Kyogle Council

Road Network Management System Overview

DOCUMENT CONTROL

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1 PURPOSE

Council's document titled **Road Network Management System Overview** outlines the structure of the policies and management plans which provide guidance to Council staff and the community in relation to the operation of Council's Road Network.

2 SCOPE

This document covers all matters relating to Council's function as a Road Authority and owner of road related assets.

3 DISCUSSION

Council has a duty of care under common law to ensure that the Road Network is as safe for the road user as it can be made within the reasonable resources of Council. To achieve this, implementation of management systems and documented procedures is needed to determine the allocation of resources. These aim to strike a balance between optimal maintenance, minimised whole of life costs, user amenity and value for money in a Risk Management context.

This document provides an overview of the structure of the systems and documentation in place relating to Council's Road Network. This document is formulated so as to allow for additions or amendments to individual components of the system, without requiring modification of all documentation. To this end individual policies and management plans have been developed which relate to specific areas of the Road Network.

4 COMPONENTS

The Kyogle Council Road Network Management System has the following components;

- **Road Network Management System Overview**

- **Road Network Risk Management Policy**

- **Road Network Management Plan**

- **Property Access and Addressing Policy**

- **Property Access and Addressing Management Plan**

- **Public Gates and Bypasses (Cattle Grid) Policy**

- **Public Gates and Bypasses (Cattle Grid) Management Plan**

- **Road Reserve Policy**

- **Road Reserve Management Plan**

5 DEFINITIONS OF TERMS

5.1 Risk Management

Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring hazards and the risks associated with them.

5.2 Defects

Defects are predefined descriptions used to identify the type of problem existing on the Road Network. These may be a hazard to road users, or a form of degradation of the road or road related asset which could result in failure of the asset if not rectified. For the local Road Network Defects are as defined in the Road Network Management Plan, and subject to change as required. For the State Road Network the Defects are as defined within the RTA SIMC documentation.

5.3 Activities

Activities are predefined description of the actual work required to repair a Defect or improve the condition or standard of a Road Network asset. For the Local Road Network Activities are as defined in the Road Network Management Plan, and subject to change as required. For the state Road Network the Activities are as defined within the RTA SIMC documentation. Whenever possible the Activity definition should be the same for the local Road Network and the State Road Network.

5.4 Work Order

A Work Order is the documentation issued to works overseers approving a work Activity for programming and completion. The RTA SIMC refers to a Work Order as an approval from the RTA to conduct works outside the routine maintenance items within the RTA SIMC. In all cases these are referred to as "RTA Work Orders" to avoid confusion.

5.5 Verification

Verification is the follow up inspection of a Work Order that the responsible staff member has returned and identified as completed. This inspection is to ensure works completed comply with relevant standards.

5.6 Road Register

The Road Register is where Road Network information is stored as required by the Roads Act 1993, Local Government Act 1993, and Australian Accounting Standard AAS27. Council uses a system developed in house to record, assess and track all Defects and Work Orders. This system is referred to as the Road Register and is linked to the other third party software and other electronic recording systems developed in house. BizeAsset is used to store and monitor the recording of road names, definition of route, road class, section 94 category, road authority, and lengths as well asset information for all road related infrastructure, including financial calculations and mapping through Council's geographical information system. In addition Council use a specialist bridge management system called BridgeAsyst to record and assess bridge and major culvert maintenance and repair works.

5.7 Segments

Segments are the individual sections of a particular road broken into predefined types to differentiate the various types of construction eg sealed road, unsealed road, timber bridge, causeway, grid, gate etc. For local roads and streets these are created by Council following documented procedures. For state and regional roads Segments are defined in consultation with the RTA.

5.8 Section 94 Catchment

These boundaries were developed to reflect both physical and management boundaries of the Road Network. These boundaries were used in the development of Council's Section 94 Contributions plan for Urban and Rural Roads. The definition of these boundaries is mapped in Council's geographical information system.

5.9 Road Network

Roads and road related infrastructure consisting of, but not limited to, road pavements and formations, bridges, bulk earthworks, drainage works, safety rail, footpath, kerb and guttering, urban stormwater, signs, guideposts, and roadside vegetation.

5.10 Non-Conformance

A Non-Conformance is the recording and follow up documentation of a failure to meet specific contract or work Activity requirements.

5.11 Corrective Action Request

A Corrective Action Request is the recording and documentation of observations of concern or Non-Conformances where the principal for a contract has deemed a matter significant enough to warrant corrective action.

5.12 External Works

External Works are works conducted by individuals or contractors. These include but are not limited to, developer works, vehicular access construction and maintenance, road openings, and public gate and grid construction and maintenance.

5.13 Private Works

Private Works are works conducted by Council and their subcontractors on behalf of private individuals and developers.

5.14 Property Access
Any structure constructed to obtain access to a property by any means.

5.15 Property Address
The record of the official address held for each property in the Council Area incorporating both Urban Street Addressing and Rural Road Numbering.

5.16 Vehicular Access
A Property Access specifically designed to allow for access by vehicles into the adjoining property.

5.17 Vehicular Access Permit
The conditional approval from Council for construction of a Property Access of any type at a designated location within Council's Road Network.

5.18 Rural Road Number
The number assigned to each Vehicular Access to identify the location of the access along a road.

5.19 Urban Street Numbering
The number or numbers allocated to each parcel of land within the village areas.

5.20 Public Gate
A gate structure placed within the public road reserve as defined in the Roads Act 1993.

5.21 Public Gate Permit
The record of the consent of the Road Authority to erect a Public Gate.

5.22 Public Gate Bypass
A ramp, grid or other structure required by the Road Authority as a bypass for vehicles at the intersection of the road with the boundary fence where a Public Gate Permit has been granted.

5.23 Public Gate Register
The record of the issuing and revocation of Public Gate Permits and Bypass requirements.

6 RELATED DOCUMENTS

The Kyogle Road Network Management System should be read in conjunction with the following related documents;

6.1 Council Policies

- Kyogle Council Road Network Risk Management Policy
- Kyogle Council Property Access and Addressing Policy
- Kyogle Council Public Gate and Bypass (Cattle Grid) Policy
- Kyogle Council Road Reserve Policy
- Kyogle Council Section 94 Contributions Plan for Urban and Rural Roads
- Kyogle Council Occupational Health and Safety Policy
- Kyogle Council Tendering and Quotations Policy

6.2 Council Management Plans

- Kyogle Council Road Network Management Plan
- Kyogle Council Property Access and Addressing Management Plan
- Kyogle Council Public Gate and Bypass (Cattle Grid) Management Plan
- Kyogle Council Road Reserve Management Plan
- Kyogle Council Urban Stormwater Management Strategy
- Kyogle Council Roadside Vegetation Management Plan
- Kyogle Council Corporate Occupational Health and Safety Management System
- Kyogle Council Record Management Plan
- RTA SIMC Project Management Plan
- Other Technical Services Project Specific Management Plans

6.3 Council Manuals

- Vic Roads Bridge Inspection Manual
- BridgeAsyst User Manual
- Kyogle Council DataWorks User Guide
- BizeAsset User Manual
- Kyogle Council Purchasing and Supply of Goods and Services Procedure Manual

6.4 Specifications

- RTA 2004/2008 Single Invitation Maintenance Contract
- Northern Rivers Local Government Construction Manual
- Northern Rivers Local Government Development and Design Manual
- AUSTROADS Guide to Traffic Engineering Practice
- AS 1742 Manual of Uniform Traffic Control Devices
- Any RTA Specifications as applicable
- Any other Australian Standards as applicable

6.5 Electronic Recording Systems

- *DataWorks* – third party software
- *BizeAsset* – third party software
- *BridgeAsyst* – third party software
- *Road Register* – developed in house
- *Public Gate Register* – developed in house
- *CAR Register* – developed in house

- *Vehicular Access Register* – developed in house
- *Road Opening Register* – developed in house

6.6   Other Related Documents

- Kyogle Council Register of approved Activity Specific Work Method Statements
- Kyogle Council Register of approved Safe Work Method Statements
- Kyogle Council Register of Internal Procedures
- Kyogle Council List of words for the provision of road names within the Kyogle Local Government Area
- Kyogle Local DISPLAN – Road Closure Sub Plan

6.7   Relevant Legislation

- Local Government Act 1993
- Roads Act 1993
- Roads (General) Regulation 2000

7   DOCUMENT CONTROL

All copies of the Road Network Management System documents shall be controlled and issued by the Engineer: Asset Services.

7.1   Master Documents
The Engineer: Asset Services shall keep a library of all master Road Network Management System documentation and all related documents in the Technical Services offices. The master copies library shall include a distribution list of documents issued and any amendments will be issued to all copies on the distribution lists for each document.

7.2   Controlled Copies
Copies of the Road Network Management System component documents, the Register of Internal Procedures, Register of Approved Activity Specific Work Method Statements, Register of Safe Work Method Statements are to be issued to the Technical Officer Quality, the Manager Engineering Works, Works Engineer, and the works overseers as controlled copies. All documents shall be issued in protective binders.

Controlled copies of any documents may only be issued in full.

7.3   Other Document Issue
The Manager Engineering Works shall issue relevant extracts from other related documents and specifications and drawings to staff as required. Extracts should also be updated to reflect any amendments to the documentation.

Components of the Road Network Management System may also be issued in part or full by the Engineer: Asset Services at the request of the public or contractors. A fee may be charged for supply of both controlled copies and non-controlled copies in accordance with Council's Management Plan.

8   AUDITING AND REVIEW

There are four main areas requiring regular auditing and review to ensure Council's policies and practices comply with relevant legislation and contractual requirements. These are generally the areas outlined below;

- Occupation Health, Safety and Rehabilitation

- Environmental

- Quality

- Management Systems

Any auditing of documented policies, procedures and systems will generally be done by functional area. This may be as general as the review of Management system documentation such as this document, or activity specific such as the review of Activity Specific Work Method Statements or Safe Work Method Statements.

8.1   Occupational Health Safety and Rehabilitation
These should be done in accordance with the documented procedures within Council's Corporate Occupational Health and Safety Management System, in particular the Kyogle Council Work Place Safety Audits And Inspections procedure.

8.2   Auditing of Activity Specific Work Method Statements

The Activity Specific Work Method Statements are the main target for auditing as these define how work is undertaken. In general these will only be generated for field work, but the structure of the management system allows these statements to be developed for any function of Council.

These audits will be generally be conducted in the field whilst the specific Activity is being undertaken. The audits should take into account all OHS&R, quality, and environmental considerations for the specific Activity. The outcomes of the audit should be in the form of recommended amendments to the existing Activity Specific Work Method Statement, or the formulation of particular Safe Work Method Statements to accompany the Activity Specific Work Method Statement.

In the case of road related matters these audits should involve Council's OH&S Officer, Technical Officer Quality, and the relevant overseer. This is of course in addition to the actual staff performing the work, whose input must be sought during the audit process.

8.3   Auditing of Management Systems

These audits will generally be conducted in the office by comparing existing systems with the relevant legislation and/or contracts for the particular area. These should be conducted annually by the Engineer: Asset Services in consultation with Asset Services and Works Department staff as required. Any amendments to legislation and/or contracts should also initiate a review of the relevant management systems to ensure compliance with amendments.

A written audit report should be supplied to MANEX at least once a year by the Engineer: Asset Services.

8.4   Internal Procedures

Kyogle Council has developed a Corporate Register of Procedures to assist staff in meeting requirements of the many and varied Council policies and management systems. The staff member/s responsible for ensuring these procedures are followed should be regularly reviewing these procedures to ensure relevance and accuracy. Where discrepancies are identified these should be addressed in writing to the relevant director for consideration and review. This allows for more ownership of the procedures and ensures they are able to be easily followed in the event of staff turnover and/or absence.

8.5 Ongoing Consultation

As well as structured planned audits of Activity Specific Work Method Statements, and management system documentation, staff are encouraged to provide input to assist in these audits at any time. Input from staff members may also initiate a formal audit if the matters raised are deemed to warrant this. Input from staff may also be taken as information to be considered during the next formal audit or review.