

## RTA supplied model management plans

### Background

On 1 October 2008 the present Single Invitation Maintenance Contracts (SIMC) will be replaced throughout NSW by Road Maintenance Council Contracts (RMCC).

Whilst there are similarities and parallels between the SIMC and the RMCC there are also significant differences in their requirements, documentation and operation. As before, the RMCC requires Council to have either a Contract Management System or a set of Plans which achieves the same purpose. The differences between the SIMC and the RMCC mean that Councils must either adapt their existing systems / Plans or develop new ones.

### RTA model documents

To help Councils make the transition, the RTA has prepared and documented a model RMCC Contract Management System for Councils to adopt if they wish – there is no compulsion to do so.

The model Contract Management Plan (CMP) sets down Council's overall management of the RMCC. It also includes a model:

- Risk Management Plan.
- Community Relations Management Plan.
- Communications and Reporting Plan.

Additionally, it provides a framework for Councils' RMCC Contract Management System which comprises the CMP itself and the model Management Plans shown below.

- Quality Management Plan (which includes a Record Management Plan).
- Site Specific Safety Management Plan (includes an Incident Management Plan).
- Environmental Management Plan (includes an Environmental Emergency Plan and a Stockpile Management Plan).
- Traffic Management Plan.
- Rest Area Management Plan (including a Roadside Toilet Management Plan).

Together these Plans provide the system required by all the Contract's specifications.

### Benefits of adopting RTA model system

For Councils the advantages of adoption are:

- The model system is designed specifically to comply with the new contract.
- Reduced time taken up by Council staff in:
  - Developing new or amending existing system documentation.
  - Familiarising RTA auditors and surveillance staff with the System.
- Reduced Councils' compliance costs.

For the RTA the advantage is that its staff will be dealing with standard Plans.

# Required action by Council adopting RTA model system

## I. Tailor the Plans

The model Plans will be provided to Councils as Microsoft Word documents.

Each Council must:

- Substitute its name address and logotype for the dummies provided.
- Substitute relevant information in spaces marked thus: <<.....>>. For example, the model Plan may use the term <<Ganger>> whilst Council uses the term Leading Hand or Foreperson.
- Reallocate responsibilities (which are similarly marked) to suit Council's own organisation and delegations.

## 2. Submit the tailored Plans to the RTA for approval

RTA Q4M Clause 4.2.5 requires each Council to submit its Plans for approval within 35 days of having its tender accepted. In practice, submission should be as soon as possible and well within 35 days.

If the wording or meaning of any Plan is changed in any way other than as described at I. above, Council must mark-up the proposed change and insert a comment explaining the reason for it.

Non conformances arise if:

- Responsibilities in the models are missing from Council's tailored Plans.
- The RTA's software detects changes other than as described at I. above and Council has not notified the RTA.
- Council has attempted to reallocate responsibilities other than those marked as allowed to be reallocated.

## Required action for Council not adopting RTA model system

Councils must adapt their existing system(s) and Plans or develop new ones to meet the requirements of the RMCC and submit them for approval within 35 days of being notified their tenders have been accepted.

## Availability of RTA model system

The system will be available as MS Word documents from the RTA's Senior Project Manager (Maintenance) in your RTA Region within the next month.

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John Statton  
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