an administrative duplication in recording the works orders and completion information (i.e. Records from CFS must be manually transferred onto "Reflect").

6.5 Customer Feedback System (CFS)

Council records all incoming customer requests using its Customer Feedback System (CFS), which is a web-based application developed by Open Office Solutions.

6.6 GIS System

Council has a web based corporate GIS System called 'Weave', which has linkages to Finance One, AssetLife and CFS. Reflect records can now be viewed in the GIS.

6.7 Public Roads Register

Two copies (one counter copy, one master) of the Manningham Public Roads Register, which forms part of the Road Management Plan documentation required under the Road Management Act, is maintained and updated by the Asset Coordinator. The Asset Coordinator has delegated authority under section 304 of the Road Management (General) Regulations 2005 to authorise the alteration of the Public Roads Register to include, remove or alter details of public roads. Following any changes to the roads data, the Asset Co-ordinator updates the Register and records of the relevant details and the outcomes are reported to Council annually, as part of the normal performance reporting process.

Since the last audit, the Asset Coordinator has made 9 changes to the Public Roads Register under delegated authority and the details have been updated and recorded on the Register. The following is a summary of the approved amendments to the Roads Register:

Amend No	Description	Amendment Date	Comments
17	Inclusion of Road (ROW) on Manningham's Public Roads Register.	24 April 2015	Notification by Council's Engineering Operations Unit of an existing road (ROW) that provides ingress/egress to properties at numbers 3 -11 Blair Road Warrandyte. This road was not included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.
18	Inclusion of Road on Manningham's Public Roads Register.	5 November 2015	Notification by Council's Statutory Planning Unit of a new road (subdivision) that was recently created at Jasper Court, Donvale. This newly constructed road was not included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.
19	Inclusion of Road on Manningham's Public Roads Register.	18 November 2015	Notification by Council's GIS/GPS Unit of an existing road at Athenaeum Way, Doncaster. This road was not included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.
20	Removal of Road on Manningham's Public Roads Register.	19 November 2015	Notification by Council's GIS/GPS Unit that Sidney Road, Warrandyte is not a public road, but a private road that was incorrectly included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.
21	Inclusion of Road on Manningham's Public Roads Register.	23 November 2015	Notification by Council's GIS/GPS Unit of an existing unnamed service road in Everard Drive, Warrandyte that provides access to No 4 Everard Drive. This road

			<p>was not included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.</p> <p>The Roads Register has been updated accordingly to reflect this change.</p>
22	Inclusion of Road on Manningham's Public Roads Register.	23 November 2015	<p>Notification by Council's GIS/GPS Unit of an existing unnamed service road in Knees Road, Park Orchards that provides access to No's 43 - 47 Knees Road. This road was not included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.</p> <p>The Roads Register has been updated accordingly to reflect this change.</p>
23	Inclusion of Road on Manningham's Public Roads Register.	14 December 2015	<p>Notification by Council's GIS/GPS Unit that the section of Minter Court between the western boundary of No 1 Minter Court, Park Orchards and the court bowl, is not a public road, but a private road that was incorrectly included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.</p> <p>The Roads Register has been updated accordingly to reflect this change.</p>
24	Inclusion of Road on Manningham's Public Roads Register.	14 December 2015	<p>Notification by Council's GIS/GPS Unit that an existing section of road in McKeon Road, Donvale was not included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.</p> <p>The Roads Register has been updated accordingly to reflect this change.</p>
25	Removal of Road on Manningham's Public Roads Register.	14 December 2015	<p>Notification by Council's GIS/GPS Unit that Rubens Place, Doncaster is not a public road, but a private road that was incorrectly included on Manningham's Public Roads Register when Council adopted its Road Management Plan on 30 November 2004.</p> <p>The Roads Register has been updated accordingly to reflect this change.</p>

6.8 Boundary Roads

Following the completion of Internal Information sessions with Council staff an Infrastructure Maintenance Responsibilities Matrix table has been prepared.

Council has in place previously established letters of agreement with adjoining Municipalities regarding maintenance activities on boundary roads; however these agreements have not been reviewed and brought up to date for a number of years.

This matter will be considered in conjunction with Councils' review of its Road Management Plan scheduled to be completed by **May 2017**.

7. Appendices

7.1 Asset Defects Categories Response Times for CFS

CATEGORY	SUB-CATEGORY	RESPONSE TIME (DAYS)	
		EXTERNAL REQUEST	INTERNAL REQUEST
Footpaths	Concrete - Steps (25i-mm)	30	90
	Concrete - Steps (10 - 25mm)	30	90 > 6 defects/St
	Concrete - Slab replacement	30	90
	Concrete - Crossing damage	30	90
	Concrete -Spoon drains	30	90
	Asphalt – Cracking	20	50 (C3) / Sched (C2)
	Asphalt - Potholes/edges	20	45
	Gravel – Washouts	20	90
	Gravel - Insufficient material	20	90
	Pavers - Missing/broken/lifted/loose	30	90
	Reinstatements	30	30
	Weed growth	20	45
	Building damage	30	90
	Cleaning required	20	30
	Service Authority Pit	30	90
	Other	30	90
Road Maintenance	Sealed Pavement – Potholes	5	20
	Sealed Pavement - Major patching	Schedule	Schedule
	Sealed Pavement – Edges	5	30
	Sealed Pavement – Cracking	Schedule	Schedule
	Unsealed Pavement - Rough surface	20	45
	Unsealed Pavement – Potholes	20	45
	<i>Unsealed Pavement – Shoulders</i>	20	45
		-	
	Pavers - Subsidence/heaving	30	90
	Pavers - Missing/damaged pavers	30	90
	Pavers – Loose pavers	30	90
	Spills – Oil		2
	Spills – Paint	10	20
	Spills – Concrete	2	2
	Reinstatements	20	90

CATEGORY	SUB-CATEGORY	RESPONSE TIME (DAYS)	
		EXTERNAL REQUEST	INTERNAL REQUEST
Drainage Maintenance	Blocked U/G drain – Road	5	20
	Blocked U/G drain – Easement	5	20
	Blocked U/G drain – Reserve	5	20
	Blocked Pits	5	10
	Broken Pits - Lid/Surround	25	25
	Broken Pits – Lintel	25	90
	Broken Pits_ Repair	25	90
	House Drain Connection	5	5
	Kerb & Channel - Lifted/Sunk	25	90
	Kerb & Channel - Broken/Missing	25	90
	Open Drains – Cleaning	20	50
	Open Drains - Vegetation control	20	40
	Cross-over Drains - Street - Blocked	30	30
	Cross-over Drains - Street - Broken	30	60
	Cross-over Drains - Driveway – Blocked	30	30
	Cross-over Drains - Driveway – Broken	30	60
Drainage Investigation	Locating Drains	5	10
	Seepage – Investigation	15	40
	Seepage – Repair	25	60
	CCTV Inspection	30	45
Rubbish/Litter	Dumped - Manual collection	5	10
	Dumped – Crane	5	10
	Dumped – Loader	5	10
	Dead Animals – Small	5	5
	Dead Animals – Large	5	5
	Rubbish Bins – Overflowing	4	5

CATEGORY	SUB-CATEGORY	RESPONSE TIME (DAYS)	
		EXTERNAL REQUEST	INTERNAL REQUEST
	Spilled Debris - Manual collection	5	10
	Spilled Debris – Crane	5	10
	Spilled Debris – Loader	5	10
	Posters – Remove		3
Nature Strips	Subsidence - Large (>100mm deep)	5	10
	Subsidence - Small (<100m_m deep)	5	20
	Damage - Service Authorities	10	30
	Damage - Builders/others	10	30
	Obstructions		
Bridges	Structural Damage - Inspection required	10	10
	Signs – Missing/damaged	10	30
	Guardrail – Damaged	10	20
	Handrail – Damaged	10	20
	Vegetation - Remove/trim	10	20
	Graffiti – Remove	10	20
Linemarking	Worn - Centrelines/Edge Lines	20	50
	Worn - Raised vehicle humps	20	50
	Worn - Pedestrian crossings	20	50
	Worn – Statcons	20	20
	Worn - Traffic Islands	20	50
	Worn – RABs	20	50
	Worn – Symbols	20	50
	Missing - Centrelines/Edge Lines	20	30
	Missing - Raised vehicle humps	20	40
	Missing - Pedestrian crossings	20	30
	Missing – Statcons	20	20

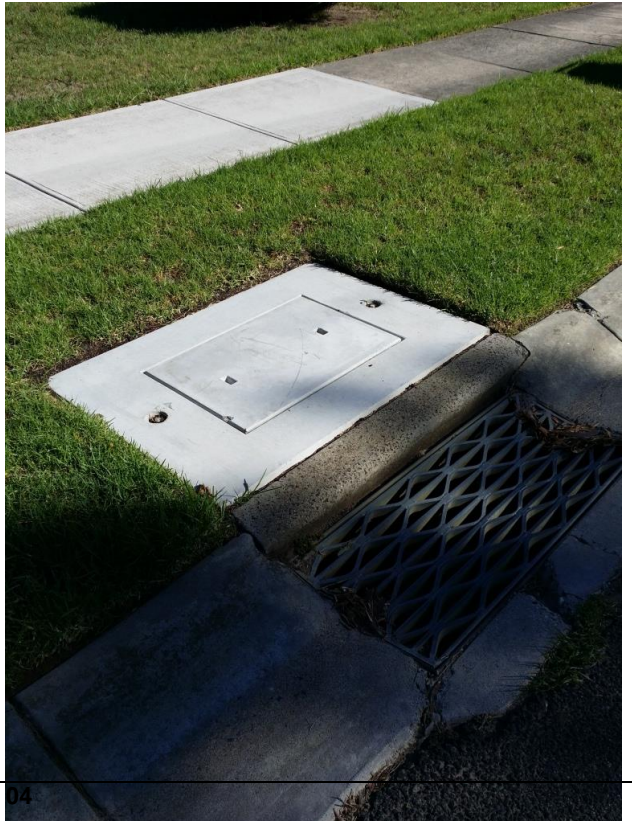
CATEGORY	SUB-CATEGORY	RESPONSE TIME (DAYS)	
		EXTERNAL REQUEST	INTERNAL REQUEST
	Missing – Traffic islands	20	40
	Missing _RABs	20	40
	Missing – Symbols	20	40
	RRPMs – Replace	20	50
Signs	Missing	30	50
	Leaning post	30	30
	Damaged	30	50
	Obscured	30	30
	Rotated	30	30
	Cleaning required	30	50
	Faded	30	50_
	Remove/Redundant		
Traffic Signals	<i>Signal Faults</i>	10	10
	Damaged	10	10
Street Furniture	Damaged	20	50
	Missing	20	50
	Install	20	3-0
	Remove	20	50
	Cleaning Required	20	50
Street Sweeping	Reseals	10	10
	Leaves	10	20
	Gravel	10	10
	Debris	10	10
	Grass Cutting	10	10

7.2 CFS Site Inspections Photos

01



02



03



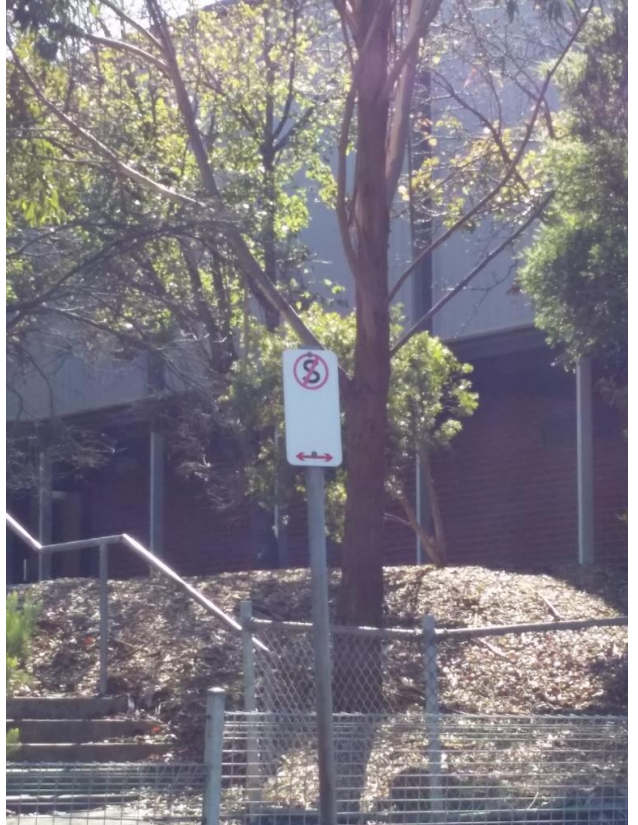
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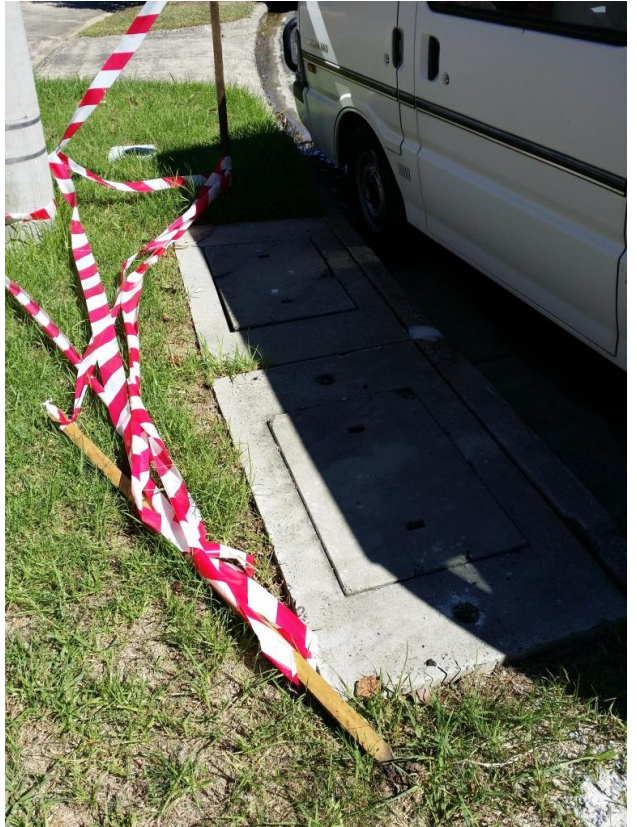
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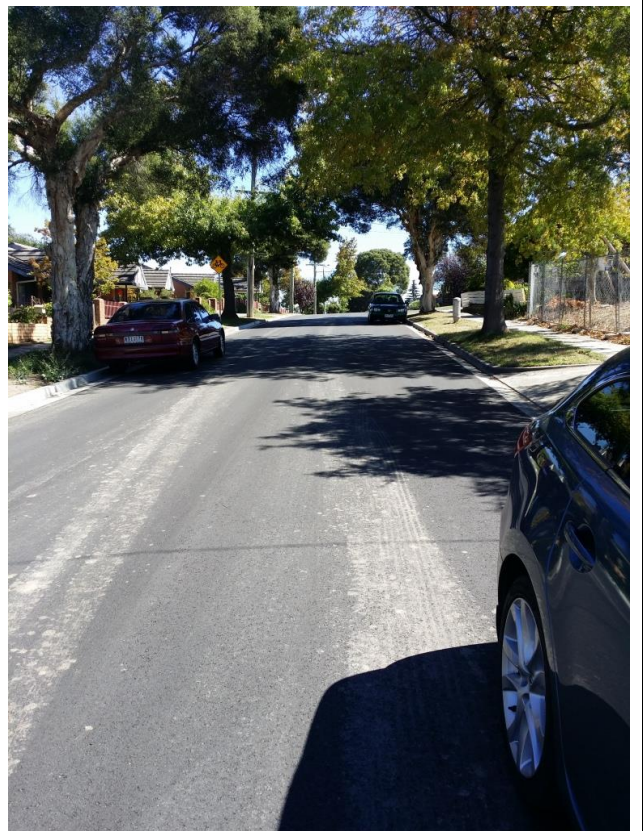
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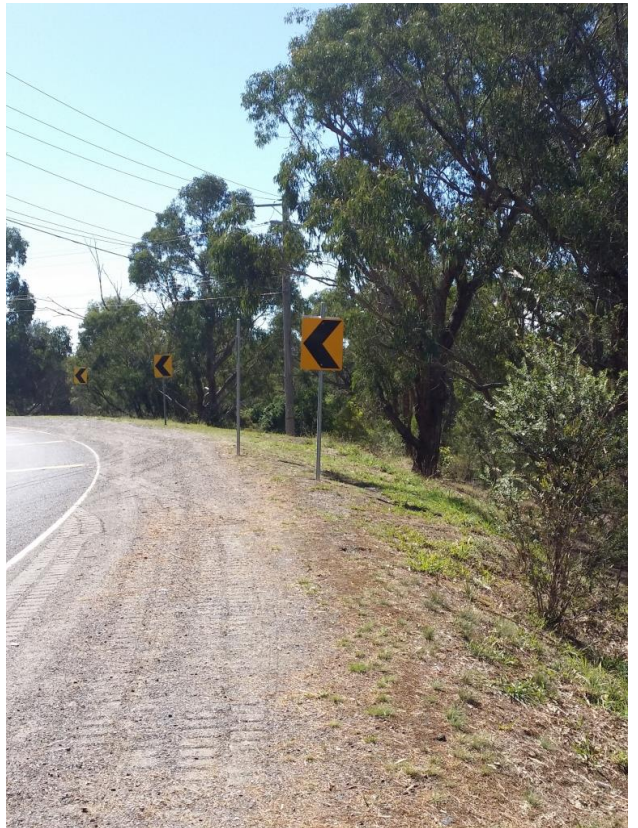
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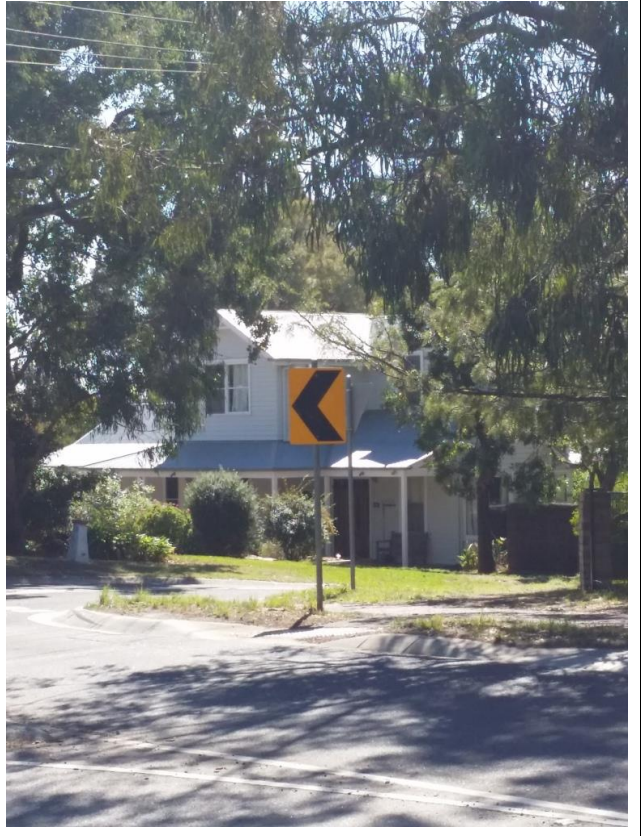
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7.3 Road Management Plan – Supporting Documentation

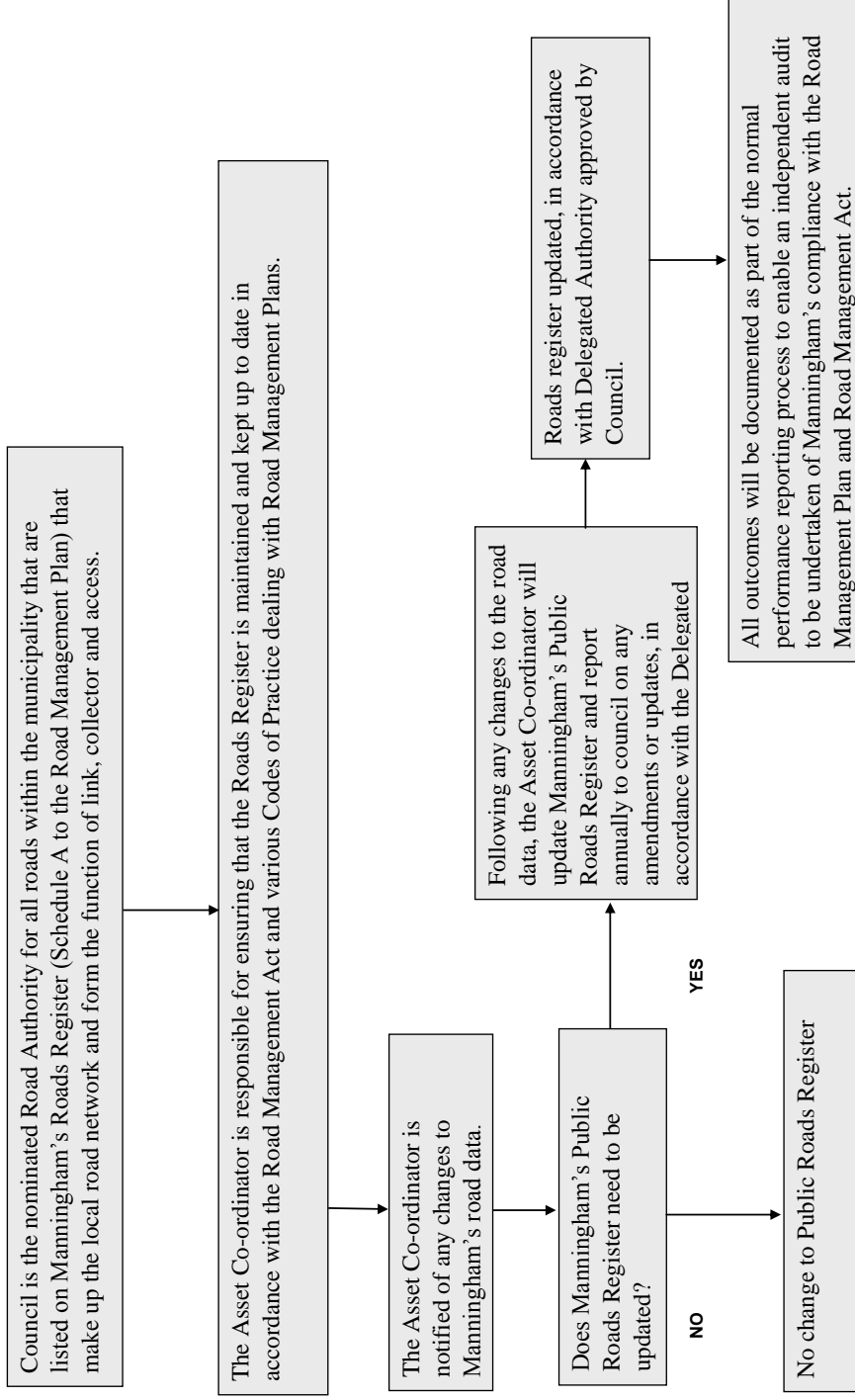
(Maintained by Asset Co-ordinator)

The following is a list of current documentation and supporting information relating to Council's Road Management Plan:

- Council Report relating to the development of Council's Road Management Plan – 28 September 2004.
- Official notices relating to Council's Intention to Make a Road Management Plan – "Manningham Leader" 6 & 13 October 2004 and "Local Paper" 3 November 2004.
- Notice of Intention to Make a Road Management Plan – Government Gazette 30 September 2004.
- Council Report relating to the adoption of Council's Road Management Plan – 30 November 2004.
- Official notice relating to the adoption of Council's Road Management Plan – "Manningham Leader" 8 December 2004.
- Notice of Adoption of Council's Road Management Plan – Government Gazette 9 December 2004.
- Correspondence relating to Maintenance Agreements of Municipal Boundary Roads (Maroondah, Whitehorse and Yarra Ranges).
- Council Report relating to the Maintenance of Arterial roads Under State (VicRoads) Jurisdiction – 14 December 2004.
- Road Management Plan Summary Sheet outlining details of Road Management Act and Council's Road Management Plan – 15 December 2004.
- Issue Briefing Note to advise Councillors on status of Road Management Plan – 15 December 2004.
- Road Management Act Works Maintenance Agreement between VicRoads and Council – 20 April 2005.
- VicRoads Road Management Plan Final Draft – July 2004
- Manningham Maintenance Service Specification – 18 April 2006.
- Manningham's Road Asset Management Plan – 28 September 2004.
- Procedure for updating/Amending Manningham's Public Roads Register (Includes Flowchart and Delegation Memo).
- Key Performance Indicator Data – to assess the effectiveness and responsiveness of maintenance in relation to-
 - Trees;
 - Sealed Pavements;
 - Unsealed Roads;
 - Open drains;
 - Signs & Street Furniture;
 - Concrete Footpaths;
 - Underground Drains;;
 - Street Sweeping;
 - Disposal of Rubbish;
 - Customer Service (Correspondence and Customer Requests); and
 - Financial Performance.

7.4 Public Roads Register Updating/Amending Process Map & Procedure
Process Map for Updating/Amending Manningham’s Public Roads Register

Process Map for Updating/Amending Manningham’s Public Roads Register “Attachment A”





Procedure for Updating/Amending Manningham's Public Road Register

Council's Asset Coordinator has delegated authority to amend and update Manningham's Public Roads Register, as required, in accordance with Council policy.

This authority was approved by Council on 28 September 2010 under the Instrument of Delegation, which allows for Council to delegate to the Asset coordinator specific duties and functions in relation to the Road Management Act.

Council is the nominated Road Authority for all roads within the municipality that are listed on Manningham's Roads Register (Schedule A to the Road Management Plan) that make up the local road network and form the function of link, collector and access.

Whilst the Roads register is an attachment to the Road Management Plan, it is a separate document that can be amended or updated under delegation to avoid the need to implement formal procedures under the Road Management Act to amend the plan and Roads Register.

The Asset Co-ordinator is responsible for ensuring that the Roads Register is maintained and kept up to date in accordance with the Road Management Act and various Codes of Practice dealing with Road Management Plans.

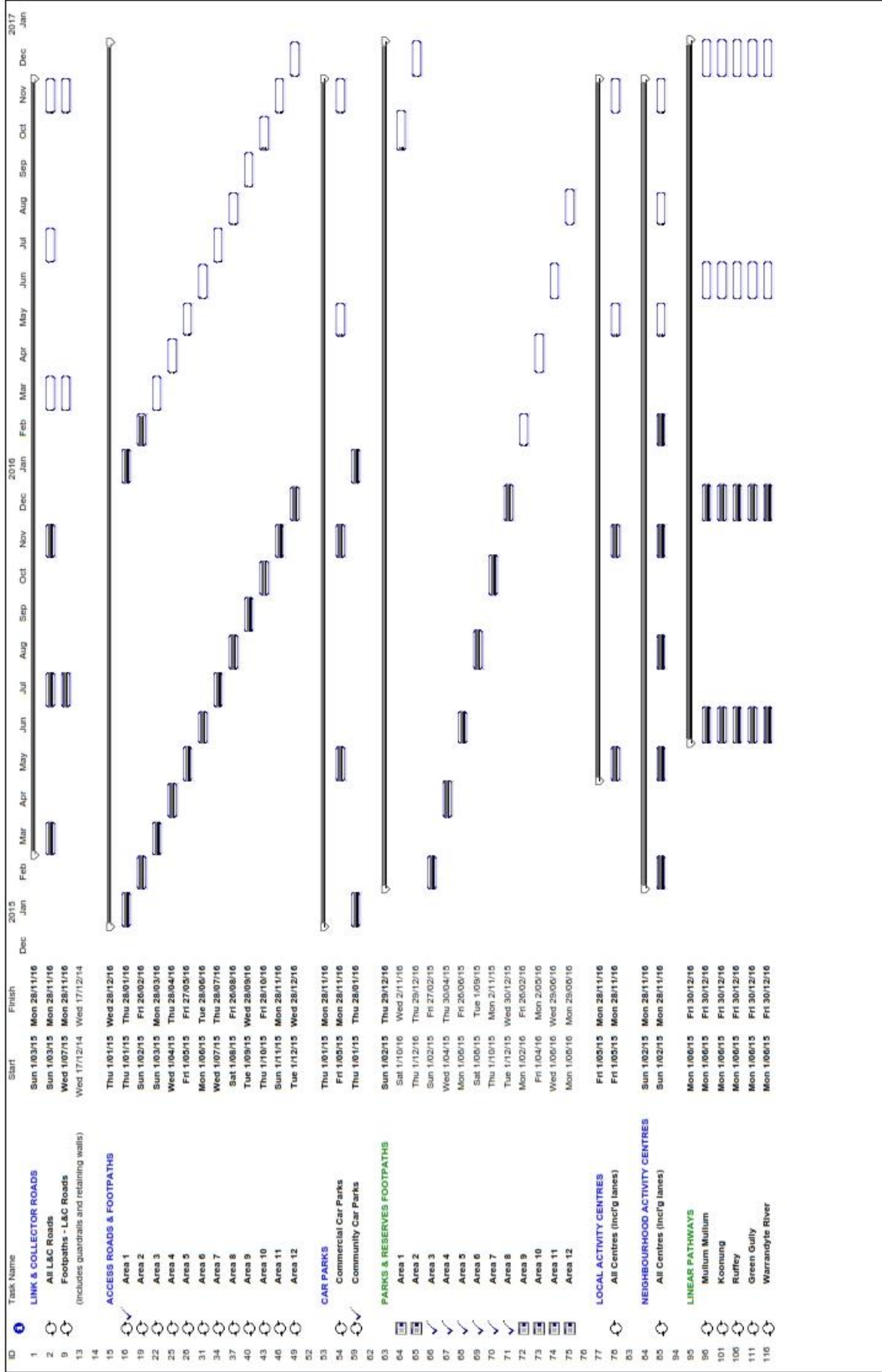
This involves the various Service Units responsible for updating Council's Asset management system "AssetLife", notifying the Asset Co-ordinator of any changes to Manningham's road data.

Following any changes to the road data, the Asset Co-ordinator will update Manningham's Public Roads Register and report annually to council on any amendments or updates, in accordance with the delegated authority.

All outcomes will be documented as part of the normal performance reporting process to enable an independent audit to be undertaken of Manningham's compliance with the Road Management Plan and Road Management Act.

Document2

7.5 Inspection Programs Status Chart



7.6 CFS KPI Compliance Status Summary

Engineering Operations

by Category - SubCategory	Received 12 months	In Time	Out of Time	% In Time
Road Maintenance - Asphalt	130	122	8	94%
Road Maintenance - Asphalt - Pothole Patching	114	102	12	89%
Road Maintenance - Bridge	16	13	3	81%
Road Maintenance - Concrete	14	11	3	78%
Road Maintenance - Gravel	67	66	1	98%
Road Maintenance - Line Marking	53	53	0	100%
Road Maintenance - Street Sweeping	274	260	14	95%
Sub Category total	668	627	41	94%
Drainage Maintenance - Pit Lid / Surround	139	132	7	95%
Drainage Maintenance - Street Pit	287	250	37	87%
Sub Category total	426	382	44	90%
Footpath Maintenance - Concrete	293	229	64	78%
Roadside Maintenance - Guardrail	4	3	1	75%
Roadside Maintenance - Roadside / Street Furniture	134	123	11	92%
Roadside Maintenance - Signs	319	281	38	88%
Sub Category total	457	407	50	89%
Total received:	1844	1645	199	89%

7.7 InterPlan Engineering Operations Unit Services Performance Reports

Manningham City Council

Service Unit Quarterly Progress Against Operational Plan

Period: 01/06/15 - 30/06/15

Quarter: June

Engineering Operations

Engineering Operations

Theme: 6 Council Leadership and Organisational Performance

Goal.: 6.2 An efficient organisation that aims to continuously improve service delivery to benefit community outcomes.

ACTIONS	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	START/COMP DATE
Strategic Objective 6.2.1 An efficient organisation that aims to continuously improve service delivery to benefit community outcomes					
6.2.1.5 Asset condition inspections to be completed and documented as programmed for each asset class in accordance with RMP.	Completed	100%	Q1: Inspection programs are on schedule for Access, Link and Collector roads and footpaths. Footpath inspections in parks and reserves have been completed for areas 11 and 12. Major shopping centre inspections were completed in September. Q2: Scheduled inspections for Access roads (areas 10, 11 & 12) and Link and Collector roads completed. Commercial car parks completed. Footpath inspections in parks and reserves have been completed for areas 1 & 2. Local and Neighbourhood Activity Centres inspected during the period. Q3: Scheduled inspections for Access roads (areas 1 and 2) and Link and Collector roads completed. Community car parks completed. Footpath inspections in parks and reserves have been completed for area 3. Local and Neighbourhood Activity Centres inspected during the period. Q4: Area 6 local access roads completed. Commercial car parks, local activity and neighbourhood activity centres completed.	Systems Management Coordinator	1/07/2014 30/06/2015
6.2.1.10 Mechanical sweeping of 6 activity centres on a fortnightly basis.	Completed	100%	Q1: Footpath sweeping in activity centres continues on schedule. The next high pressure wash is scheduled to take place in October. Q2: Mechanical sweeping of footpaths in shopping centres continues in accordance with the program. Some quality issues with	Systems Management Coordinator	1/07/2014 30/06/2015

high pressure cleaning in two centres have been resolved by the contractor. The contractor's performance will continue to be monitored.

Q3: Mechanical sweeping of footpaths in shopping centres continues as per program. High-pressure cleaning due to take place from mid-April. Audits of areas to be undertaken to monitor standard of work carried out by contractor.

Q4: Mechanical sweeping of footpaths continues to be on program. High pressure cleaning is due again in October. Auditing will be ongoing to monitor contractor performance.

Manningham City Council

Service Unit Quarterly Progress Against Operational Plan

Period: 01/12/15 - 31/12/15

Quarter: December

Engineering Operations

Engineering Operations

Theme: 2 Enjoy and Protect Our Natural Spaces

Goal.: 2.3 We proactively seek innovative solutions to address the effects of climate change and work together to protect the environment

ACTIONS	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	START/COMP DATE
<p>Strategic Objective 2.3.1 We proactively seek innovative solutions to address the effects of climate change and work together to protect the environment</p> <p>2.3.1.1 2015_16 Easement In Progress 50% Drainage crews have been progressively working through CFS requests and internally sourced work from ETS and Parks. Additional contractor resources have been engaged to assist where budget permits to assist with GPTs and easements with difficult access.</p>					1/07/2015 30/06/2016

Theme: 5 Everything we Need is Local

Goal.: 5.1 Accessible services and facilities for people of all ages and abilities

ACTIONS	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	START/COMP DATE
<p>Strategic Objective 5.1.1 Accessible services and facilities for people of all ages and abilities</p> <p>5.1.1.10 2015_16 Street sweeping completed as programmed (all residential areas generally every six weeks)</p> <p>In Progress 50% Street sweeping is being completed in accordance with programs. An increase in leaf fall during the dry summer has impacted the service demand. The suction pit cleaner/sweeper has been utilised to meet the increased demand.</p>					1/07/2015 30/06/2016

5.1.1.11 2015_16 Litter collected as per program	In Progress	50%	Programmed work has continued in accordance with schedules. Additional contract resources will be utilised throughout Jan/Feb to deal with litter 'hot spots'. Eng Ops and Parks to consider coordination of litter collection and roadside grass cutting to improve cleanliness standard. There has been an increase in dumping of asbestos materials during the last quarter of 2015. Eng Ops is working with Local Laws to address this problem.	Systems Management Coordinator	1/07/2015 30/06/2016
5.1.1.12 2015_16 Mechanical sweeping of six activity centres on a fortnightly basis	In Progress	50%	Program has continued in accordance with schedule. An additional sweep was carried out prior to Christmas due to increased shopping activity. The next high-pressure wash s programmed for April 2016. Coordinator	Systems Management Coordinator	1/07/2015 30/06/2016

Goal.: 6.2 An efficient organisation that aims to continuously improve service delivery to benefit community outcomes.

ACTIONS	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	START/COMP DATE
Strategic Objective 6.2.1 An efficient organisation that aims to continuously improve service delivery to benefit community outcomes					
6.2.1.6 Routine inspection and cleaning of on road drainage pits.	Completed	100%	Q1: Crews have been continuing to respond to customer requests through July, August and September. Further heavy rains in early September have resulted in a number of reactive works. When completed crews will return to proactive maintenance. Q2: Crew continuing to respond to reactive requests following heavy rains in September. Additional resources have been engaged to assist with backlog of requests. Q3: Crew continuing to deal with reports from the public via CFS and MMs. Pro-active pit cleaning taking place whilst on-site. Areas completed recorded on mapping system, currently in Area 108. Q4: Crews have continued to carry out proactive drain cleaning works along with other requests generated from both the public and internal units.	Systems Management Coordinator	1/07/2015 30/06/2016
6.2.1.7 Street sweeping completed as programmed (all residential areas generally every six weeks).	Completed	100%	Q1: Street sweeping program continues to be completed as per schedule. Some issues around development sites following rainfall and grass cutting clean-up have diverted resources at times. The night shift is also on schedule, including car parks. Q2: The street sweeping continues to be completed as per schedule on both day and night shift operations. Q3: Road sweeping continues to be completed as per schedule on	Systems Management Coordinator	1/07/2015 30/06/2016

both day and night shifts. Some improvement made to programming on laneways in residential areas.

Q4: Street sweeping activities have continued on track as per programs schedules. Heavy autumn leaf fall was removed during the scheduled sweeping and prioritised as needed.

Goal.: 6.2 An efficient organisation that aims to continuously improve service delivery to benefit community outcomes.

ACTIONS	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	START/COMP DATE
Strategic Objective 6.2.1 An efficient organisation that aims to continuously improve service delivery to benefit community outcomes					
6.2.1.8 Easement drains cleared as programmed.	Completed	100%	<p>Q1: Additional easements identified as requiring regular maintenance to be recorded and added to schedule for proactive works when resources allow.</p> <p>Q2: Crews are continuing to complete reactive works. Additional contractor resources have been engaged to assist with the backlog of works.</p> <p>Q3: Crews continue to work through reactive drainage requests and repair works. Additional resources engaged to assist. Easements that are identified during maintenance works are added to program for regular cleaning per year.</p> <p>Q4: Drainage crews continue to work proactively cleaning high maintenance easement drains along with the routine easement drain cleaning.</p>	Systems Management Coordinator	1/07/2015 30/06/2016
6.2.1.9 Litter collected as per program.	Completed	100%	<p>Q1: Collection of roadside litter continues as per program. Some increased reports of dumped items and illegal posters have been experienced. Works to be recorded in the Maintenance Management System in the coming months.</p> <p>Q2: Roadside litter and dumped material has increased during the summer holiday period. Programmed litter collection continues on an eight-week cycle. Re-allocated resources are now assisting with the litter collection. Will be recorded in the MMS following implementation of training.</p> <p>Q3: Roadside litter and, in particular, dumped waste has continued to increase. Litter collection continues on an 8-week cycle. Working with Waste/Local Laws with the use of CCTV units across known "hot spots". Also, assisting with the use of signage as part of campaign.</p> <p>Q4: Roadside litter collection is still meeting its program dates.</p>	Systems Management Coordinator	1/07/2015 30/06/2016

Quantity of dumped litter continues to increase.

Goal.: 6.2 An efficient organisation that aims to continuously improve service delivery to benefit community outcomes.

ACTIONS	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	START/COMP DATE
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Strategic Objective 6.2.1 An efficient organisation that aims to continuously improve service delivery to benefit community outcomes

6.2.1.143 2015_16 Routine inspection and cleaning of on road drainage pits	In Progress	50%	Crew continuing to deal with reports from the public via CFS and MMS. Proactive pit cleaning taking place whilst on site. Areas completed recorded on mapping system.	Systems Management Coordinator	1/07/2015 30/06/2016
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**INFRASTRUCTURE ASSETS
AUDIT CONDITION
ANNUAL REPORT**

March 2016



Report Contents

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1. Executive Summary

Dennis Hunt & Associates have completed the annual asset condition audit report of the infrastructure maintenance services provided by the Engineering Operations and Parks and Recreation service units based on the audit data collected and provided by Dennis Hunt & Associates.

The audit indicates that the asset maintenance service is currently being delivered above the required Service Standards. The service continues to compare favourably with general Local Government industry standards for infrastructure asset maintenance.

The overall score for infrastructure maintenance activities was **3.99 or 99.65%** which is similar to the previous audit carried out in February 2015. The overall score result is above the acceptable score of 98%, and considered within the limits of the auditing process.

The average result over the **last twelve months** is **99.65%** which is above the acceptable standard. The overall score trend has generally been maintained above the required standard since these Infrastructure Asset Audits were first conducted in 2002 which is a commendable effort by the Infrastructure Maintenance department. The score trend is being maintained at an acceptable level taking into account a number of factors such as aging infrastructure, adverse weather conditions etc.

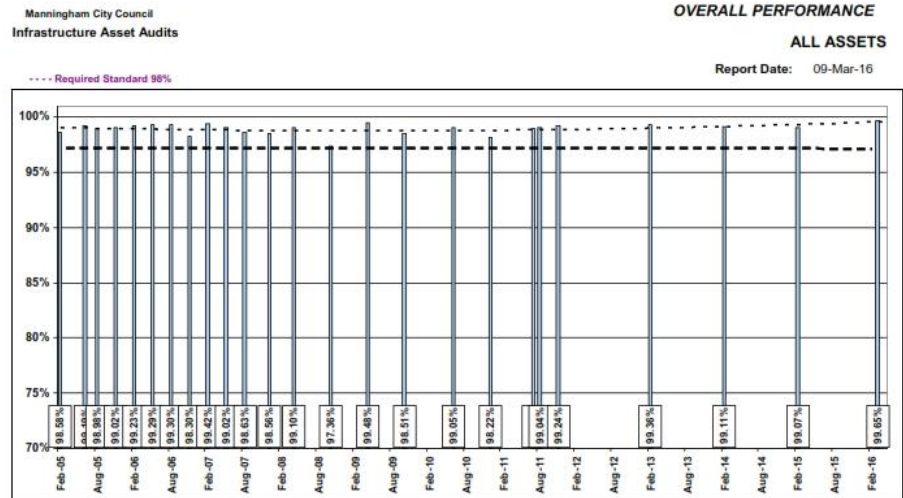
I am pleased to report that in addition to the overall result being above the required standard, the average audit scores for the ALL asset categories were also found to be above the required standard.

I believe this is the first time that all asset categories have been above the required standard and a credit to the Infrastructure Maintenance Department.

The overall results of this audit are considered very satisfactory given the weather conditions at the time of audit and the overall age of the assets inspected.

The following overall scores trend graph shows a gradual performance improvement over the last 5 years.

ANNUAL AUDIT RESULTS



Recommendations

1. That the ownership(lease) and maintenance responsibility for the Carpark located at the rear of the service station at Donburn Shopping centre be investigated as this carpark is not being maintained to an acceptable standard.
2. That the GIS field auditing maps be updated to reflect the recent sale of reserve allotments formerly owned by Council.

2. Introduction

Dennis Hunt and Associates were engaged by Manningham Maintenance to produce an amenity audit report on asset condition of a sample of the road, car parks, shopping centres, and Reserves infrastructure based on survey information collected over the period 1st, 2nd and 3rd of March 2016.

The audit included the following asset categories:

- Council Access, Collector & Link Roads
- Arterial Declared Main Roads (Service Roads & Landscape areas only)
- Car Parks
- Parks and Reserves
- Councils' six major Shopping Centres & Strips

The inspections of roads and streets were conducted as a "windscreen" survey. Car parks, parks and reserves, and shopping centres were inspected as a "walk-through" survey.

3. Infrastructure Auditing

3.1 Audit Summary

The following tables provide a summary of the audit results for assets by category and assets by type. The overall assessment of scores provided a performance score of **99.65%**, which is above the acceptable standard of 98%.

Detailed reports are included in Section 3.3 of this report.

Table 1 – Summary by Asset Category.

ASSET CATEGORY	No of Audit Records	AVE SCORE	%
<i>Manningham Maintenance</i>			
Car Parks	1126	3.98	99.47
All Council Roads	3550	3.99	99.82
Parks & Reserves	419	3.96	98.99
Shopping Centres	121	4.00	99.90

This audit was conducted over **three** days, collected 5381 records over 12 City Works Regions and is considered to be a representative sample of Council infrastructure assets.

In terms of an overall score assessment, a score of 4.0 equates to a performance standard or degree of compliance of 100%. In practice 100% compliance is extremely difficult to achieve in infrastructure maintenance contracts, partly due to the reactive works component, prevailing weather conditions, available resources etc. 98% is typically accepted as satisfactory performance.

Table 2 lists performance by asset type, and identifies the service unit responsible for each type. For some asset types the responsibility lies with more than one provider, eg: furniture – park / street / shopping centre.

3.2 Summary by Asset Type.

Table 2.

ASSET TYPE	Engineering Operations	Parks & Recreation	FEB 2015 RESULT (Ave %)	FEB 2016 RESULT (Ave %)	CHANGE FROM LAST AUDIT	PERFORMANCE STANDARD FOR FEB 2016
Footpaths (Shopping Centres & Parks)	✓	✓	97.97%	98.70%	↑	Exceeds Std
Furniture	✓	✓	98.38%	99.25%	↑	Exceeds Std
Garden Beds		✓	98.83%	99.44%	↑	Exceeds Std
Grass Mowing		✓	99.95%	100%	↑	Exceeds Std
Guardrails (4 records not representative)	✓		NA	100%	↑	Exceeds Std
Guide Posts	✓		97.22%	99.50%	↑	Exceeds Std
Litter Collection	✓	✓	99.48%	99.90%	↑	Exceeds Std
Open Drainage	✓		100%	100%	↑	Exceeds Std
Playgrounds		✓	99.43%	99.52%	↑	Exceeds Std

ASSET TYPE	Engineering Operations	Parks & Recreation	FEB 2015 RESULT (Ave %)	FEB 2016 RESULT (Ave %)	CHANGE FROM LAST AUDIT	PERFORMANCE STANDARD FOR FEB 2016
Sealed Road Pavement	✓		98.10%	99.31%	↑	Exceeds Std
Signs	✓	✓	99.58%	99.84%	↑	Exceeds Std
Street Sweeping	✓		97.42%	99.18%	↑	Exceeds Std
Trees		✓	100%	99.89%	↓	Exceeds Std
Urban Drainage	✓		99.26%	99.75%	↑	Exceeds Std
Number of Records			4250	5381		
<i>Manningham Maintenance Overall</i>			99.07%	99.65%	↑	Exceeds Std

3.3 Asset Types

3.3.1 Footpaths (98.70%)

Footpaths were found to be generally in good condition however a number of parks contained asphalt footpaths with minor weed intrusion and surface cracking. Some isolated sections of concrete footpaths were also in poor condition with cracks and minor steps. These footpaths although not hazardous require urgent attention or major reconstruction costs will be incurred.

Footpaths were generally found to be in good condition at Shopping Centres and Car Parks. Some isolated damaged paths were found in carparks, however these defects were not of a hazardous nature.

3.3.2 Furniture (99.25%)

The furniture in most reserves was found to be in good condition. A number of reserves were observed to contain old weathered furniture (seats in particular) that require cleaning and/or painting as well as general repairs. Shopping Centre furniture was generally well maintained.

3.3.3 Garden Beds (99.44%)

The garden beds in reserves were generally in good condition and free from weed growth considering the recent hot weather. However a small number of damaged and dying/dead plants/trees were observed and some isolated reserve garden beds contained extensive weed growth. Garden beds in car parks and shopping centres were generally in good condition with only minor instances of weeds, damaged and dying/dead plants.

3.3.4 Grass Mowing (100%)

Grass cutting was considered overall to be very good with no reserves observed to have high grass growth.

Grass trimming was also generally considered to be at or above standard.

3.3.5 Guard Rails (100%)

Only 4 guard rails were recorded in this audit and this small a number is not considered a representative sample.

3.3.6 Guide Posts (99.50%)

Whilst the majority of guide posts were found to be in good condition there was a small number of missing, damaged, broken or bent posts. Reflective markers were generally intact and in good condition.

3.3.7 Playgrounds (99.52%)

Playground equipment was generally in very good condition. A small number of playgrounds required raking under swings with diminished soft fall material. A number of playgrounds have had new artificial soft fall pads installed under swings which have proved to be very effective and reduce on-going maintenance.

3.3.8 Litter Collection (99.90%)

Litter control was generally excellent. Only minor instances of litter and debris were evident at some car parks and reserves. There was only one observed instance of dumped rubbish at Blackburn Rd Shopping Centre (Car park at rear of BP service Station).

3.3.9 Open Drainage (100%)

Only minor instances of grass/weed growth was observed which may result in flooding/culvert blockages if not attended to. Culverts/pipes were generally in good condition.

3.3.10 Sealed Road Pavement (99.31%) - (including line marking)

Pothole patching, edge condition/gravel shoulders were considered to be in acceptable condition; however a small number of rural road pavements have severe edge breaks that require attention. Channel edges/weed grass was considered above standard with only minor instances of weed growth and edge damage that require attention. Centre line marking overall condition was considered to be at standard with only a small number of faded centre lines observed. Statcon markings were generally in good condition. Only a few minor instances of faded/ worn parking bays were observed in a small number of car parks.

3.3.11 Signs (99.84%)

Signs were generally in good condition. Observed defects were of a minor nature and were generally graffiti, bent signs or posts. Some reserve signs were faded or graffitied. The incidence of defects was low across all asset categories. All other regulatory signs were found to be in good condition.

3.3.12 Street Sweeping (99.18%)

Pavement cleanliness in roads and streets was generally considered to be maintained at an acceptable standard with only minor occurrences of debris and fallen leaves.

Car parks mechanical sweeping were generally to standard with only minor instances of debris and leaves in areas where mechanical sweeping is not possible.

3.3.13 Trees (99.89%)

Street trees were generally in excellent condition probably due to the higher than average rainfall experienced during the months prior to undertaking the audit. Some minor incidents of fallen tree branches were observed in parks but do not cause any hazard to pedestrians. Overall, trees were in good condition.

3.3.14 Urban Drainage (99.75%)

Overall, stormwater pits were found to be in good condition with only a small number of storm water pits with cracked and/or broken lids or spalled lintels. A small number of pit entries were observed to be blocked by leaves and debris.

4. Defects Comments Report

UNITID	DATE	ASSET_TYPE	COMMENT
CAR PARKS			
CP000071	03-03-16	FP1	Cracked/broken - not hazardous
CP000041	03-03-16	GB1	Damaged/dying/dead plants
CP000328	03-03-16	GB1	Damaged/dying/dead plants
CP000400	02-03-16	FN2	Damaged/loose fixings
CP000398	02-03-16	FN2	Damaged/missing components
CP000057	02-03-16	SR3	Displaced k & ch
CP000028	01-03-16	SR3	Displaced k & ch
CP000041	03-03-16	SR3	Displaced k & ch
CP000355	02-03-16	SR3	Displaced k & ch
CP000356	02-03-16	SR3	Displaced k & ch
CP000070	03-03-16	SR3	Displaced k & ch
CP000030	01-03-16	SR3	Displaced k & ch
CP000398	02-03-16	SR3	Displaced k & ch
CP000400	02-03-16	SR3	Displaced k & ch
CP000022	01-03-16	SR3	Edge breaks
CP000034	03-03-16	SR4	Fading/worn parking bays
CP000035	03-03-16	SR4	Fading/worn parking bays
CP000041	03-03-16	SR4	Fading/worn parking bays
CP000328	03-03-16	SR4	Fading/worn parking bays
CP000022	01-03-16	SR4	Fading/worn parking bays
CP000039	03-03-16	SR4	Fading/worn statcon
CP000071	03-03-16	TR2	Low branches would hinder machinery
CP000070	03-03-16	TR2	Low branches would hinder machinery
CP000061	02-03-16	SW1	Noticeable presence of debris
CP000210	02-03-16	SW1	Noticeable presence of debris
CP000209	02-03-16	SW1	Noticeable presence of debris
CP000015	01-03-16	SW1	Noticeable presence of debris
CP000281	01-03-16	SW1	Noticeable presence of debris
CP000039	03-03-16	SW1	Noticeable presence of debris
CP000003	01-03-16	SW1	Noticeable presence of debris
CP000300	01-03-16	SW1	Noticeable presence of debris

UNITID	DATE	ASSET_TYPE	COMMENT
CP000041	03-03-16	SW1	Noticeable presence of debris
CP000339	01-03-16	SW1	Noticeable presence of debris
CP000041	03-03-16	LT1	Noticeable presence of litter
CP000328	03-03-16	LT1	Noticeable presence of litter
CP000028	01-03-16	UD1	Pit entry more than 50% obstructed
CP000021	01-03-16	UD1	Pit entry more than 50% obstructed
CP000328	03-03-16	UD1	Pit entry more than 50% obstructed
CP000339	01-03-16	UD1	Pit entry more than 50% obstructed
CP000030	01-03-16	UD1	Pit entry more than 50% obstructed
CP000041	03-03-16	SS1	Plate fading/weathered
CP000041	03-03-16	SS2	Sign Missing
CP000328	03-03-16	SW1	Significant presence of debris
CP000041	03-03-16	SR1	Surface break-up
CP000022	01-03-16	SR1	Surface break-up
CP000071	03-03-16	FP1	Cracked/broken - not hazardous
CP000041	03-03-16	GB1	Damaged/dying/dead plants
CP000328	03-03-16	GB1	Damaged/dying/dead plants
CP000400	02-03-16	FN2	Damaged/loose fixings
CP000398	02-03-16	FN2	Damaged/missing components
CP000057	02-03-16	SR3	Displaced k & ch
CP000028	01-03-16	SR3	Displaced k & ch
CP000041	03-03-16	SR3	Displaced k & ch
CP000355	02-03-16	SR3	Displaced k & ch
CP000356	02-03-16	SR3	Displaced k & ch
CP000070	03-03-16	SR3	Displaced k & ch
CP000030	01-03-16	SR3	Displaced k & ch
CP000398	02-03-16	SR3	Displaced k & ch
CP000400	02-03-16	SR3	Displaced k & ch
CP000022	01-03-16	SR3	Edge breaks
CP000034	03-03-16	SR4	Fading/worn parking bays
CP000035	03-03-16	SR4	Fading/worn parking bays
CP000041	03-03-16	SR4	Fading/worn parking bays
CP000328	03-03-16	SR4	Fading/worn parking bays
CP000022	01-03-16	SR4	Fading/worn parking bays

UNITID	DATE	ASSET_TYPE	COMMENT
CP000039	03-03-16	SR4	Fading/worn statcon
CP000071	03-03-16	TR2	Low branches would hinder machinery
CP000070	03-03-16	TR2	Low branches would hinder machinery
CP000061	02-03-16	SW1	Noticeable presence of debris
CP000210	02-03-16	SW1	Noticeable presence of debris
CP000209	02-03-16	SW1	Noticeable presence of debris
CP000015	01-03-16	SW1	Noticeable presence of debris
CP000281	01-03-16	SW1	Noticeable presence of debris
CP000039	03-03-16	SW1	Noticeable presence of debris
CP000003	01-03-16	SW1	Noticeable presence of debris
CP000300	01-03-16	SW1	Noticeable presence of debris
CP000041	03-03-16	SW1	Noticeable presence of debris
CP000339	01-03-16	SW1	Noticeable presence of debris
CP000041	03-03-16	LT1	Noticeable presence of litter
CP000328	03-03-16	LT1	Noticeable presence of litter
CP000028	01-03-16	UD1	Pit entry more than 50% obstructed
CP000021	01-03-16	UD1	Pit entry more than 50% obstructed
CP000328	03-03-16	UD1	Pit entry more than 50% obstructed
CP000339	01-03-16	UD1	Pit entry more than 50% obstructed
CP000030	01-03-16	UD1	Pit entry more than 50% obstructed
CP000041	03-03-16	SS1	Plate fading/weathered
CP000041	03-03-16	SS2	Sign Missing
CP000328	03-03-16	SW1	Significant presence of debris
CP000041	03-03-16	SR1	Surface break-up
CP000022	01-03-16	SR1	Surface break-up
CP000071	03-03-16	FP1	Cracked/broken - not hazardous
CP000041	03-03-16	GB1	Damaged/dying/dead plants
CP000328	03-03-16	GB1	Damaged/dying/dead plants
CP000400	02-03-16	FN2	Damaged/loose fixings
CP000398	02-03-16	FN2	Damaged/missing components
CP000057	02-03-16	SR3	Displaced k & ch
CP000028	01-03-16	SR3	Displaced k & ch
CP000041	03-03-16	SR3	Displaced k & ch
CP000355	02-03-16	SR3	Displaced k & ch

UNITID	DATE	ASSET_TYPE	COMMENT
CP000356	02-03-16	SR3	Displaced k & ch
CP000070	03-03-16	SR3	Displaced k & ch
CP000030	01-03-16	SR3	Displaced k & ch
CP000398	02-03-16	SR3	Displaced k & ch
CP000400	02-03-16	SR3	Displaced k & ch
CP000022	01-03-16	SR3	Edge breaks
CP000034	03-03-16	SR4	Fading/worn parking bays
CP000035	03-03-16	SR4	Fading/worn parking bays
CP000041	03-03-16	SR4	Fading/worn parking bays
CP000328	03-03-16	SR4	Fading/worn parking bays
CP000022	01-03-16	SR4	Fading/worn parking bays
CP000039	03-03-16	SR4	Fading/worn statcon
CP000071	03-03-16	TR2	Low branches would hinder machinery
CP000070	03-03-16	TR2	Low branches would hinder machinery
CP000061	02-03-16	SW1	Noticeable presence of debris
CP000210	02-03-16	SW1	Noticeable presence of debris
CP000209	02-03-16	SW1	Noticeable presence of debris
CP000015	01-03-16	SW1	Noticeable presence of debris
CP000281	01-03-16	SW1	Noticeable presence of debris
CP000039	03-03-16	SW1	Noticeable presence of debris
CP000003	01-03-16	SW1	Noticeable presence of debris
CP000300	01-03-16	SW1	Noticeable presence of debris
CP000041	03-03-16	SW1	Noticeable presence of debris
CP000339	01-03-16	SW1	Noticeable presence of debris
CP000041	03-03-16	LT1	Noticeable presence of litter
CP000328	03-03-16	LT1	Noticeable presence of litter
CP000028	01-03-16	UD1	Pit entry more than 50% obstructed
CP000021	01-03-16	UD1	Pit entry more than 50% obstructed
CP000328	03-03-16	UD1	Pit entry more than 50% obstructed
CP000339	01-03-16	UD1	Pit entry more than 50% obstructed
CP000030	01-03-16	UD1	Pit entry more than 50% obstructed
CP000041	03-03-16	SS1	Plate fading/weathered
CP000041	03-03-16	SS2	Sign Missing
CP000328	03-03-16	SW1	Significant presence of debris

UNITID	DATE	ASSET_TYPE	COMMENT
CP000041	03-03-16	SR1	Surface break-up
CP000022	01-03-16	SR1	Surface break-up
ROADS			
Cliveden Ct	02-03-16	UD2	Cracked/broken lid
Hermann Ct	02-03-16	UD2	Cracked/broken lid
Yeoman Ct	03-03-16	UD2	Cracked/broken lid
Savaris Ct	03-03-16	UD2	Cracked/broken lid
Lisbeth Av	03-03-16	UD2	Cracked/broken lid
Wooddale Gv	03-03-16	UD2	Cracked/broken lid
Young St	03-03-16	UD2	Cracked/broken lid
Iolanthe Cl	03-03-16	SS4	Damaged/Bent Sign
Dellfield Dr	01-03-16	SR3	Displaced k & ch
RD_UnNamed_23	03-03-16	SR3	Displaced k & ch
Watties Rd	02-03-16	SR2	Edge Breaks
Obriens La	02-03-16	SR2	Edge Breaks
Ians Gv	01-03-16	SR2	Edge Breaks
Heather Gv	01-03-16	SR3	Edge breaks
Vincent Rd	03-03-16	SR2	Edge Breaks
McEwan Rd	03-03-16	SR2	Edge Breaks
Dellfield Dr	01-03-16	SR2	Edge Breaks
Monckton Rd	02-03-16	SR2	Edge Breaks
Newmans Rd	02-03-16	SR2	Edge Breaks
Toppings Rd	02-03-16	SR2	Edge Breaks
Websters Rd	02-03-16	SR2	Edge Breaks
Websters Rd	02-03-16	SR2	Edge Breaks
Berringa Rd	03-03-16	SR2	Edge Breaks
Berringa Rd	03-03-16	SR2	Edge Breaks
RD_UnNamed_17	01-03-16	SR2	Edge Breaks
RD_UnNamed_12	01-03-16	SR2	Edge Breaks
Arundel Rd	03-03-16	SR2	Edge Breaks
Vasey Gv	03-03-16	SR4	Fading/worn centre/edge lines
Amys Gv	03-03-16	SR4	Fading/worn centre/edge lines
Cliveden Ct	02-03-16	SR4	Fading/worn centre/edge lines

UNITID	DATE	ASSET_TYPE	COMMENT
Rangeview Rd	03-03-16	SR4	Fading/worn centre/edge lines
Sturdee Rd	03-03-16	SR4	Fading/worn centre/edge lines
Wooddale Gv	03-03-16	SR4	Fading/worn centre/edge lines
Young St	03-03-16	SR4	Fading/worn centre/edge lines
Websters Rd	02-03-16	SR4	Fading/worn centre/edge lines
Citiview Ct	01-03-16	SR4	Fading/worn centre/edge lines
Websters Rd	02-03-16	SR4	Fading/worn centre/edge lines
RD_UnNamed_17	01-03-16	SR4	Fading/worn parking bays
RD_UnNamed_12	01-03-16	SR4	Fading/worn parking bays
Arundel Rd	03-03-16	SR4	Fading/worn statcon
Barak St	01-03-16	SR4	Fading/worn statcon
Websters Rd	02-03-16	SR4	Fading/worn statcon
Watties Rd	02-03-16	TR2	Low branches would hinder machinery
Milton Cl	02-03-16	SW1	Noticeable presence of debris
Ardgower Ct	01-03-16	SW1	Noticeable presence of debris
Saville Ct	01-03-16	SW1	Noticeable presence of debris
Airds Rd	01-03-16	SW1	Noticeable presence of debris
Linton Av	01-03-16	SW1	Noticeable presence of debris
Long Valley Way	02-03-16	SW1	Noticeable presence of debris
Rangeview Rd	03-03-16	SW1	Noticeable presence of debris
Sturdee Rd	03-03-16	SW1	Noticeable presence of debris
Young St	03-03-16	SW1	Noticeable presence of debris
Kelvinside Dr	01-03-16	SW1	Noticeable presence of debris
Obriens La	02-03-16	SR4	Other
Hermann Ct	02-03-16	SR3	Other
Vincent Rd	03-03-16	SR1	Other
RD_UnNamed_17	01-03-16	SS1	Plate fading/weathered
RD_UnNamed_12	01-03-16	SS1	Plate fading/weathered
RD_UnNamed_28	01-03-16	SR1	Pothole(s)
Briar La	02-03-16	GP1	Repaint
Villanova Ct	03-03-16	SS2	Sign Missing
Hermann Ct	02-03-16	SR1	Surface break-up
RD_UnNamed_27	01-03-16	SR1	Surface break-up
RD_UnNamed_23	03-03-16	SR1	Surface break-up

UNITID	DATE	ASSET_TYPE	COMMENT
RD_UnNamed_19	01-03-16	SR1	Surface break-up
RD_UnNamed_17	01-03-16	SR1	Surface break-up
RD_UnNamed_12	01-03-16	SR1	Surface break-up
RD_UnNamed_11	01-03-16	SR1	Surface break-up
Hillview Pde	01-03-16	SR3	Weed growth
Graeme Ct	01-03-16	SR3	Weed growth
Parkview Pl	01-03-16	SR3	Weed growth
Louise Ct	01-03-16	SR3	Weed growth
Paul St	01-03-16	SR3	Weed growth
RD_UnNamed_12	01-03-16	SR3	Weed growth
Cliveden Ct	02-03-16	UD2	Cracked/broken lid
Hermann Ct	02-03-16	UD2	Cracked/broken lid
Yeoman Ct	03-03-16	UD2	Cracked/broken lid
Savaris Ct	03-03-16	UD2	Cracked/broken lid
Lisbeth Av	03-03-16	UD2	Cracked/broken lid
Wooddale Gv	03-03-16	UD2	Cracked/broken lid
Young St	03-03-16	UD2	Cracked/broken lid
Iolanthe Cl	03-03-16	SS4	Damaged/Bent Sign
Dellfield Dr	01-03-16	SR3	Displaced k & ch
RD_UnNamed_23	03-03-16	SR3	Displaced k & ch
Watties Rd	02-03-16	SR2	Edge Breaks
Obriens La	02-03-16	SR2	Edge Breaks
Ians Gv	01-03-16	SR2	Edge Breaks
Heather Gv	01-03-16	SR3	Edge breaks
Vincent Rd	03-03-16	SR2	Edge Breaks
McEwan Rd	03-03-16	SR2	Edge Breaks
Dellfield Dr	01-03-16	SR2	Edge Breaks
Monckton Rd	02-03-16	SR2	Edge Breaks
Newmans Rd	02-03-16	SR2	Edge Breaks
Toppings Rd	02-03-16	SR2	Edge Breaks
Websters Rd	02-03-16	SR2	Edge Breaks
Websters Rd	02-03-16	SR2	Edge Breaks
Berringa Rd	03-03-16	SR2	Edge Breaks
Berringa Rd	03-03-16	SR2	Edge Breaks

UNITID	DATE	ASSET_TYPE	COMMENT
RD_UnNamed_17	01-03-16	SR2	Edge Breaks
RD_UnNamed_12	01-03-16	SR2	Edge Breaks
Arundel Rd	03-03-16	SR2	Edge Breaks
Vasey Gv	03-03-16	SR4	Fading/worn centre/edge lines
Amys Gv	03-03-16	SR4	Fading/worn centre/edge lines
Cliveden Ct	02-03-16	SR4	Fading/worn centre/edge lines
Rangeview Rd	03-03-16	SR4	Fading/worn centre/edge lines
Sturdee Rd	03-03-16	SR4	Fading/worn centre/edge lines
Wooddale Gv	03-03-16	SR4	Fading/worn centre/edge lines
Young St	03-03-16	SR4	Fading/worn centre/edge lines
Websters Rd	02-03-16	SR4	Fading/worn centre/edge lines
Citiview Ct	01-03-16	SR4	Fading/worn centre/edge lines
Websters Rd	02-03-16	SR4	Fading/worn centre/edge lines
RD_UnNamed_17	01-03-16	SR4	Fading/worn parking bays
RD_UnNamed_12	01-03-16	SR4	Fading/worn parking bays
Arundel Rd	03-03-16	SR4	Fading/worn statcon
Barak St	01-03-16	SR4	Fading/worn statcon
Websters Rd	02-03-16	SR4	Fading/worn statcon
Watties Rd	02-03-16	TR2	Low branches would hinder machinery
Milton Cl	02-03-16	SW1	Noticeable presence of debris
Ardgower Ct	01-03-16	SW1	Noticeable presence of debris
Saville Ct	01-03-16	SW1	Noticeable presence of debris
Airds Rd	01-03-16	SW1	Noticeable presence of debris
Linton Av	01-03-16	SW1	Noticeable presence of debris
Long Valley Way	02-03-16	SW1	Noticeable presence of debris
Rangeview Rd	03-03-16	SW1	Noticeable presence of debris
Sturdee Rd	03-03-16	SW1	Noticeable presence of debris
Young St	03-03-16	SW1	Noticeable presence of debris
Kelvinside Dr	01-03-16	SW1	Noticeable presence of debris
Obriens La	02-03-16	SR4	Other
Hermann Ct	02-03-16	SR3	Other
Vincent Rd	03-03-16	SR1	Other
RD_UnNamed_17	01-03-16	SS1	Plate fading/weathered
RD_UnNamed_12	01-03-16	SS1	Plate fading/weathered

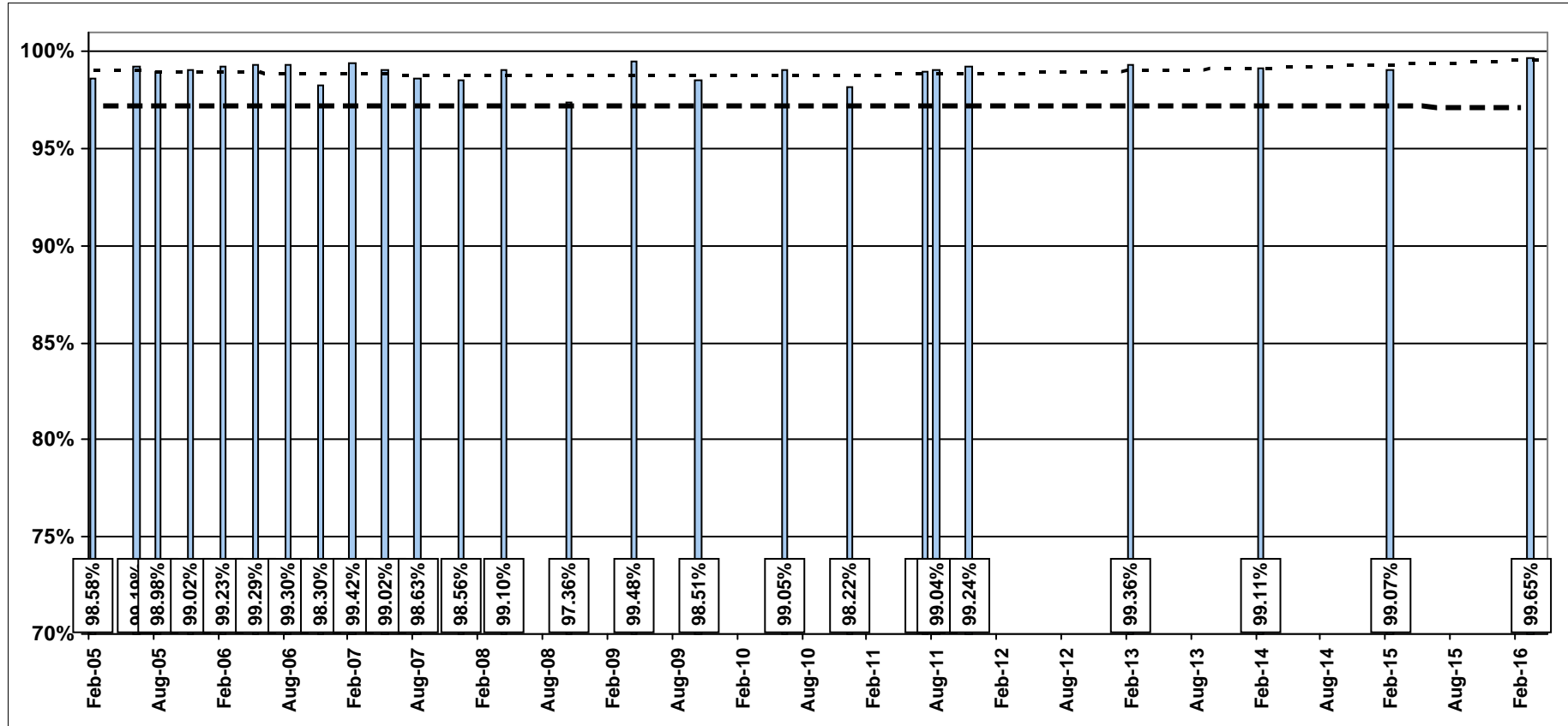
UNITID	DATE	ASSET_TYPE	COMMENT
RD_UnNamed_28	01-03-16	SR1	Pothole(s)
Briar La	02-03-16	GP1	Repaint
Villanova Ct	03-03-16	SS2	Sign Missing
Hermann Ct	02-03-16	SR1	Surface break-up
RD_UnNamed_27	01-03-16	SR1	Surface break-up
RD_UnNamed_23	03-03-16	SR1	Surface break-up
RD_UnNamed_19	01-03-16	SR1	Surface break-up
RD_UnNamed_17	01-03-16	SR1	Surface break-up
RD_UnNamed_12	01-03-16	SR1	Surface break-up
RD_UnNamed_11	01-03-16	SR1	Surface break-up
Hillview Pde	01-03-16	SR3	Weed growth
Graeme Ct	01-03-16	SR3	Weed growth
Parkview Pl	01-03-16	SR3	Weed growth
Louise Ct	01-03-16	SR3	Weed growth
Paul St	01-03-16	SR3	Weed growth
RD_UnNamed_12	01-03-16	SR3	Weed growth
SHOPPING CENTRES			
SC000007	01-03-16	FP1	Cracked/broken - not hazardous
RESERVES			
PK0001	03-03-16	FP1	Cracked/broken - not hazardous
PK0038	01-03-16	FP1	Cracked/broken - not hazardous
PK0080	01-03-16	FP1	Cracked/broken - not hazardous
PK0091	03-03-16	FP1	Cracked/broken - not hazardous
PK0226	02-03-16	FP1	Cracked/broken - not hazardous
PK0239	01-03-16	FP1	Cracked/broken - not hazardous
PK0310	03-03-16	FP1	Cracked/broken - not hazardous
PK0026	01-03-16	TR1	Damaged branches
PK0239	01-03-16	GB1	Damaged/dying/dead plants
PK0001	03-03-16	FN2	Damaged/loose fixings
PK0038	01-03-16	FN2	Damaged/loose fixings
PK0091	03-03-16	FN2	Damaged/loose fixings
PK0226	02-03-16	FP2	Edge encroachment
PK0253	02-03-16	SS3	Graffiti

UNITID	DATE	ASSET_TYPE	COMMENT
PK0001	03-03-16	TR2	Low branches would hinder pedestrians
PK0001	03-03-16	FP2	Minor infiltration
PK0310	03-03-16	FP2	Minor infiltration
PK0310	03-03-16	SS3	Obscured by tree
PK0001	03-03-16	SS3	Plate fading/weathered
PK0019	02-03-16	SS3	Plate fading/weathered
PK0038	01-03-16	SS3	Plate fading/weathered
PK0040	02-03-16	SS3	Plate fading/weathered
PK0239	01-03-16	SS3	Plate fading/weathered
PK0303	02-03-16	SS3	Plate fading/weathered
PK0356	03-03-16	SS3	Plate fading/weathered
PK0038	01-03-16	PG2	Requires raking under swings
PK0001	03-03-16	SS4	Sign Missing
PK0253	02-03-16	GS1	Significant long & uneven growth
PK0001	03-03-16	GB1	Some untidy/unhealthy growth
PK0001	03-03-16	TR1	Some untidy/unhealthy growth
PK0001	03-03-16	FN1	Weathered/flaking paint
PK0038	01-03-16	FN1	Weathered/flaking paint
PK0091	03-03-16	FN1	Weathered/flaking paint
PK0293	02-03-16	FN1	Weathered/flaking paint
PK0321	01-03-16	FN1	Weathered/flaking paint

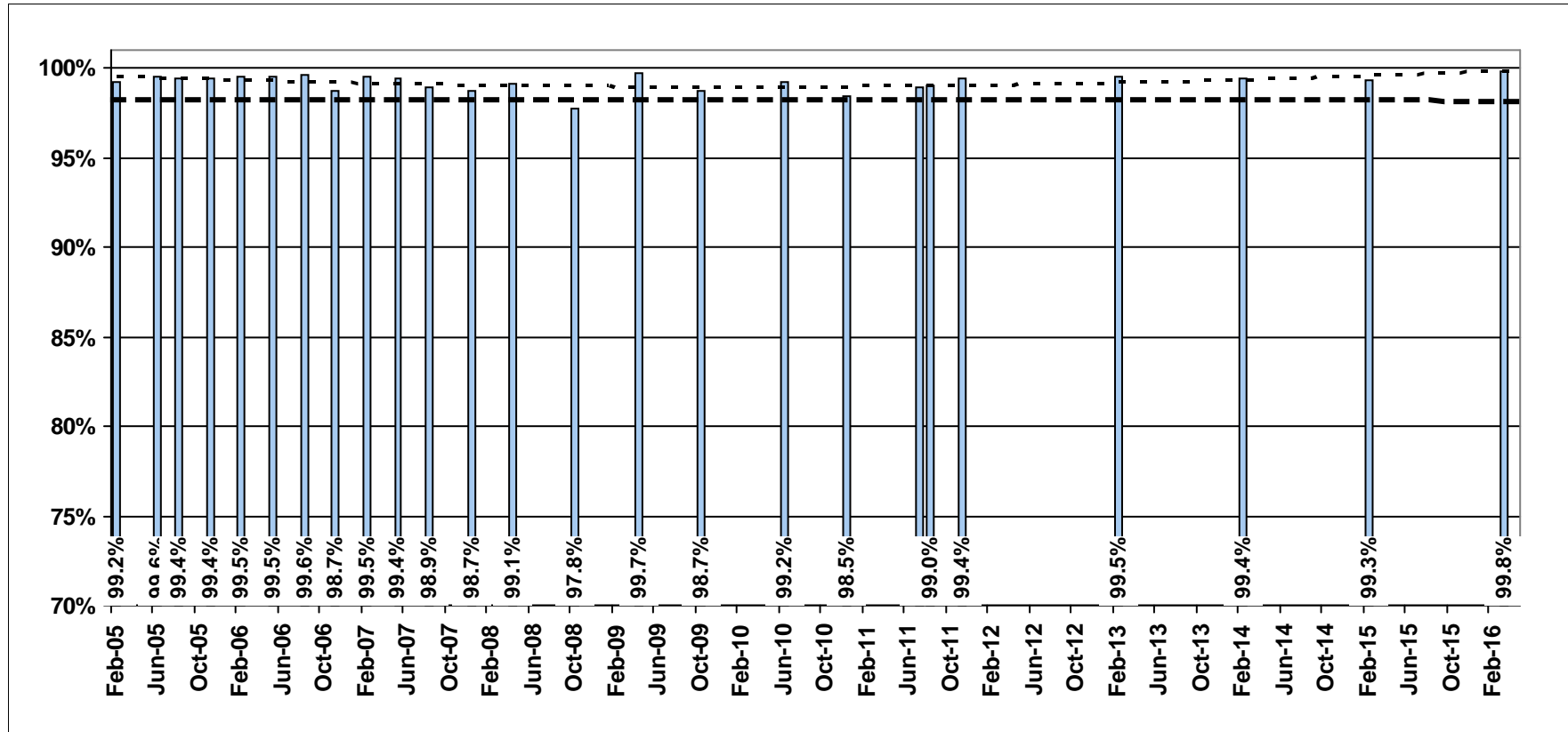
5. Asset Performance Graphs

- Overall Performance – All Assets
- Overall Performance – By Asset Type

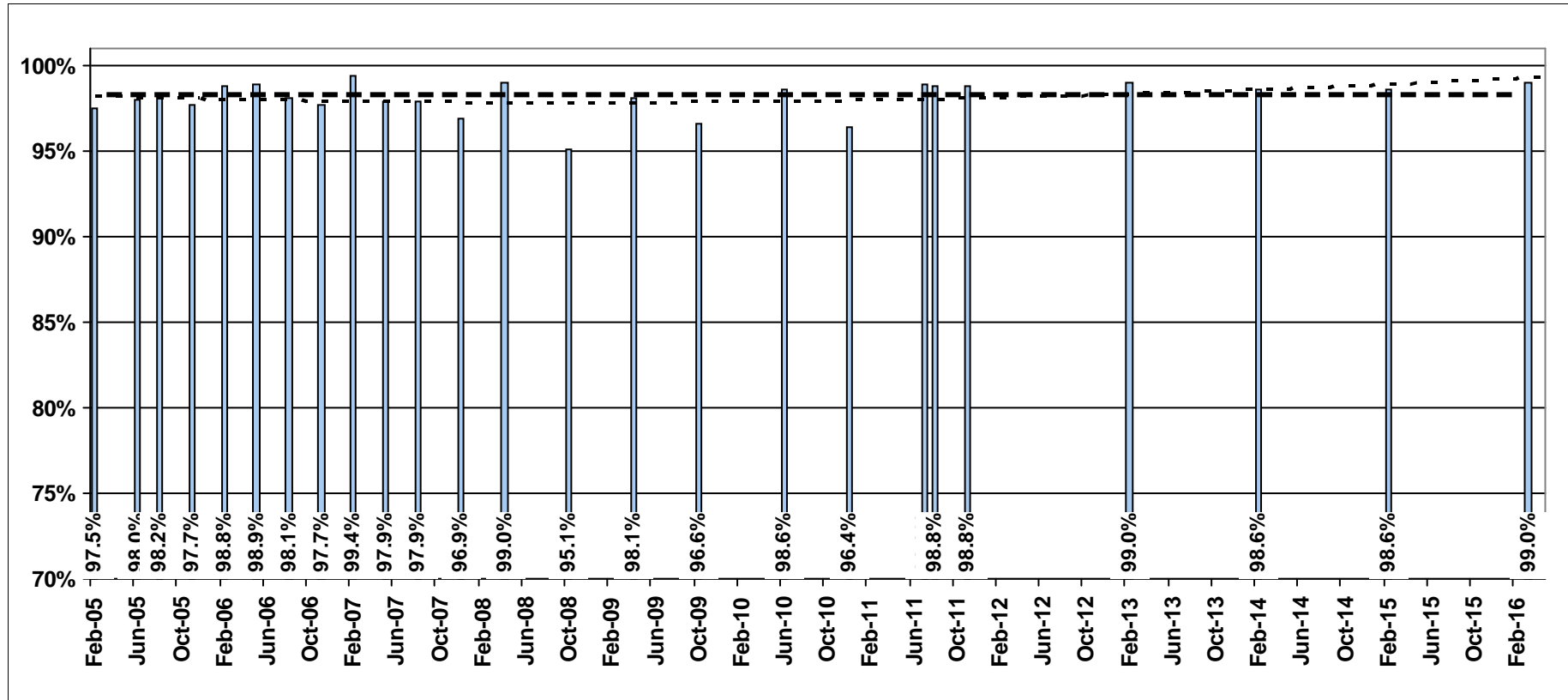
--- Required Standard 98%



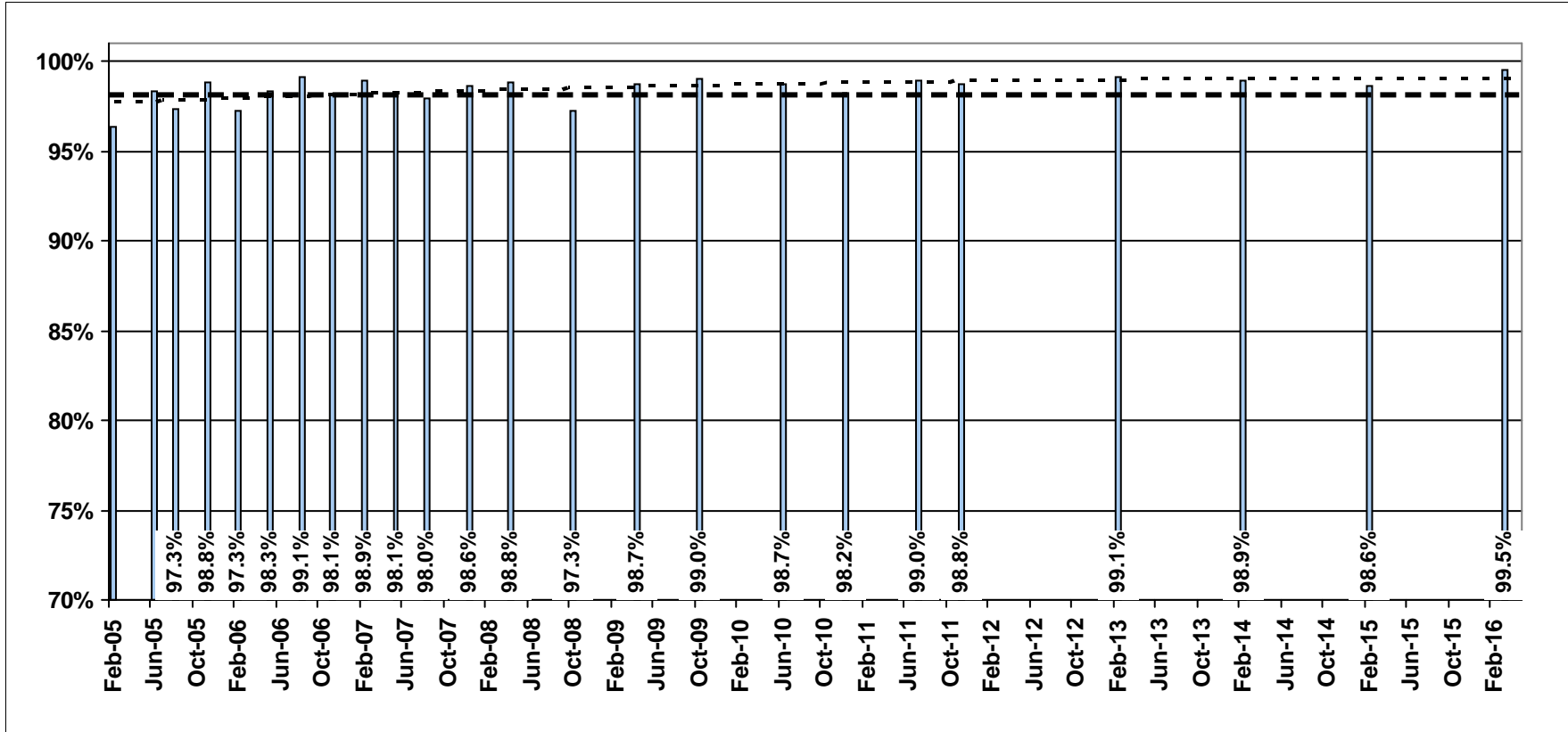
--- Required Standard 98%



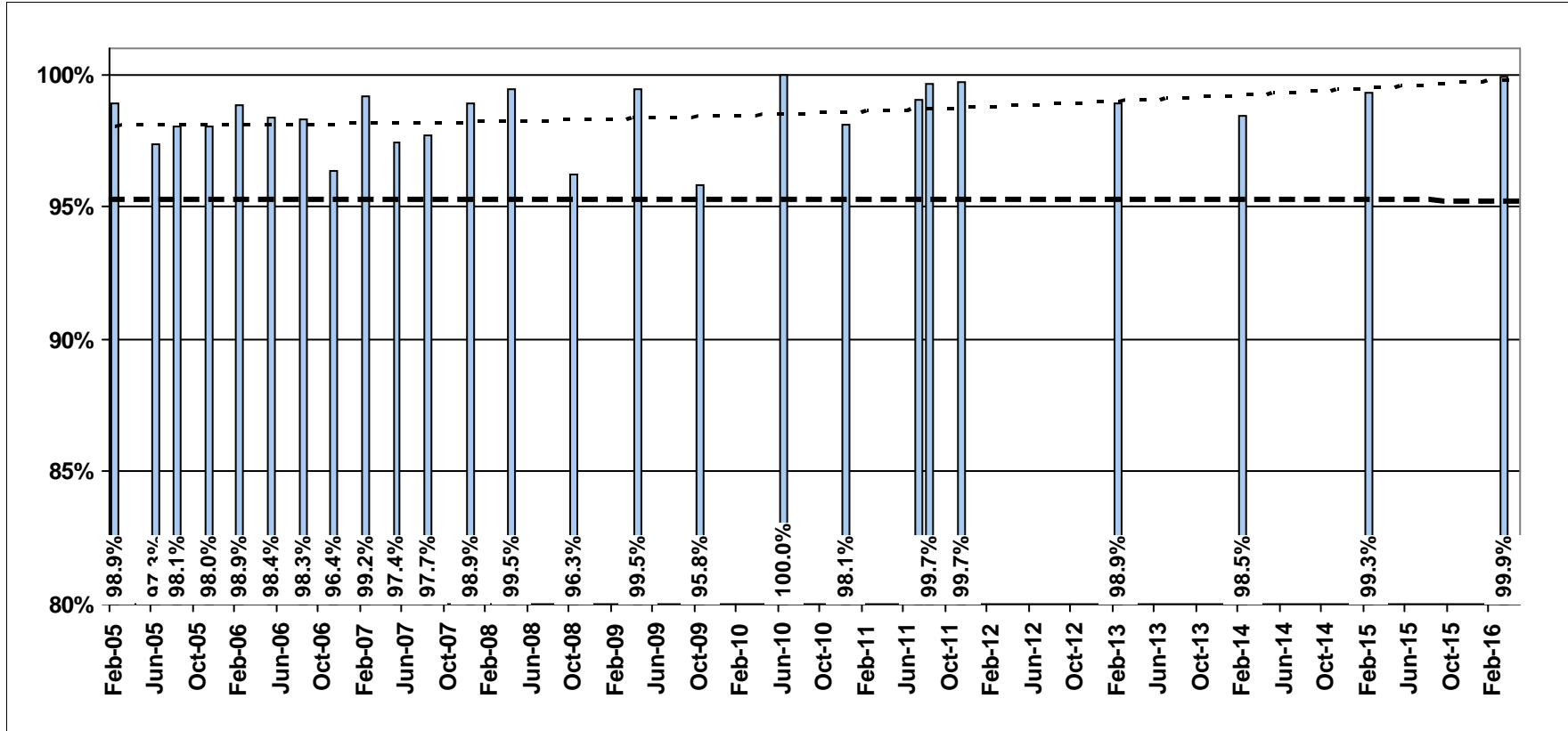
--- Required Standard 98%



--- Required Standard 98%



--- Required Standard 98%



6. Audit Database Reports

Database reports attached:

- Audit Report 1 - Activity Summary – All Assets
- Audit Report 2 - Activity Summary – Car Parks
- Audit Report 3 - Activity Summary – Parks & Reserves
- Audit Report 4 - Activity Summary – Council Roads
- Audit Report 7 - Activity Summary – Shopping Centres

OVERALL ASSESSMENT

March 2016

Footpaths				
	Cracks Steps	3.92		
	Weeds/Grass	3.97		
		3.95	(106)	98.70%
Furniture				
	Condition	3.97		
	Minor Repairs	3.97		
		3.97	(166)	99.25%
Garden Beds				
	Plants/Mulch/Weeds	3.98		
		3.98	(112)	99.44%
Grass Mowing				
	Grass Height	4.00		
	Edge Trimming	4.00		
		4.00	(619)	100.06%
Playgrounds				
	Equipment & Furniture	4.00		
	Softfall	3.96		
		3.98	(26)	99.52%
Litter Collection				
	Roadside / Park Litter	3.99		
	Dumped Rubbish	4.00		
		4.00	(250)	99.90%
Open Drainage				
	Clear / Shape / Free flowing	4.00		
	Culvert/ Pipe Repairs	4.00		
		4.00	(115)	100.00%
Sealed Road Pavement				
	Pothole Patching	3.99		
	Edge Cond./Gravel Sholder	3.98		
	Ch. Edge / Weeds Grass	3.97		
	Linemarking/RRPM's	3.95		
		3.97	(1218)	99.31%
Signs				
	Regulatory - Condition	4.00		
	Reg. - Minor Repairs	4.00		
	General - Condition	3.99		
	Gen. - Minor Repairs	4.00		
		3.99	(1093)	99.84%
Street Sweeping				

	Street Sweeping	3.97		
			3.97	(349)
Trees				99.18%
	Condition	4.00		
	Clearances	3.99		
			4.00	(704)
Urban Drainage				99.89%
	Clear Entry	3.99		
	Lids	3.99		
			3.99	(594)
Guide Posts				99.75%
	Functional	3.98		
			3.98	(25)
Guardrails				99.50%
	Condition	4.00		
			4.00	(4)
				100.00%
<hr/>				
	Overall Average Score:	3.99	(5381)	99.65%

CAR PARKS

March 2016

Footpaths

Cracks Steps	3.98
Weeds/Grass	4.00

3.99 (46) **99.73%**

Furniture

Condition	4.00
Minor Repairs	3.96

3.98 (56) **99.55%**

Garden Beds

Plants/Mulch/Weeds	3.97
--------------------	------

3.97 (50) **99.25%**

Grass Mowing

Grass Height	4.00
Edge Trimming	4.00

4.00 (42) **100.00%**

Litter Collection

Roadside / Park Litter	3.99
Dumped Rubbish	4.00

3.99 (152) **99.84%**

Open Drainage

Clear / Shape / Free flowing	
Culvert/ Pipe Repairs	

(0)

Sealed Road Pavement

Pothole Patching	3.99
Edge Cond./Gravel Sholder	4.00
Ch. Edge / Weeds Grass	3.93
Linemarking/RRPM's	3.95

3.97 (287) **99.22%**

Signs

Regulatory - Condition	3.99
Reg. - Minor Repairs	3.99
General - Condition	4.00
Gen. - Minor Repairs	4.00

3.99 (192) **99.87%**

Street Sweeping

Street Sweeping	3.91
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3.91 (75) **97.83%**

Trees

Condition	4.00
Clearances	3.98

		3.99	(100)	99.75%
Urban Drainage				
Clear Entry	3.96			
Lids	4.00			
		3.98	(126)	99.50%
Guide Posts				
Functional			(0)	
Guardrails				
Condition			(0)	
<hr/>				
	Car Parks Average Score:	3.98	(1126)	99.47%

PARKS & RESERVES

March 2016

Footpaths

Cracks Steps	3.84		
Weeds/Grass	3.92		
		3.88	(38) 97.04%

Furniture

Condition	3.91		
Minor Repairs	3.95		
		3.93	(58) 98.28%

Garden Beds

Plants/Mulch/Weeds	3.95		
		3.95	(20) 98.75%

Grass Mowing

Grass Height	3.99		
Edge Trimming	4.00		
		3.99	(72) 99.83%

Playgrounds

Equipment & Furniture	4.00		
Softfall	3.96		
		3.98	(26) 99.52%

Litter Collection

Roadside / Park Litter	4.00		
Dumped Rubbish	4.00		
		4.00	(72) 100.00%

Open Drainage

Clear / Shape / Free flowing			
Culvert/ Pipe Repairs			
			(0)

Signs

Regulatory - Condition	4.00		
Reg. - Minor Repairs	4.00		
General - Condition	3.84		
Gen. - Minor Repairs	3.98		
		3.92	(61) 97.95%

Trees

Condition	3.97		
Clearances	3.99		
		3.98	(72) 99.48%

Urban Drainage

Clear Entry			
Lids			
			(0)

Parks & Reserves Average Score:	3.96	(419)	98.99%
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ALL COUNCIL ROADS

March 2016

Footpaths

Cracks Steps

Weeds/Grass

(0)

Furniture

Condition 4.00

Minor Repairs 4.00

4.00 (28) **100.00%**

Garden Beds

Plants/Mulch/Weeds 4.00

4.00 (29) **100.00%**

Grass Mowing

Grass Height 4.01

Edge Trimming 4.00

4.00 (499) **100.10%**

Litter Collection

Roadside / Park Litter 4.00

Dumped Rubbish 4.00

4.00 (2) **100.00%**

Open Drainage

Clear / Shape / Free flowing 4.00

Culvert/ Pipe Repairs 4.00

4.00 (115) **100.00%**

Sealed Road Pavement

Pothole Patching 4.00

Edge Cond./Gravel Sholder 3.97

Ch. Edge / Weeds Grass 3.98

Linemarking/RRPM's 3.95

3.98 (873) **99.47%**

Signs

Regulatory - Condition 4.01

Reg. - Minor Repairs 4.00

General - Condition 4.00

Gen. - Minor Repairs 4.00

4.00 (779) **100.00%**

Street Sweeping

Street Sweeping 3.98

3.98 (255) **99.51%**

Trees

Condition 4.00

Clearances 4.00

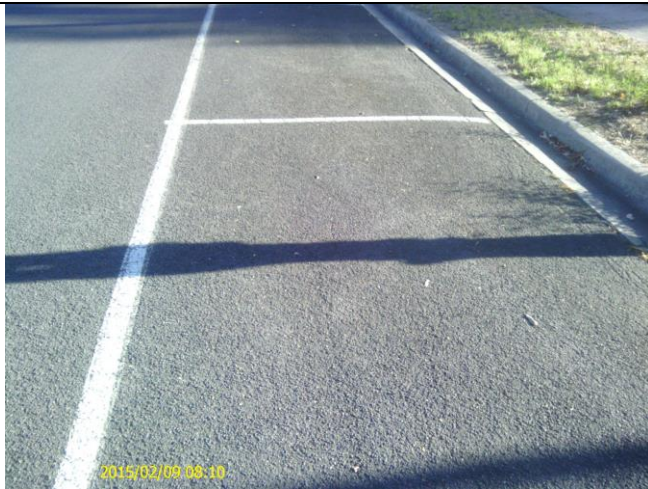
		4.00	(510)	99.98%
Urban Drainage				
Clear Entry	4.00			
Lids	3.98			
		3.99	(432)	99.80%
Guide Posts				
Functional	3.98			
		3.98	(24)	99.48%
Guardrails				
Condition	4.00			
		4.00	(4)	100.00%
<hr/>				
All Roads Average Score:		3.99	(3550)	99.82%

SHOPPING CENTRES

March 2016

Footpaths			
Cracks Steps	3.95		
Weeds/Grass	4.00		
	3.98	(22)	99.43%
Furniture			
Condition	4.00		
Minor Repairs	4.00		
	4.00	(20)	100.00%
Garden Beds			
Plants/Mulch/Weeds	4.00		
	4.00	(10)	100.00%
Grass Mowing			
Grass Height	4.00		
Edge Trimming	4.00		
	4.00	(4)	100.00%
Litter Collection			
Roadside / Park Litter	4.00		
Dumped Rubbish	4.00		
	4.00	(22)	100.00%
Signs			
Regulatory - Condition	4.00		
Reg. - Minor Repairs	4.00		
General - Condition	4.00		
Gen. - Minor Repairs	4.00		
	4.00	(24)	100.00%
Street Sweeping			
Street Sweeping	4.00		
	4.00	(1)	100.00%
Trees			
Condition	4.00		
Clearances	4.00		
	4.00	(18)	100.00%
Urban Drainage			
Clear Entry			
Lids		(0)	
<hr style="border: 1px solid black;"/>			
Shopping Centres Roads Average Score:	4.00	(121)	99.90%

7. Audit Photographs



Standard Carpark Bays



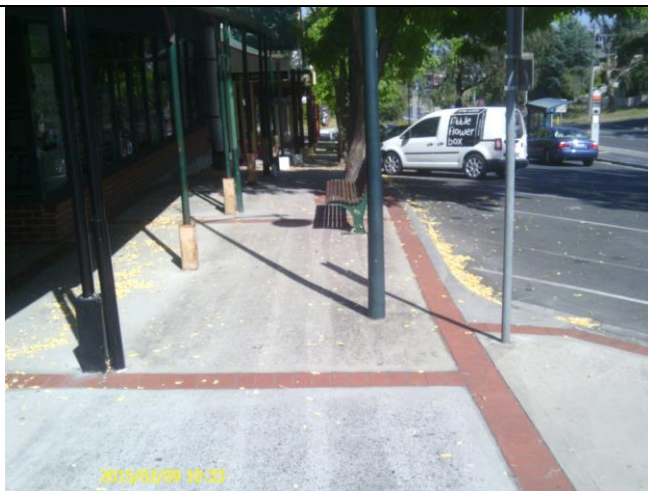
Standard Centre Line



Standard pavement centreline



Standard furniture



Standard Shopping Centre Footpath



Standard Signage

Damaged Bollards	Faded Linemarking
 <p>2016/03/01 08:17</p>	 <p>2016/03/01 08:19</p>
Pavement Cracking	Fallen Tree
 <p>2016/03/01 13:15</p>	 <p>2016/03/01 10:30</p>
Graffiti Sign	Channel Weeds
 <p>2016/03/01 10:25</p>	 <p>2016/03/01 10:31</p>
Faded Carparking Signage	Faded Statcon Markings



Edge Breaks



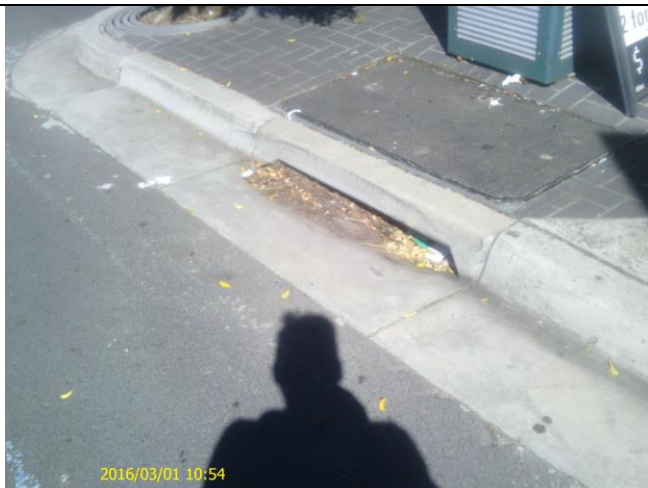
Damaged Pit Insert



Weathered Furniture



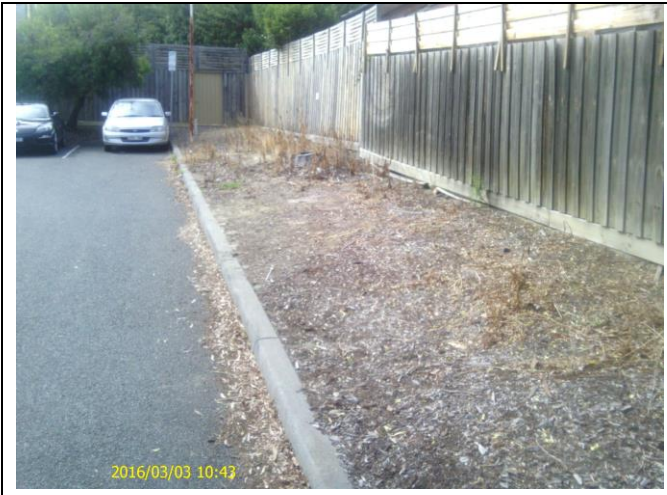
Playground swing softfall



Blocked Pit Entry/ Litter



Footpath Weed Infiltration



Dead/dying garden bed plants



Channel leaves/debris



Tree Root damage



Dead /dying Trees



Car Park K&C debris



Damaged Furniture



Car park Tree Root damage



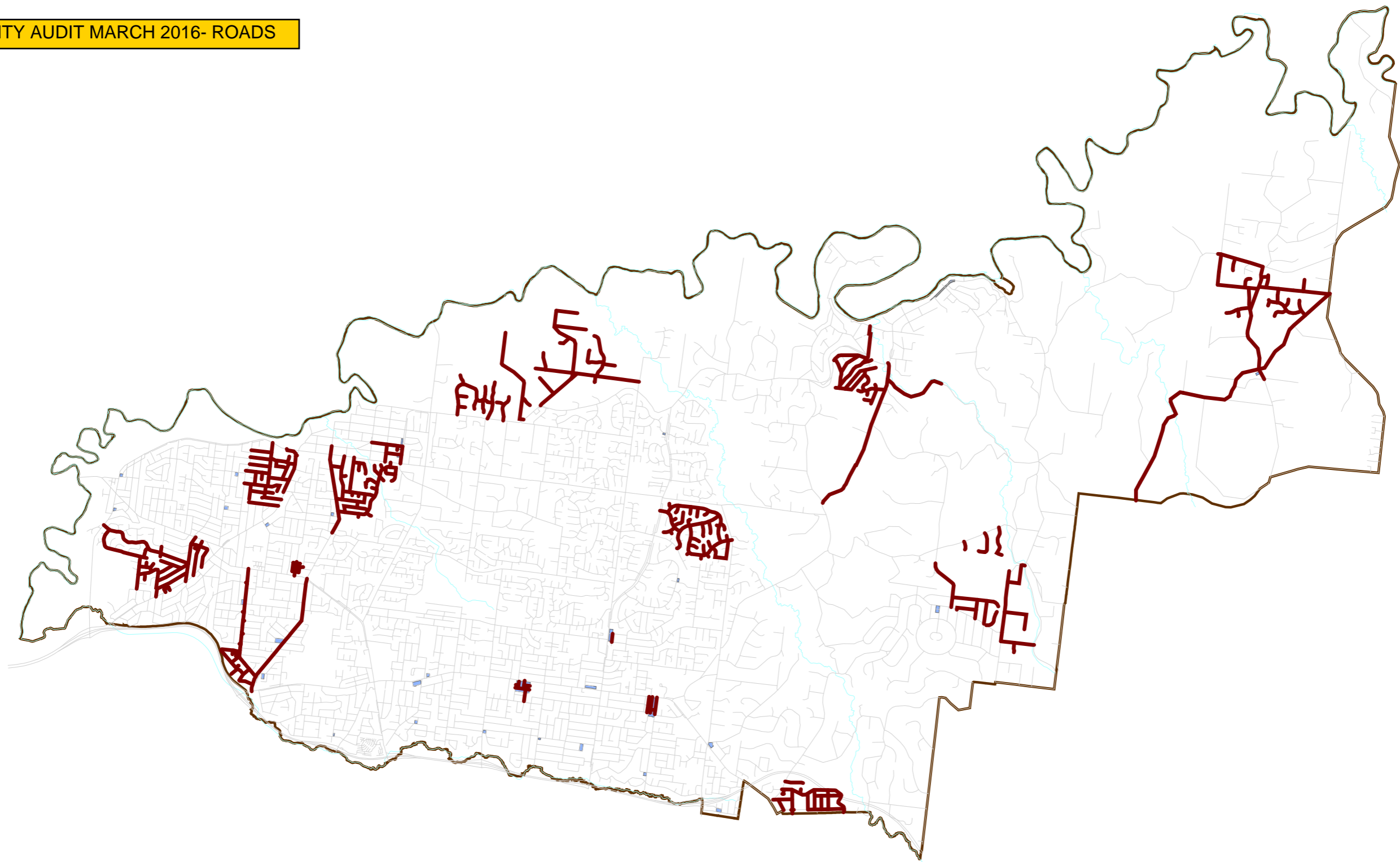
Graffiti/ damaged Sign



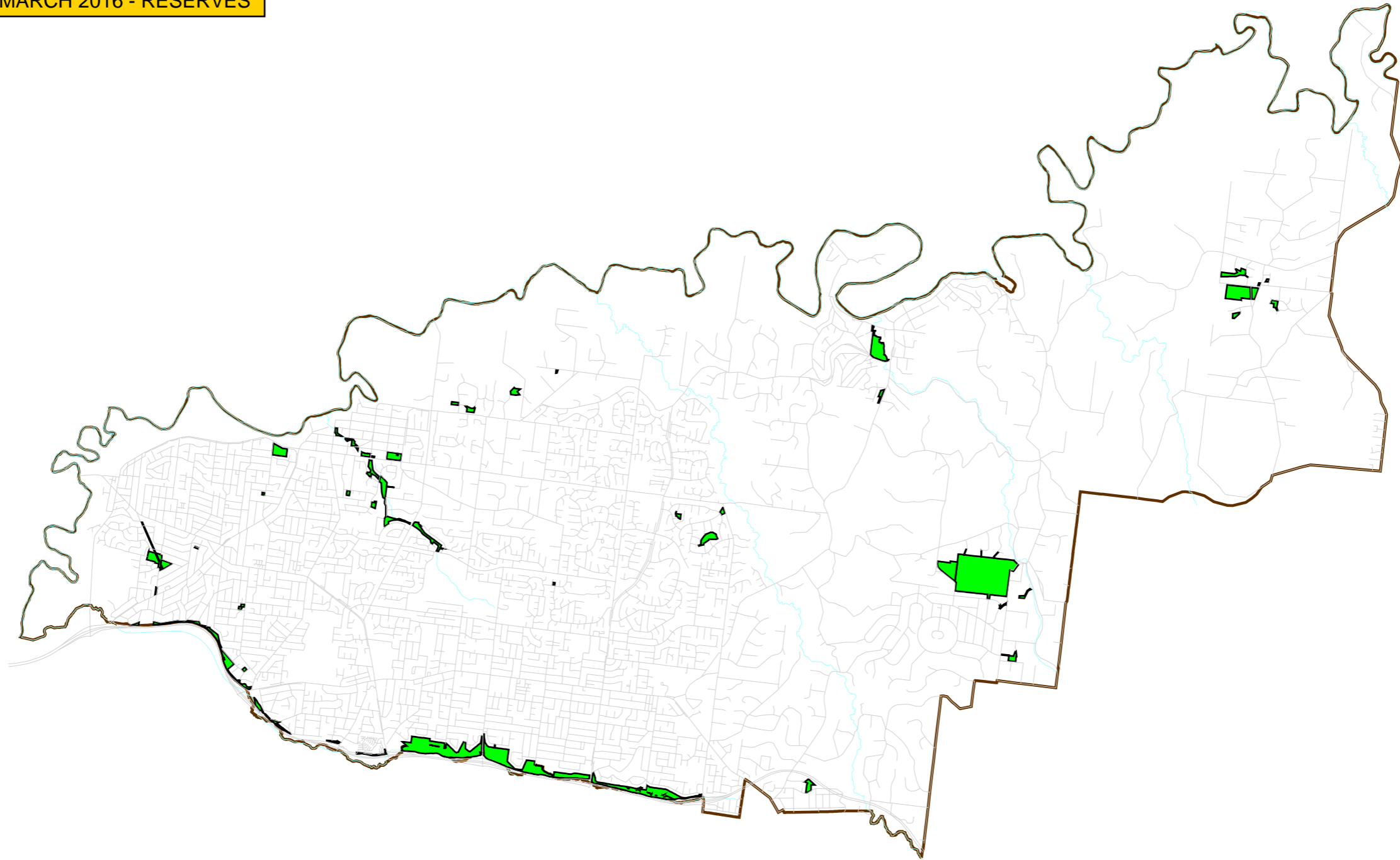
Faded Reserve Sign

8. Inspection Maps

AMENITY AUDIT MARCH 2016- ROADS



AMENITY AUDIT MARCH 2016 - RESERVES



AMENITY AUDIT MARCH 2016 - SHOPS

