



## ROAD MANAGEMENT PLAN

2013

**FIRST ADOPTED BY COUNCIL:**

**6<sup>th</sup> December 2004**

**LAST ADOPTED BY COUNCIL:**

**## ## 2013**

**LAST REVIEWED:**

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## **1. INTRODUCTION**

### **1.1. BACKGROUND**

This Road Management Plan describes how Horsham Rural City Council manages its road assets in accordance with the requirements of the Road Management Act 2004, and associated Codes of Practice. The Plan is applicable to road assets for which Council is responsible.

The Act was introduced to establish a statutory framework for the management of the road network to facilitate the coordination of the various uses of road reserves for roadways, pathways, infrastructure and similar purposes.

Other functions of the Road Management Act include;

- setting out certain rights and duties of road users;
- establishing the general principles which apply to road management;
- providing for the role, functions and powers of a road authority;
- providing for the making of Codes of Practice to provide practical guidance in relation to road management;
- facilitating the making of road management plans as part of the management system to be implemented by a road authority in the performance of road management functions;
- providing for a road authority to keep a register of public roads in respect of which the road authority is the coordinating road authority;
- providing for the construction, inspection, maintenance and repair of public roads;
- setting out the road management functions of road authorities;
- setting out the road management functions of infrastructure managers and works managers in providing infrastructure or conducting works;
- providing for issues relating to civil liability arising out of road management;

Implementation and management of the Road Management Plan is consistent with Council's various strategic and corporate documents and policies.

### **1.2. PURPOSE**

The purpose of the Road Management Plan is to establish a management system for Council to inspect, maintain and repair its public roads based on policy and operational objectives having regard to available resources.

The key elements of the Road Management Plan include:

- the management system that Council employs for the inspection, maintenance and repair of its roads.
- inspection standards that document the nature and frequency of different type of inspections (i.e. reactive and proactive).
- maintenance standards that document intervention level, maintenance response requirements, and maintenance response times.

### **1.3. SCOPE**

The provisions of this Road Management Plan apply to those public roads listed in the Register of Public Roads for which Horsham Rural City Council is the co-ordinating road authority, and roads or parts of roads that Council maintain under agreement with another road authority.

This plan applies to road infrastructure including;

- Sealed road pavement

- Unsealed road pavement
- Shoulders
- Kerb and channel
- Bridges and major culverts
- Traffic control devices and roadside furniture
- Linemarking
- Safety barriers
- Road related drainage assets.

Inspection, maintenance and repair regimes of

- Bridges and major culverts, and
- Road related drainage assets (including kerb and channel)
- Footpaths???

are not included in this Plan. Management plans for these asset classes are yet to be developed.

This Road Management Plan does not apply to non-Council owned assets which are contained within the road reserves. This includes assets related to water, telecommunications, gas, electricity and railway functions which are the responsibility of other authorities.

#### **1.4. LEGAL BASIS FOR THE PLAN**

This Road Management Plan has been prepared pursuant to the requirements of the following Acts, Regulations and Codes of Practice:

- Road Management Act, 2004;
- Local Government Act, 1989;
- Local Government (Best Value Principles) Act 1999.
- Road Management (General) Regulations 2005
- Code of Practice for Road Management Plans
- Code of Practice Operational Responsibility for Public Roads
- Code of Practice for Management of Infrastructure in Road Reserves

Horsham Rural City Council is a Road Authority as defined in Section 37 of the Road Management Act. It is responsible for the care and maintenance of public roads within the municipality that are not the legislated or otherwise accepted, responsibility of other road authorities, persons or bodies.

Council must ensure that if a road is required for public traffic that it is kept open for public use and may, at its discretion, carry out work on the road. It is the decision of Council as to the extent and standard of any works carried out on a road.

#### **1.5. RESPONSIBILITIES FOR ROAD MANAGEMENT PLAN IMPLEMENTATION**

Council shall have responsibility for assigning the roles and responsibilities of Council officers for the purposes of implementing the requirements of the Road Management Act and this Road Management Plan. Duties to be undertaken by Council staff shall include but are not limited to those set out in Schedule 7 of the Act.

#### **1.6. KEY STAKEHOLDERS**

This Road Management Plan is intended to demonstrate to stakeholders that Council is managing its roads and the road related assets responsibly.

The key stakeholders include -

- State Government - having responsibility for Local Government

- State and Federal Governments - as fund providers for road infrastructure development
- Councillors - as stewards of Council's infrastructure assets
- Community - as users of services
- Utilities / Developers - as infrastructure providers
- Employees - having responsibilities for implementation of this Plan
- Contractors / Suppliers - as providers of services required in the implementation of this Plan
- Insurers - integral to risk management strategies that require sound asset management practices
- Emergency agencies (Police, Fire, Ambulance, VIC SES)

### **1.7. COUNCIL IS A ROAD AUTHORITY**

Under the Local Government Act 1989, Council has the care and management of certain roads and under the Road Management Act, Council is a road authority.

#### **1.7.1. Role of a Road Authority**

Under the Act, a road authority must in performing road management functions, have regard to the principal object of road management and the works and infrastructure management principles.

#### **1.7.2. General Functions of a Road Authority**

A road authority has the following general functions—

- to provide and maintain, as part of a network of roads, roads for use by the community served by the road authority;
- to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment;
- to manage traffic on roads in a manner that enhances the safe and efficient operation of roads;
- to coordinate the installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility services;
- to undertake works and activities above.

In seeking to achieve its functions, a road authority should—

- consult with the community and disseminate information in relation to the exercise of those functions;
- take steps as are reasonably practicable to ensure the structural integrity and safety of public roads in accordance with this Act.

#### **1.7.3. Exercise of Functions and Powers of a Road Authority by Council**

In exercising its functions and powers as a road authority, Council will consider-

- the principal object of road management;
- works and infrastructure management principles;
- the rights of road users;
- the need to exercise the functions and powers within its overall policy and budgetary context;
- laws, policies, codes of practice, and other matters and priorities in relation to road management

- any roadside management plan developed to protect flora and fauna;
- any matters arising from consultation with the community, utilities and other stakeholders.

In exercising its functions and powers as a road authority, Council will -

- determine policies and priorities for the construction and maintenance of roads
- manage its road network in cooperation with other road authorities, utilities, providers of public transport, government agencies, community organisations and the private sector;
- seek to ensure—
  - the efficient and effective management and use of the road network and infrastructure to meet the needs of the community and road users;
  - the most efficient use of the resources available for road management;
  - that the public road network and infrastructure are as safe for users as is reasonably practicable;
- in the case of a coordinating road authority, coordinate the development and use of the road reserve.

#### **1.8. DEFINITION OF “ROAD”**

The Road Management Act defines a “road” as;

- (a) *any public highway;*
- (b) *any ancillary area;*
- (c) *any land declared to be a road under section 11 or forming part of a public highway or ancillary area,*

and defines a “public highway” as;

*any area of land that is a highway for the purposes of the common law.*

#### **1.9. OBLIGATIONS OF ROAD USERS**

Council is limited in its ability and power to maintain the road network in a condition that provides an ideal driving environment. Therefore it should be understood that road users have a responsibility when driving on a public road.

Section 17A of the Road Safety Act 1986 states the obligations of a road user as:

- (1) *A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the –*
  - a) *physical characteristics of the road;*
  - b) *prevailing weather conditions;*
  - c) *level of visibility;*
  - d) *condition of the motor vehicle;*
  - e) *prevailing traffic conditions;*
  - f) *relevant road laws and advisory signs;*
  - g) *physical and mental condition of the driver.*
- (2) *A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all relevant factors.*
- (3) *A road user must-*
  - a) *have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of the other road users.*



- b) have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve.*
  - c) have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.”*
- (4) In subsection (3), infrastructure manager, non-road infrastructure, road infrastructure and road reserve have the same meanings as in section 3(1) of the Road Management Act 2004.*

#### **1.10. FORCE MAJEURE**

Council will make every endeavour to meet all aspects of this Road Management Plan.

There may be situations or circumstances however that affect Council's business activities to the extent that it cannot deliver on the service levels of the Plan. These include but are not limited to natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage.

In the event that the Council has considered the impact of such an event on financial and other resources of Council and its other conflicting priorities, and determined that the Road Management Plan cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will write to Council's Officer in charge of its Plan and inform them that some, or all of the timeframes and responses in Council's Road Management Plan are to be suspended.

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council and Council's CEO, to determine which parts of Council's Plan are to be reactivated and when.

Council statements to residents about the suspension or reduction of the services under the Road Management Plan will include reference to how the work that will be done has been prioritised, and the period for which it is likely to be affected.



## **2. ASSET DESCRIPTION AND RESPONSIBILITIES**

### **2.1. COORDINATING ROAD AUTHORITY AND RESPONSIBLE ROAD AUTHORITY**

The Coordinating Road Authority has the coordinating responsibility for a public highway which is reasonably required for general public use, and is;

- (a) if the road is a freeway or arterial road, VicRoads;
- (b) if the road is a non-arterial State road, the relevant responsible road authority under section 37(1)(c) or 37(1)(d) of the Act
- (c) if the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.

The Responsible Road Authority has operational responsibility for road based assets within the road reserve.

A road authority may enter into an arrangement with another road authority to transfer a road management function of a road to the other road authority. Under such an arrangement, a road can have more than one responsible road authority. Section 37 of the Road Management Act and the Code of Practice - Operational Responsibility for Public Roads sets out who is the responsible road authority for various parts of a road.

Council is both the Coordinating Road Authority and the Responsible Road Authority for municipal roads.

### **2.2. REGISTER OF PUBLIC ROADS**

Under Section 19 of the Road Management Act, Council must keep a register of public roads specifying the roads in respect of which it is the coordinating road authority.

The register includes (but is not limited to) the name of each public road, the classification of the road, ancillary areas, and a reference to any arrangement under which road management functions in respect of any part of a public road or ancillary area is transferred to or from another road authority.

The Register of Public Roads is not an assets register.

The Register of Public Roads is available for viewing on Councils website, [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au), or during normal business hours at;

Municipal Offices, Roberts Avenue, Horsham  
During the hours of 9.00am to 5.00pm each working day:

The Register of Public Roads is a separate document to this Plan.

### **2.3. ROADS REASONABLY REQUIRED FOR GENERAL PUBLIC USE**

Under Section 17 of the Road Management Act, the relevant coordinating road authority must register on its register of public roads a road which the road authority has made a decision that the road is reasonably required for general public use.

A road authority must remove a road from its register of public roads if the road authority has made a decision that the road is no longer reasonably required for general public use.

#### **2.4. ROAD HIERARCHY**

A road hierarchy is a classification system which identifies the function of each road. It provides a basis for establishing the policies which will guide the management of the road, by grouping roads together into categories according to their intended service or qualities.

The hierarchy allows a road authority to set standards, and allocate the resources to construct and maintain an efficient and safe road network through differing,

- service levels
- frequencies
- intervention levels
- design standards, and
- maintenance standards.

The definition of classes for Council's road hierarchy is shown in Table A1: Road Hierarchy in Appendix A.

#### **2.5. DEMARCATION AND MAINTENANCE AGREEMENTS WITH OTHER ROAD AUTHORITIES**

VicRoads is the coordinating road authority for national and state arterial roads within Victoria.

Arterial roads within the municipality are:

- Western Highway
- Henty Highway
- Wimmera Highway
- Natimuk Francis Rd
- Horsham Noradjuha Rd
- Natimuk Hamilton Rd
- Wombelano Rd
- Horsham Kalkee Rd
- Horsham Drung South Rd
- Horsham Minyip Rd
- Northern Grampians Rd.

Council has entered into a demarcation agreement with VicRoads.

Council has entered into maintenance agreements with the neighbouring municipalities of Southern Grampians Shire Council, Northern Grampians Shire Council, Yarriambiack Shire Council, Hindmarsh Shire Council and West Wimmera Shire Council, and with the Department of Environment and Primary Industries.

#### **2.6. CROWN LAND**

A number of roads are located on crown land managed by the Department of Environment and Primary Industries. Roads through Crown land managed by Council are recorded in Council's Register of Public Roads.

#### **2.7. RAIL SAFETY INTERFACE AGREEMENTS**

Council has entered into a Rail Safety Interface Agreement with Australian Rail Track Corporation in accordance with the Rail Safety Act 2006.

A road manager must identify and assess, so far as is reasonably practicable, risks to safety that arise from the existence or use of any rail crossing that is part of the road or path infrastructure and determine measures to manage, so far as is reasonably practicable, any risks identified and assessed.

## **2.8. OFF ROAD PATHS**

Council owned paths, tracks and trails that are not located on road reserves are not included in the Council Register of Public Roads and are excluded from this Road Management Plan.

## **2.9. LANDOWNERS RESPONSIBILITIES - DRIVEWAYS**

Driveways are the responsibility of the owner of the land for which the driveway provides access to and from the road. The landowner is responsible for that part of the driveway as shown in Figure 1, specifically;

- The in-fills between the kerb and channel and the footpath, and the footpath and property line, and
- The layback through the kerb (excluding the channel).
- The immediate surrounds impacted on by the driveway.

The footpath crossover is part of the footpath and is the responsibility of Council however Council may charge the landowner for the cost of repairs to damage to the footpath caused by vehicles using the driveway.

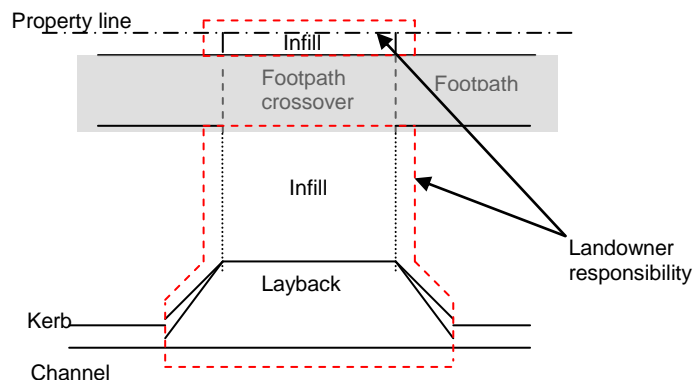


Figure 1. Driveway Responsibility

Arrangements are similar for culvert crossings over an open table drain where the owner's responsibilities are the:

- Culvert, and endwalls.
- Driveway infill between the road edge and the property line excluding any footpath crossover.
- Maintenance of the road seal adjacent to the driveway to be free of loose material sourced from the property or the driveway.

Council retains the right to direct the standard of construction, materials and location of driveways within the road reserve.



### **3. LEVELS OF SERVICE**

#### **3.1. GENERAL**

A Level of Service is the defined quality of service for a certain activity or area, (i.e.; roads, kerb & channel, footpaths) against which the performance of each asset can be measured in both function and presentation.

Levels of service ideally relate to quality, reliability, responsiveness, quantity, accessibility and cost. Levels of service must be meaningful and must address the issues that customers believe to be important while meeting the technical parameters within Council's resources.

The levels of service in this plan have been identified and developed from:

- Acquired knowledge of key infrastructure issues;
- Customer expectations;
- Council's Policies, Goals and Strategies;
- Legislative requirements and standards;
- Available resources (funding levels, staffing, asset capacity).

#### **3.2. COMMUNITY CONSULTATION AND STAKEHOLDERS EXPECTATIONS IDENTIFIED**

Community consultation was undertaken as part of the development of the initial HRCC Road Management Plan to measure residents' perceptions of Council's performance on road Maintenance, major construction works, street furniture, Council signs, line marking, flooding of roads and complaints and related requests made to Council.

#### **3.3. AGREED LEVELS OF SERVICE**

The Levels of Service set out in this Plan have been developed in consideration of Council's Asset Policy & Asset Strategy. The Strategy states Council's commitment to both capital and maintenance expenditure on municipal roads considering community consultation, industry standards and, internal and external technical expertise in the field of road asset preservation.

More specifically:

*The Strategic Purpose of Council's Asset Management Policy is:*

*"To provide clear direction as to how Council, as custodians of community assets, will manage those assets within an asset management framework taking into consideration the following key elements:*

- *Management of assets in a structured and coordinated manner within a continuous improvement framework;*
- *Involve and consult with key stakeholders to assist Council in determining service standards that also consider:-*
  - *Risk management.*
  - *Financial sustainability*
  - *The environment, and*
  - *Social implications.*
- *Compliance with legislation and regulatory requirements."*

The process of identifying the appropriate Levels of Service has been documented in the Road Asset Management Plan. It explains the principles behind Levels of Service and the delivery of those maintenance targets in the field.

### **3.3.1. Maintenance Levels of Service**

Maintenance Levels of Service are established to manage defects in roads which may affect

- Ease of Travel
- Safety
- Road Cleanliness
- Responsiveness
- Legislative Compliance

Maintenance Levels of Service are established to match the hierarchy of a road.

### **3.3.2. Risk Assessment**

The standards of maintenance, as outlined in this Plan, have been determined on the basis of a risk assessment undertaken generally in accordance with the principles of the Australian Standard AS/NZ 4360-1999. The Risk Assessment Process for roads is set out in the Road Asset Management Plan and is shown diagrammatically in Appendix C.

This process was applied to arrive at the levels of service as shown in Appendix B. Inspections are undertaken on a regular basis to ensure that the road assets are being maintained in a safe manner and that adopted intervention levels are being met.

### **3.4. STANDARDS OF MAINTENANCE**

The standards of maintenance applicable to roads subject to this Plan are detailed in Appendix B, which sets out;

- a) the schedule of inspections to be undertaken of specified matters at specified intervals;
- b) intervention levels where action is to be taken with respect to repair or maintenance action;
- c) the rectification expected to be undertaken;
- d) the response time applicable to the intervention action under paragraph c;
- e) provision, as far as practicable, for the unpredictable, i.e. emergencies, natural disasters;

### **3.5. ENVIRONMENT**

When undertaking roadworks, Council will comply with its *Environmental Management Plan (Including Cultural Heritage Aspects) Roads Construction & Maintenance*, and with the 2009 Department of Sustainability and Environment guidelines *Managing Native Vegetation on Roadsides*.

### **3.6. MUNICIPAL FIRE MANAGEMENT PLAN**

Council undertake mowing/slashing/grading/weedicide on road reserves, as notified and in accordance with the Municipal Fire Prevention Plan, for the maintenance of Strategic Fire Breaks.

Additionally, Council will undertake to consider minor fire prevention work on road reserves on specific locations where requested and assessed as being justified.



## **ROAD MAINTENANCE MANAGEMENT SYSTEM**

### **4.1. INSPECTIONS**

Asset inspection and surveys and the resulting information are required for competent management of the road network assets. Four primary inspection systems have been implemented covering safety, defects, incidents and condition.

The primary inspection types are:

#### **4.1.1. Reactive Safety Inspections**

These inspections identify defects or hazards outside the tolerable level that create a high risk or serious inconvenience to users of the network or the wider community. These are reactive by nature and are undertaken following notification to Council by members of the community or by council employees while undertaking their normal work duties. These notifications are of asset defects and/or potential safety issues.

#### **4.1.2. Programmed (Defect/Maintenance) Inspection**

These inspections are regularly undertaken in accordance with Appendix B – Level of Service and Risk Reduction Inspection to monitor asset condition and asset safety against defect intervention levels as outlined in Appendix B – Table 2 Hazard Response. The inspection frequencies for roads have been determined on the basis of road hierarchy, and the risks associated with defects being present on these road types.

#### **4.1.3. Incident Inspections**

These inspections enable an appropriate incident condition report to be prepared for use in legal proceedings. The reports gather information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures.

#### **4.1.4. Condition Inspections**

Condition inspections identify any deficiencies in the structural integrity of the roadway (pavement, kerb and channel, table drains), which if untreated is likely to negatively affect the asset values. The deficiencies may also impact on short-term level of service as well as the ability of that asset element to perform for the period of its intended life span. This condition information provides lifecycle management information essential to strategic long term planning.

Programmed and Condition Inspections are undertaken by way of a formal timetable regime.

Condition inspections are taken at a lesser frequency than programmed inspections that are designed to find defects due for rectification works.

Inspection type, purpose of the inspection, and the personnel and reporting requirements for each inspection are shown in Appendix D.

### **4.2. INCIDENT INSPECTIONS AND RESPONSE**

As soon as practicable, but within 14 days of receiving a *Notice of Incident* under Section 115 of the Act, the Council, pursuant to Section 116 of the Act, will undertake an inspection and prepare a condition report of the part of the public road or infrastructure, specified in the notice.

The condition report should include:

- a statement of the condition of the road or infrastructure
- photographs, where appropriate, showing the condition of the incident site
- reference to the relevant sections of this Plan
- reference to any relevant Council policy or policy decision
- reference to the latest inspections(safety or defect) or other reports relating to incident sites
- a summary of inspections, maintenance and repairs to that part of the road or infrastructure conducted within the previous 12 months
- a map reference using CFA Country Region 17, Fire Map, and or Rural Grid Reference Addressing System.

For the purposes of risk management, in any circumstances that Council becomes aware that a *Notice of Incident* may be received due to a serious injury or fatal crash, an inspection is to be carried out as soon as practicable at the site of the incident, and the conditions and any extraordinary matters that may be relevant to the crash shall be recorded. At a minimum, the details listed above should be recorded.

#### **4.3. NOTIFICATION OF DEFECTS - SERVICE REQUESTS**

Requests for works to be undertaken, both from external and internal customers are entered in Council's Customer Request system. This system has been established to receive and deal with service requests, complaints and other information from users and the community. A Customer Request will generate a Reactive Safety Inspection depending on perceived risk.

The following information is recorded, processed to determine the required defect repair works and the priority of the such works in accordance with Appendix B:-

- defects or other matters requiring repair or maintenance to reduce risk, as found on inspection, or reported to the Council;
- the nature, location and time of the proposed repair and maintenance works;
- name and address of person reporting the defect(s);

Details of the repair and / or maintenance are recorded on completion.

This Management System provides for the regular monitoring and review of users' and community service requests, complaints and information regarding the nature and standard of responses.

#### **4.4. AREA IDENTIFIED MAINTENANCE SYSTEMS (AIMS)**

Council has adopted an 'Area Identified Maintenance Systems' (AIMS), which will provide for cyclic, rolling planned maintenance program.

Maintenance works identified and / or confirmed by inspection will be allocated to nominated sectors, and then provide for intervention levels in accordance with Council's level of service, attached as Appendix B.

#### **4.5. ESTABLISHING WORKS PRIORITIES**

Council will establish works priorities in accordance with;

- the response times shown in Appendix B,
- 'AIMS',
- budget constraints, and
- risk reduction.

#### **4.6. EMERGENCY RESPONSE**

Council is committed to providing a response to any emergency situation in accordance with the specified response times. The sequence to emergency response is as follows:

- Initial safety inspection to confirm the extent of hazard
- If a public hazard either make safe or barricade immediately
- If barricades erected inspect on a regular basis to ensure barricades are still effective
- Attend to the rectification within the specified response times

Response times are set out in Table 3 Action Response (Hazard, Risk and Life Cycle Issues) in Appendix B.

In extreme events, these response times may not be achievable due to resource limitations at the time.

#### **4.7. RECORDS OF INSPECTIONS AND MAINTENANCE WORKS**

Records of all inspections and maintenance works undertaken on behalf of Council on the road network are to be kept to meet the requirements of the Road Management Act and this Plan. In particular, defects above Tolerable Levels are to be identified and prioritised before rectification/repair works are undertaken.



## **5. PERFORMANCE MANAGEMENT AND REVIEW**

### **5.1. PERFORMANCE MEASURING OF THE PLAN**

The following activities will be undertaken to measure the performance of the plan:

- Customer satisfaction surveys
- Community surveys
- Analysis of quantity of Customer Service Requests
- Analysis of time of response to defect requests versus prescribed time.
- Analysis of Annual Maintenance and Renewal Programs completed versus scheduled.

### **5.2. INTERNAL AUDITING OF PROCESSES**

Internal audits are carried out quarterly of the following processes;

- Collection and storage of condition information;
- Recording of complaints/requests in the appropriate database in the manner required;
- Complaint/request is inspected and/or assessed in relation to safety & specified maintenance intervention levels; A sample audit of this process to be undertaken
- That programmed inspections are carried out as scheduled;
- Relevant inspection reporting & recording mechanisms are in place;
- That reported defects are being properly recorded in the system;
- Where required, appropriate rectification responses are determined and Works Orders issued;
- Where Customer Requests require scheduling of works onto annual maintenance programs or long-term renewal works programs, that the required listing takes place;
- Record that maintenance works have been delivered as intended (i.e. someone has signed off on the satisfactory completion of the work);
- Management system in place to record and respond to customer enquiries;

The Operations Manager is responsible for overseeing the audit process, and for reporting the outcome of the internal audits to Senior Management

### **5.3. PERFORMANCE REVIEW OF THE PLAN**

The following annual performance reviews of maintenance programs and strategies are to be undertaken under direction of the Director Technical Services.

- Assessment of response times for completion of defect rectification works from the time of their being reported;
- That specified Defect Intervention Levels are effective;
- That Intervention responses are timely;
- Assess the internal audit activities, the validity of their processes and verification of their conclusions;
- Where relevant industry benchmarking information is available, test Council's road maintenance against industry best practice;
- Assess relative improvements achieved since the previous review and compare this to what was intended to be achieved;
- Assess advances in efficiency and effectiveness made elsewhere and endeavour to introduce similar measures if gains can potentially be made for Council;
- The consideration of any external factors, which are likely to influence the contents of this Plan.

- The cost of implementation versus Council's budget for this Plan

#### **5.4. AMENDMENT OF ROAD MANAGEMENT PLAN**

This Plan may be reviewed from time to time to reflect changes to legislation, agreed level of service, management systems, availability of resources or other factors that affect the Plan.

Any review will be carried out in accordance with the consultation and approval processes as detailed in Section 54 of the Act.

#### **5.5. STATUTORY REVIEW OF THE PLAN**

Regulation 301 of the Road Management (General) Regulations 2005, requires Council to conduct a review of its road management plan within the period referred to in section 125(1)(b) of the Local Government Act 1989 which states "*A Council must prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later*" or, if that period is extended in accordance with section 125(4) of that Act which states "*The Minister may extend the period within which a Council must comply with subsection (1)*".

## **APPENDICES**

**Appendix A - Road Hierarchy**

**Appendix B - Inspection Frequency**

**Appendix C - Road Management Plan Risk Management**

**Appendix D - Asset Inspection Details**

**Appendix E - Schedules Of Changes & Amendments**





## Appendix A

**Table A1: Road Hierarchy Classes**

ROAD TYPE	NAME	FUNCTION
RURAL ROADS	Rural Link	Roads other than arterial roads that link significant destinations <sup>1</sup> and are designed for efficient movement of people and goods between and within regions. Also provide property <sup>2</sup> access. Link Roads may consist of a number of roads which form a route.
	Rural Collector	Roads other than arterial or link roads that provide movement of traffic within local areas and connect access roads to a substantial number of higher order roads. Also provide property access.
	Rural Access	Roads other than arterial, link or collector roads, that provide access to the street address of occupied properties <sup>3</sup> .
	Rural Minor	Roads other than arterial, link, collector or primary access roads that provide access to occupied property other than to the street address, or access to non-occupied abutting properties <sup>4</sup> , and non-residential property.
URBAN ROADS	Urban Link	Roads other than arterial roads that link significant destinations <sup>5</sup> and are designed for efficient movement of people and goods between and within regions. Also provide property access. Link Roads may consist of a number of roads which form a route.
	Urban Collector	Roads other than arterial or link roads that connect a substantial number of local roads and streets to higher order roads, or to significant destinations, and provide property access and movement of traffic within local areas.
	Urban Access	Roads other than arterial, link or collector roads, that provide access to the street address of occupied properties.
	Urban Minor	Roads other than arterial, link, collector or primary access roads that provide access to properties other than to the street address, or access to non-occupied abutting properties.
OTHER	Ancillary Area	An area of land owned or managed by Council, maintained by a responsible road authority as ancillary to a public road.
	Path	A road reserve that contains a constructed pathway but does not contain a constructed or formed roadway.
	Paper Road	Road reserve not reasonably required for general public use

Notes:

1. Significant destinations (Rural) include towns (excluding suburbs), with a minimum population of 200, major tourist attractions and places of significance.
2. Property means an area of land with its own title.
3. Occupied property means a property which is occupied for residential purposes or commercial purposes where workers attend for work on a number of days per week basis.
4. Non-occupied property means a property which is not occupied for residential purposes or commercial purposes where workers attend for work on a number of days per week basis.
5. Significant destinations (Urban) include arterial roads, towns, major tourist attractions, and places of significance (usually significant traffic generators i.e. CBD's, universities, major hospitals).



## LEVEL OF SERVICE AND RISK REDUCTION TABLES

Table B1: Hazard Inspection Frequency

Inspection Type	Hazard Inspection Frequency by Road Hierarchy Category			
	Link Road	Collector Road	Access Road	Minor Road
Day-Time	Six monthly	Twelve monthly	Two Yearly	Three yearly
Night-Time	Two Yearly	N.A.	N.A.	N.A.

Table B2: Hazard Response

Description of Hazard	Response Code (refer Table B4)			
	Link Road	Collector Road	Access Road	Minor Road
<b>ROADWAY</b>				
<b>Obstructions to Traffic</b>				
Materials fallen from vehicles, dead animals, wet clay and other slippery substances and hazardous materials.	1	1	2	2
Accumulation of dirt or granular materials on the traffic lane of sealed roads.	4	5	5	5
Ponding of water > 300mm deep, fallen trees, oil spills, stray livestock	1	1	2	2
<b>Pavement or Surface Defects</b>				
<b>Sealed Roads:</b> Potholes in traffic lane of road pavement greater than 300mm in diameter and greater than 100mm deep.	3	4	5	5
Deformations greater than 100mm under a 3m straight edge	4	5	5	5
Edge drop offs onto unsealed shoulder greater than 100mm	4	4	5	5
<b>Gravel Roads:</b> Potholes in traffic lane of road pavement greater than 500mm diameter and 150mm deep.	4	5	5	7
Deformations greater than 150mm under a 3 metre straight edge.	4	5	5	7
<b>Drainage</b>				
<b>(Urban Roads)</b> Damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes	1	1	2	2
<b>ROADSIDE</b>				
<b>Vegetation - Trees, Shrubs and Grassed Areas</b>				
Tree limbs that have been classified as in danger of falling	3	3	4	4

Description of Hazard	Link Road	Collector Road	Access Road	Minor Road
Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs	3	3	4	4
Vegetation intruding within an envelope over roadways from the back of shoulder and/or kerb and a minimum of 4.5m height clearance over pavement and the trafficable portion of shoulders	4	5	6	7
Vegetation which presents a physical hazard to the public over pedestrian / bicycle paths, intruding into a clearance envelope between the edges of path and a minimum of 2.5m height clearance over path	4			
Rural Crossovers (For Urban refer to Footpath Management Plan)				
Notify Asset owner of Maintenance issues for private crossovers	4	4	4	4
For Railway crossover maintenance issues notify asset owner	3	3	3	3
Public Utilities				
Notify Asset owner of Maintenance issues	3	3	3	3
Check & confirm road reinstatements	3	3	3	3
ROADSIDE FURNITURE/SIGNAGE/PUBLIC UTILITIES				
Safety Signs				
Safety signs missing, illegible or damaged making them substantially ineffective	3	3	4	4
Guideposts				
Missing or damaged at a critical location***making them substantially ineffective	4	4	5	5
Safety Barriers and Fencing				
Missing or damaged at a critical location***making them substantially ineffective	3	3	4	5
Pavement Markings / Line Marking				
Missing, illegible or confusing at a critical location***	4	4	5	5
STRUCTURES (BRIDGES AND MAJOR CULVERTS)				
Damage affecting structural performance	2	2	2	3
TRAFFIC SIGNALS AND ON-ROAD ELECTRICAL ASSETS				
Traffic signal inoperable or confusing	1	1	1	1

\*\*\* A critical location is a location where the road alignment and/or pavement width and/or geometry are identified by additional markings or furniture to guide the travelling public (cars, trucks motor cycles, bicycles and pedestrians)

\*\* A "safety sign" is a road sign that provides the driver with advice on the safe use of the road

**Table B3: Strategic Risk (Hazard, Risk and Life Cycle Issues) Inspection Frequency and Action Response**

	Link Road	Collector Road	Access Road	Minor Road
<b>INSPECTION FREQUENCY – STRATEGIC RISK</b>				
Day-Time	Six monthly	Twelve monthly	Two Yearly	Three yearly
Night-Time	Two Yearly	N.A.	N.A.	N.A.
<b>ISSUES - STRATEGIC RISK</b>				
Description of Risk	Response Code (refer Table B4)			
Confirm levels of “sight distance”	P	P	P	P
Is public lighting adequate	P	P	P	n/a
Examine any rail crossings	P	P	P	P
Examine road alignment issues	P	P	P	n/a
Do shoulders require upgrading	P	P	P	n/a
Does road require widening / upgrading	P	P	P	n/a
Is channelisation required	P	P	P	n/a
Do guard rails require extending	P	P	P	n/a
Are there any trees; Poles or other obstructions within clear zone	P	P	P	n/a
Does intersection require realignment	P	P	P	n/a
Are there any adverse changes in road condition	P	P	P	n/a

**Table B4: Action Response (Hazard, Risk and Life Cycle Issues)**

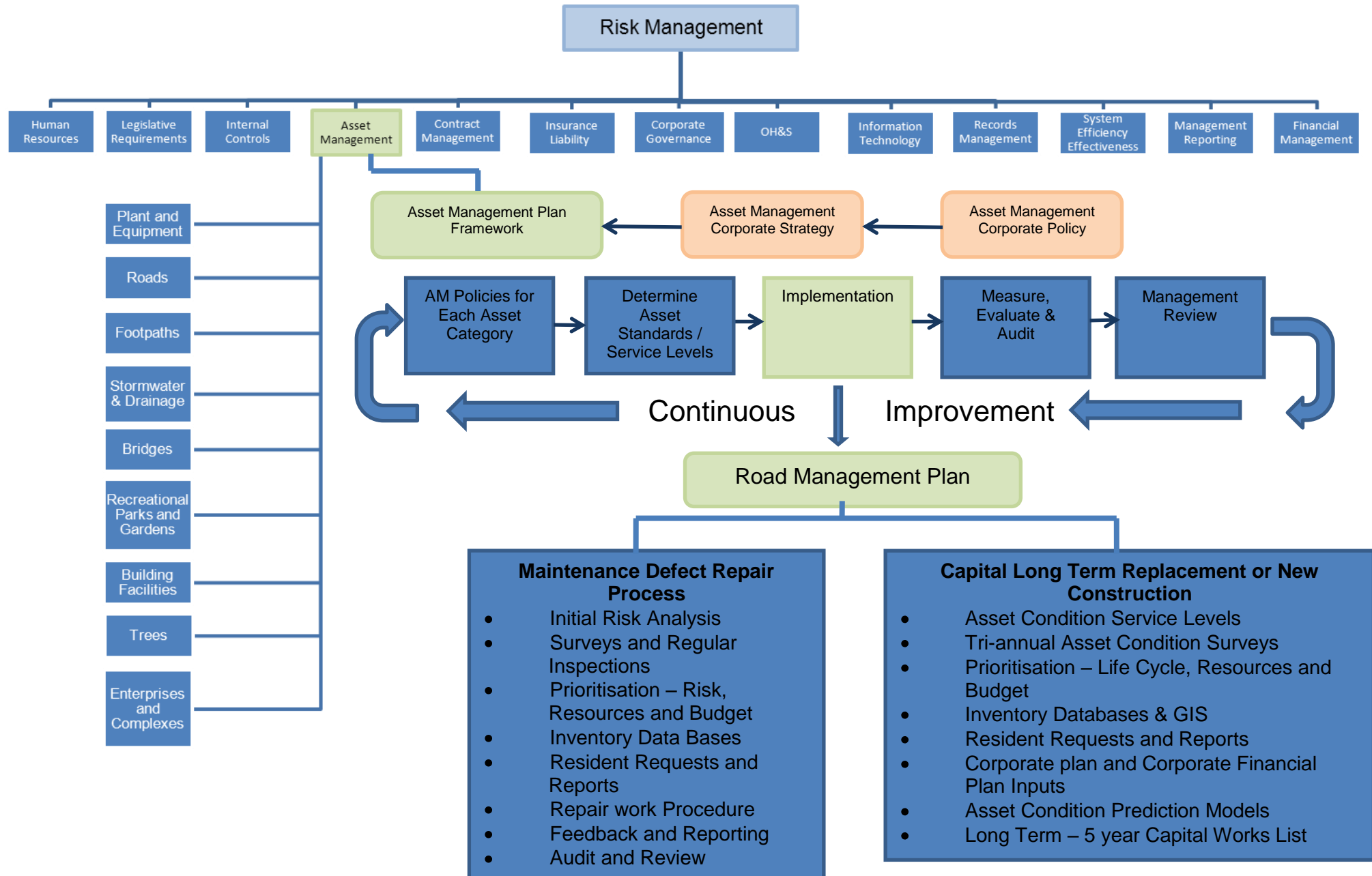
<b>Response Code</b>	<b>Control Mechanism</b>	<b>Response Time</b>
<b>1</b>	Inspect and rectify if possible, or provide appropriate warning *	Within 24 hours of inspection or notification
<b>2</b>	Inspect and rectify if possible, or provide appropriate warning *	Within two weeks of inspection or notification
<b>3</b>	Inspect and rectify if possible, or provide appropriate warning *	Within four weeks of inspection or notification
<b>4</b>	Inspect and rectify if possible, or provide appropriate warning *	Within two months of inspection or notification
<b>5</b>	Inspect and rectify if possible, or provide appropriate warning *	Within six months of inspection or notification
<b>6</b>	Inspect and rectify if possible, or provide appropriate warning *	Within twelve months of inspection or notification
<b>7</b>	Inspect and rectify if possible, or provide appropriate warning *	Within 12- 24months of inspection or notification
<b>P</b>	Rectification works to be programmed having regard to competing priorities and funding resources.	Inspect, and rectify defect within target response time.
<b>N/A</b>	Not Applicable	

\* Where it is not possible to rectify the defect within the specified response time due to workload or the level of resources required, appropriate warning is to be provided until the repair can be completed.

Appropriate warning could include, for example:

- Provision of warning signs
- Traffic control action
- Diverting traffic around the site
- Installation of a temporary speed limit
- Lane closure
- Closure of the road to use by certain vehicle (eg a load limit)
- Road closure
- Publicity/Media Advice

Response may be in the form of written advice of proposed future action or referred to Council for budget consideration with associated immediate action to reduce risk, if required.







## Appendix D

### Asset Inspection Details

Inspection Type	Purpose	Inspection Performed by & Reporting Requirements
Risk/Safety Inspection	<ul style="list-style-type: none"> <li>Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community.</li> <li>Safety issues may be detected as the result of: An observation followed by notification to council by members of the community, or council employees while undertaking their normal work duties with a subsequent safety inspection to be conducted by an appropriate council officer.</li> </ul>	<ul style="list-style-type: none"> <li>Officer of the Council with some knowledge of road maintenance techniques who may then call in a higher level of expertise if necessary.</li> <li>Recording to identify specific safety defect, time first reported, time inspected &amp; by whom, subsequent action &amp; time of completion.</li> </ul>
Programmed (Defect/Maintenance) Inspection	<p>Programmed Inspections are regularly undertaken in accordance with Appendix B – Level of Service and Risk Reduction Inspection to monitor asset condition and asset safety against defect intervention levels as outlined in Appendix B - Table 2 Hazard Response. The inspection frequencies for roads have been determined on the basis of road hierarchy, and the risks associated with defects</p>	<ul style="list-style-type: none"> <li>Officer of the Council with some knowledge of road maintenance techniques who may then call in a higher level of expertise if necessary.</li> <li>Recording to identify specific safety defect, time inspected &amp; by whom, subsequent action &amp; time of completion.</li> </ul>
Incident Inspection	<ul style="list-style-type: none"> <li>An inspection carried out to comply with the requirements of the Road Management Act (Division 5 – Claims Procedure, Clause 116);</li> <li>This inspection enables an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures.</li> </ul>	<ul style="list-style-type: none"> <li>Qualified engineer or Experienced Technical Officer with extensive knowledge and experience in road construction and maintenance practices.</li> <li>Formal Incident Report required, as described.</li> </ul>

Inspection Type	Purpose	Inspection Performed by & Reporting Requirements
Whole of life Asset Condition Inspection (3 yearly)	<ul style="list-style-type: none"> <li>• Inspection undertaken in accordance with a formal inspection schedule to determine if the road asset complies with the levels of service as specified in the Maintenance Service Agreement;</li> <li>• A record of each street/road is to be completed detailing the name of the inspector, the inspection date, time and street/road name and a description of any defects found that are at the specified intervention levels defined in the Maintenance Service Agreement;</li> <li>• In addition, a notation must be recorded of any street/road inspected where no defect was apparent under the specific rigour of the inspection.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory personnel or engineer with knowledge of road maintenance techniques;</li> <li>• A record of the inspection is to be signed by the inspector for placing on council's asset database for reference purposes (NB: this may include insurance or litigation requirements).</li> </ul>

## Appendix E

### Schedules of Changes & Amendments

**Table E1: Changes to Road Management Plan & Service Charter (2005) Will need to be updated**

Reference	Heading	Action	Description
	Executive Summary	Deleted	Not required for a management plan
<b>1</b>	<b>General</b>		
1.1	Distribution of Road Management Plan	Deleted	Not required
1.2	Amendment and Issue Register	Deleted	Included on front cover of document
1.3	Review of this Plan	Revised	Updated into Section 6.5
1.4	Key Stakeholders	Revised	Updated into Section 1.6
1.5	Roles and Responsibilities		
	Asset Management Staff and Responsibilities	Revised	Updated into Section 1.5
	Coordinating Road Authority and Responsible Road Authority	Revised	Updated into Section 2.1
	Demarcation of Responsibility	Revised	Updated into Section 2.5
	Bordering Municipalities	Revised	Updated into Section 2.5
	Arterial Roads	Revised	Updated into Section 2.5
	Crown Land	Revised	Updated into Section 2.6
1.6	Meaning of Terms, Definitions and Abbreviations	Deleted	Not required, or terms not used in document
1.7	Obligations of Road Users	Revised	Updated into Section 1.9
1.8	Obligations of Property Owners (Rural & Urban)	Deleted	Incorporated into Section 2.9
1.9	Availability of Plan	Deleted	Not required
1.10	HRCC Asset Management Policy and Strategy	Deleted	Not required
<b>2</b>	<b>Roads and Infrastructure subject to the Plan</b>		
2.1	Register of Public Roads	Revised	Updated into Section 2.2
2.1.1	Un-made Private Streets and Township Lanes	Deleted	
2.2	Road Hierarchy	Revised	Updated into Section 2.4
	Maintenance Standards	Revised	Updated into Sections 3.2, 3.3, 3.4
2.3	Road Load Limitations for Heavy Loadings and over dimensional Vehicles.	Revised	Deleted
2.4	Codes of Practice	Revised	Updated into Section 1.4
	Fig 2. Council Road Classification & Classification description	Revised	Updated into Appendix A

<b>3</b>	<b>Level of Service</b>	Revised	Updated into Section 3
3.1	Road Risk Maintenance Standards	Revised	Updated into Section 3.3, 3.4
3.2	Policies, Strategies and Procedures	Revised	Deleted
3.3	Area Identified Maintenance Systems (AIMS)	Revised	Updated into Section 4.4
3.4	Level of Service	Revised	Updated into Section 3.3
3.5	Community Consultation and Stakeholders Expectations Identified	Revised	Updated into Section 3.2
3.6	Risk Assessment	Revised	Updated into Section 3.3.2
3.6.1	Risk Assessments	Revised	Updated into Section 3.3.2
3.7	Standards of Maintenance	Revised	Updated into Section 3.4
3.8	Emergency Response	Revised	Updated into Section 4.6
3.9	Standards for Construction, Upgrading, Renewal and Refurbishment	Deleted	Not required
3.10	Fire Prevention Vegetation Clearance	Revised	Updated into Section 3.6
3.11	Environment	Revised	Updated into Section 3.5
<b>4</b>	<b>Financial Resources</b>		
4.1	Budget Provisions	Revised	Included in Section 3.1
4.2	Other Sources	Deleted	Not required
<b>5</b>	<b>Management System</b>		
5.1	Establishing Works Priorities	Revised	Updated into Section 4.5
5.2	Responsibilities for Road Management Plan Implementation	Revised	Updated into Section 1.5
5.3	Service Requests	Revised	Updated into Section 4.3
5.4	Maintenance Management System (Asset Management Plans)	Deleted	Not required
5.5	Safety at Work Sites	Deleted	Required under Council's OH&S Policy
5.6	Quality Assurance	Deleted	Management system is described in the Plan
5.7	Duty to Inform 'Non-Council', Works and Infrastructure Manager or Property Owner	Deleted	Is a requirement of the Road Management Act
5.8	Owner Responsibilities - Driveways	Revised	Updated into Section 2.9
5.9	Incident Inspections and Response	Revised	Updated into Section 4.2
5.10	Records of Inspections and Maintenance Works	Revised	Updated into Section 4.7
5.11	Boundary Roads.	Revised	Updated into Section 2.5
<b>6</b>	<b>Asset Management</b>	Revised	Deleted
6.1	Asset Management Policy	Revised	Deleted
6.2	Road Asset Management Plan	Deleted	Deleted

6.3	Asset Management System	Deleted	Detailed in Section 4 (4.1 - 4.7 incl), and Section 5 (5.1 - 5.3 incl)
7	Performance Management and Review		
7.1	Performance Monitoring	Revised	Updated into Section 5.1
7.2	Audits	Revised	Updated into Section 5.2
7.3	Amendment of Road Management Plan	Revised	Updated into Section 5.4
7.4	Plan Review	Revised	Updated into Section 5.3
8	Supporting Documents	Deleted	Reference documents in Section 1.4
8.1	References	Deleted	Reference documents in Section 1.4
8.2	Council Documents & Procedures	Deleted	Reference documents in Section 1.4
8.3	Other Documents	Deleted	Reference documents in Section 1.4 and this Plan
<b>Appendix 1</b>	<b>Inspections / Interventions</b>	Revised	Updated in Appendix B Intervention level for footpaths revised
<b>Appendix 2</b>	<b>Asset Management and Risk Management Framework</b>	Revised	Updated in Appendix C
<b>Appendix 3</b>	<b>Asset Inspection Details</b>	Revised	Updated in Appendix D



**Table E2: Schedule of Changes Within the Road Management Plan 2013**

Reference	Heading	Action	Description
<b>1</b>	<b>Introduction</b>		
1.1	Background	New	Background information based on introduction of the Road Management Act 2004
1.2	Purpose	New	Sets out the purpose of the Plan
1.3	Scope	New	Sets out the scope of the Plan
1.4	Legal Basis For The Plan	New	Sets out statutory documents as the basis of the Plan
1.5	Responsibilities For Road Management Plan Implementation	Revised	Updated from Section 1.5
1.6	Key Stakeholders	Revised	Updated from Section 1.6
1.7	Council Is A Road Authority	New	Includes update of earlier version Section 1.7
1.7.1	Role Of A Road Authority	New	Stes out the role of a road authority
1.7.2	General Functions Of A Road Authority	New	Sets out the general functions of a road authority
1.7.3	Exercise Of Functions And Powers Of A Road Authority By Council	New	Sets out how Council will exercise its functions and powers as a road authority
1.8	Definition Of "Road"	New	Provides a clear definition of "road" for the purposes of this Plan
1.9	Obligations Of Road Users	Revised	Updated from Section 1.7
1.10	Force Majeure	New	Suspension of the Plan due to unforeseen circumstances
<b>2</b>	<b>Asset Description And Responsibilities</b>		
2.1	Coordinating Road Authority And Responsible Road Authority	Revised	Updated from Section 1.5
2.2	Register Of Public Roads	Revised	Updated from Section 2.1
2.3	Roads Reasonably Required For General Public Use	New	Sets out which roads are to be included in a Register of Public Roads
2.4	Road Hierarchy	Revised	Updated from Section 2.2
2.5	Demarcation And Maintenance Agreements With Other Road Authorities	Revised	Updated from Section 1.5
2.6	Crown Land	Revised	Updated from Section 1.5
2.7	Rail Safety Interface Agreements	New	Follows introduction of Rail Safety Act 2006
2.8	Off Road Paths	New	Off road paths are not recorded in the Register of public Roads and are managed under Council's Footpath Management Plan
2.9	Landowners Responsibilities –	Revised	Updated from Section 5.8

	Driveways		
<b>3</b>	<b>Levels Of Service</b>		
3.1	General	New	Provides definition of Level of Service and basis of development of current level of service
3.2	Community Consultation And Stakeholders Expectations Identified	Revised	Updated from Section 3.5
3.3	Agreed Levels Of Service	Revised	Updated from Sections 3.1, 3.4
3.3.1	Maintenance Levels Of Service	New	Sets out the reasons for road maintenance
3.3.2	Risk Assessment	Revised	Updated from Sections 3.6, 3.6.1
3.4	Standards Of Maintenance	Revised	Updated from Section 3.7
3.5	Environment	Revised	Updated from Section 3.11
3.6	Municipal Fire Prevention Plan	Revised	Updated from Section 3.10
<b>4</b>	<b>Road Maintenance Management System</b>		
4.1	Inspections	New	Details the types of inspections carried out
4.1.1	Reactive Safety Inspections	New	Description of reactive safety inspection
4.1.2	Programmed (Defect/Maintenance) Inspection	New	Description of programmed (defect/maintenance) inspection
4.1.3	Incident Inspections	New	Description of incident inspection
4.1.4	Condition Inspections	New	Description of condition inspection
4.2	Incident Inspections And Response	Revised	Updated from Section 5.9
4.3	Notification Of Defects - Service Requests	Revised	Updated from Section 5.3
4.4	Area Identified Maintenance Systems (Aims)	Revised	Updated from Section 3.3
4.5	Establishing Works Priorities	Revised	Updated from Section 5.1
4.6	Emergency Response	Revised	Updated from Section 3.8
4.7	Records Of Inspections And Maintenance Works	Revised	Updated from Section 5.10
<b>5</b>	<b>Performance Management And Review</b>		
5.1	Performance Measuring Of The Plan	Revised	Updated from Section 7.1
5.2	Internal Auditing Of Processes	Revised	Updated from Section 7.2
5.3	Performance Review Of The Plan	Revised	Updated from Section 7.4
5.4	Amendment Of Road Management Plan	New	Replaces Section 1.3, 7.4
5.5	Statutory Review Of The Plan	New	Sets out Council's statutory obligation to review the Plan
	<b>Appendices</b>		



Appendix A	Road Hierarchy	Revised	Amended from Section 2.4, Figure 2
Appendix B	Inspection Frequency	Revised	Revised from Appendix 1 Intervention level for footpaths revised
Appendix C	Road Management Plan Risk Management	Revised	Revised from Appendix 2
Appendix D	Asset Inspection Details	Revised	Revised from Appendix 3
Appendix E	Schedule Of Changes & Amendments	New	As required by Section 54 (7) of the Road Management Act