



City of Port Phillip

ROAD MANAGEMENT PLAN

Adopted by Council on November 2004

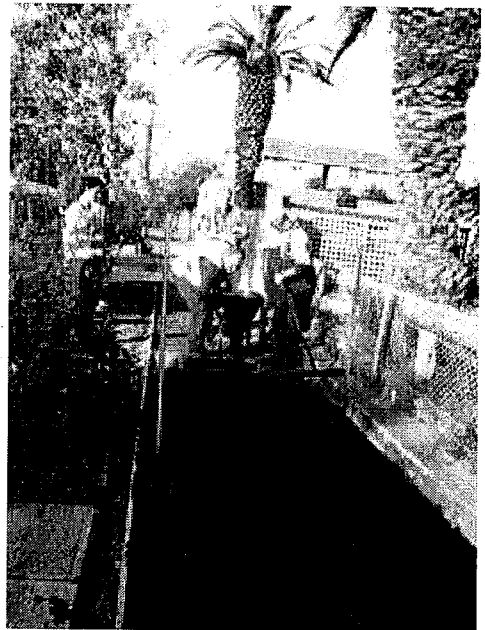


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ROAD MANAGEMENT PLAN

1. GENERAL

1.1 Introduction

The City of Port Phillip is committed to providing high standards of amenity for its residents and visitors alike. Through the City's Council Plan, issues of sustainability, safety and amenity are addressed, with the "4 Pillars" (Economic, Environment, Cultural & Social Elements) providing the framework for implementation. The development of a Road Management Plan complements the City's Council Plan, address the specific element of the maintenance and management of public road and road-related infrastructure, as well as legislative issues arising from the Road Management Act 2004.

This Road Management Plan sets out the foundations for Council's commitment to providing sustainable and safe public road networks for the community.

The Road Management Plan will not be a static document. It will be reviewed and amended from time to time to meet the changing needs of the City.

1.2 Legislative Basis for Plan

This Road Management Plan (the Plan) is prepared in accordance with Division 5, Section 49-55 of the Road Management Act 2004 (the Act).

This Plan reflects the purpose and objective of the Council as specified under Sections 3A and 3C of the Local Government Act, 1989 as listed below:

Purpose

The purpose of local government is to provide a system under which councils perform the functions and exercise the powers conferred by or under the Local Government Act and any other Act for the peace, order and good government of their municipal districts.

Objective

The primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.

in developing the policy decisions and relevant standards detailed in this Plan, the Council has had regard to the following six fundamental Best Value principles specified under Section 208B of the Local Government Act:

All services be

- a. measured against quality and cost standards
- b. responsive to the needs of the community
- c. accessible to those for whom the service is provided
- d. subject of continuous improvement
- e. linked to a program of regular community consultation, and
- f. subject to reporting of results to the community in relation to performance of all the above principals.

Other statutes that relate to this Plan include the Road Safety Act 1986, the Transport Act 1983 and Council Local laws, Community Amenity Local Law No. 3, dated 8 September 2003 and Footpath Activities Local Law No. 7 dated 1 July 1999.

The City of Port Phillip has 'badged' its Best Value Program as the 'Sustainable Value Program' with a formal review of services being a key element. The program has established a five-year review program of Council services. The first review was conducted in 2000.

1.3 Purpose of Plan

The Road Management Plan is a plan for road management in the City. The Plan outlines the Council's road management responsibilities, lists the road assets and details the standards of service, maintenance and construction for roads within the City. The plan also contains a description of the management system that has been established by the Council to carry out its duty to inspect, maintain and repair public roads for which it is responsible.

The Plan is designed to ensure that the Council can better meet the expectations of the community when it comes to managing and servicing the roads and road-related infrastructure in the City.

And by road, we mean the area from the building line on one side of the road to the building line on the other side of the road. So this includes the kerb and channel, the laneway, the road, footpath, traffic islands and street trees or planting in the centre of the road.

This Plan aims to:

- a. reflect our commitment to providing a safe and efficient road network for use by all members of the public by identifying assets that the Council is responsible for,
- b. document its commitment to a level of service having regard to affordability, sustainability, community priorities, policies and strategies,
- c. provide a basis to ensure the Council has taken reasonable care in providing a safe road network for the community.

In accordance with Sections 1, 49 and 50 of the Act, the purposes of this Plan are:

- a. to establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources
- b. to set the relevant standards in relation to the discharge of duties in the performance of those road management functions, and
- c. to detail the management systems that the Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible

This Plan complements the Council Plan, Council policies, strategic asset management plans and other strategic documents and procedures developed to facilitate Council to deliver its commitment to the community.

1.4 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- The community in general (for recreation, sport, leisure & business);
- Residents & businesses adjoining the road network;
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- Users of a range of miscellaneous smaller, lightweight vehicles such as pedal cyclists, motorised buggies, wheel chairs, prams, etc;
- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- Tourists and visitors to the area;
- Utilities as prescribed in Section 3 of the Act. They include an entity which provides water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services, any person who under the Pipelines Act 1967 is permitted to own, use, construct or operate a pipeline, or a provider of public transport;
- Adjoining municipalities;
- State and Federal governments through their road agencies; and
- Council, both elected representatives and staff.

1.5 Meaning of Terms

Terms used in this Plan have the same meaning as the specific definitions included in the Act unless specifically stated otherwise.

Contract means any current contract between Council and its current external service providers for the maintenance of road assets on any public road.

Day refers to a normal working day.

1.6 Duty of Road User

All road users have a duty of care under the Road Management Act 2004, Section 106 and 138 with particular obligations prescribed in Section 17A of the Road Safety Act 1986 which states:

Obligations of road users

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

1.7 Availability of Plan and Associated Documents

This Plan, Level of Service, Register of Public Roads and related Codes of Practice are available for inspection, in hard copy format, at the location detailed below, during office hours: 8.30 am to 5.00 pm each working day.

St Kilda Town Hall, corner of Carlisle Street and Brighton Road, St Kilda

An electronic version of the Plan, Level of Service and Register of Public Roads is available at the Port Phillip Internet site www.portphillip.vic.gov.au.

2. ROADS AND ANCILLARY AREAS SUBJECT TO THE PLAN

2.1 Co-ordinating Road Authority

The Council, under the Act is the “Co-ordinating Road Authority” for municipal roads within the City as set out in the Register of Public Roads.

Section 205 of the Local Government Act, 1989 requires Council to have responsibility for the care and management of local roads within its responsibility.

In particular, Council must ensure that if a road is required for public traffic, it is kept open for public use, and may carry out work on the road. The Council is not obliged to do any specific work on the road and in particular is not obliged to carry out any surface or drainage work on an unmade road.

2.2 Register of Public Roads

The provisions of this Plan apply to those local roads, bridges, and pathways listed in the Register of Public Roads, and road-related infrastructure which Council is responsible. The road-related infrastructure includes signs, street furniture, drains, traffic lights and other similar assets. The Register may be viewed at the times and locations set out in section 1.7 of this Plan.

The Council has determined that those local roads, bridges and pathways on the Register of Public Roads are those public highways that are considered to be reasonably required for general public use.

Where applicable, the Council has also designated certain areas adjacent to a public road as ‘ancillary areas’. These areas may include parking areas and the like. The provisions of this Plan apply to these areas. Where applicable, these areas are recorded in the Register of Public Roads.

The Register of Public Roads includes a hierarchy system. This classification system is used only to differentiate service levels.

Where applicable, the details of the agreements between the Council and other road authorities, made pursuant to Section 43 of the Act, are also included in the Register of Public Roads.

This Plan does not apply to any driveway or pathway providing access from private property to a public road, roads and road-related infrastructure under the responsibility of other road authorities like freeways, arterial roads, etc., any asset belonging to utility and public transport companies such as street lighting, tram tracks, utility poles, rail crossings, water mains, passenger shelters, etc., and privately owned assets such as connections to private properties, overhanging structures, etc.

The Register of Public Roads and information on road infrastructure are generated from Council asset records. The information will be updated as assets are created, amended, discontinued or disposed of to meet the needs of the community.

2.3 Car Parks

Car Parks included within the Register of Public Roads are those that the public has access to and Council is responsible for the management and enforcement provisions.

2.4 Road and Footpath Hierarchy

The Register of Public Roads includes the road and footpath hierarchy as listed below. This hierarchy system is used only to differentiate service levels.

(a) The road hierarchy used by Council is as follows:

- Arterial Roads (exclude through traffic lanes and medians)
- Collector Roads
- Local Road in Shopping Areas
- Local Roads in Non-Shopping Areas
- Unconstructed Local Road
- Laneway in Shopping Areas
- Laneway in Non-Shopping Areas
- Unconstructed Laneway

(b) The footpath hierarchy used by Council is as follows:

- Footpaths in Shopping Areas
- Footpaths in Non-Shopping Areas
- Unconstructed footpaths

(c) The car park hierarchy used by Council is as follows:

- Car Parks in Shopping Areas
- Car Parks in Non-Shopping areas
- Unsealed Car Parks

2.5 Codes of Practice

The Road Management Act 2004 includes provision for the making of Codes of Practice to provide practical guidance for road authorities, service providers, and works and infrastructure managers in the performance of their functions and duties under the Act. The following Ministerial Codes of Practice may be viewed on the VicRoads' website www.VicRoads.vic.gov.au

- *Operational Responsibility for Public Roads:* This Code provides guidance in determining the physical limits of operational responsibility between road authorities for the different parts or elements within the road reserve of public roads.
- *Clearways on Declared Arterial Roads:* This Code provides guidance to VicRoads in the establishment of proper management and consultation processes, particularly with Council, with regard to the implementation of clearways on declared arterial roads.
- *Managing Utility and Road Infrastructure in Road Reserves:* This Code provides guidance for road authorities and utilities in planning and managing their infrastructure in road reserves. eg gas, water, electricity, telecommunications etc.

2.6 Boundary Roads

Unless otherwise stated in this Plan, the boundaries between Council and its neighbours are as defined in Schedule 1 of the Victoria Government Gazette S 35 22 June 1994 as follow:

Commencing on the shore of Port Phillip Bay at a point in line with Head Street; thence easterly by that street to St Kilda Street; thence northerly by that street and easterly by Glen Huntly Road to Brighton Road; thence northerly by that road to Hotham Street; thence northerly by that street to Inkerman Street; thence easterly by that street to Orrong Road; thence northerly by that road to Dandenong Road;

thence westerly by that road and Queens Way to Punt Road; thence northerly by that road to High Street; thence westerly by that street to St Kilda Road; thence north-westerly by that road to Dorcas Street; thence westerly by that street to Kings Way; thence north-westerly by Kings Way to the southern boundary of the West Gate Freeway reservation, near Market Street; thence westerly by that freeway reservation boundary to Todd Road; thence southerly by that road to the access road to White Reserve; thence southerly by that access road to the northern boundary of White Reserve; thence south-westerly and southerly by the boundary of that reserve and a line in continuation to the shore of Hobsons Bay, and thence easterly and south-easterly by that shore and southerly by the shore of Port Phillip Bay to the point of commencement.

Council has common boundaries with the following Councils:

- City of Melbourne
- City of Stonnington
- City of Glen Eira
- City of Bayside

A map showing the boundary of the City is shown in Appendix 1.

3. LEVEL OF SERVICE

The level of service has been developed using various sources of information including the outcomes of the Sustainable Value Program and customer satisfaction surveys. The community indicated the following three underlying requirements:

- Access
- Asset condition, and
- Safety

Various external service providers engaged by Council to carry out maintenance works in accordance with the terms and conditions of the contracts. Council staff undertake Permits and Local Law matters, such as parking, etc.

3.1 Management of Road Asset

Maintenance of the road asset is currently managed on behalf of Council by a number of external service providers in accordance with specified contractual requirements. Currently service providers are working to contracts covering:

- Parks & Open Space Maintenance Services
- Street Tree Maintenance
- Traffic Signal Maintenance
- Street & Beach Cleaning Service
- Civil Construction & Maintenance Services

These contracts are for fixed terms and are subject to review and re-tendering on a regular basis.

Each contract has requirements for quality assurance, safety and environmental management. Service providers are required to record inspections and works undertaken in accordance with the specific requirements of the individual contract, which may vary from contract to contract.

3.2 Level of Service Review

The Sustainable Value Program was undertaken in the context of:

- a. the object of good road management
- b. the rights of users of local roads and pathways
- c. the priorities and social, environmental and economic needs of the community and of road users
- d. the special needs of any sector of the community
- e. the Council's overall policy and budgetary position
- f. relevant environmental, economic, social or financial policies or objectives of the Victorian Government in relation to road management
- g. the volume and nature of usage of local roads and pathways
- h. seeking to secure the most efficient and effective management and use of the local road and pathway network and infrastructure to meet the needs of the community and road users
- i. ensuring the most efficient use of the resources available for local road and pathway management
- j. ensuring that the local road and pathway network and infrastructure are as safe for users as is reasonably practicable, and
- k. adequately co-ordinating the development and use of the road reserve generally, particularly in regard to non-road infrastructure

The level of service in this Plan outlines:

- a. the task or work expected to be undertaken
- b. the quantity of work expected to be undertaken (workload indicators)
- c. the schedule of inspections to be undertaken of specified matters at specified intervals
- d. the circumstances under which intervention action is to be taken with respect to repair or maintenance needs for defects reported or found on inspection
- e. the priority to be given to intervention action with respect to repair or maintenance needs for defects reported or found on inspection
- f. the kind of priority intervention action which is to be taken in the circumstances specified under paragraph d, and
- g. assessment of resources required to deliver the specified maintenance services

Information on level of service for the maintenance of the various assets include activity, description of work, intervention level and response time. Levels of service are shown in a separate document titled Levels of Service for Road Management Plan. The document may be viewed at the times and locations set out in section 1.7 of this Plan

The levels of service specified show the service provided by the Council at the time of publication. The levels of service will be reviewed and updated regularly in conjunction with the Sustainable Value Program to meet community needs and expectations.

In emergencies, natural disasters or similar unpredictable events, resources of Council and its service providers may be deployed. In these circumstances the level of service will be resumed after available resources have been returned to their original level.

The Plan acknowledges the importance of understanding and monitoring the links between community expectations, workload indicators and intervention action. A substantial increase in the pavement area to be maintained can impact upon intervention action (and customer satisfaction and duty of care requirements) if not accompanied by a comparable increase in budget allocation or productivity improvement.

3.3 Community Consultation

Community consultation is undertaken on a regular basis as part of the Council's Sustainable Value Program which has been designed to measure residents' perceptions of Council's performance on road maintenance, major construction works, footpaths, street furniture, signs, line marking, flooding of roads and complaints and related requests made to Council. This survey was last undertaken in 2003 and a report prepared.

A detailed analysis and results of this survey are set out in full in the Council's "Civil Design and Construction & Maintenance Services 2003 Community Satisfaction Survey" report.

3.4 Risk Assessment

The Internal Auditor of Council conducted a risk assessment on each business area of Council and the development and implementation of this Plan; generally in accordance with the principles of the Standard AS/NZ 4360-2004.

Inspections are undertaken on a regular basis for the purposes of ensuring that the assets are being maintained in a safe manner and that adopted intervention levels are being met. The prioritisation of works is based on risk assessments taking into

consideration the workload indicator for specific activities covered by the maintenance contracts.

3.5 Standards for Construction, Expansion, Upgrading, Renewal and Refurbishment of Road Assets

The proposed standards for construction of new local roads and pathways and for the expansion, upgrading, renewal and refurbishment of existing local roads and pathways will be in accordance with the standards and specifications adopted by Council. However, the City being a fully developed urban environment, in some instances, due to site constraints and other factors, the standards or guidelines may not be able to be complied with entirely. In such situations, professional judgements will be adopted.

3.6 Standards of Maintenance

The proposed technical standards and specifications of maintenance works to be implemented are generally comply with industry standards for the various category of works.

Given the outcomes of the Sustainable Value and customer satisfaction surveys the standards of maintenance are considered reasonable in the context of the provisions of the Act.

3.7 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 the document titled Levels of Service for Road Management Plan.

4. FINANCIAL RESOURCES

4.1 Budget Provisions

The commitments and obligations specified in this Plan are matched to the financial resources available. Financial resources commitments are detailed in Council's annual budget papers.

The financial resources allocated for works on local roads, pathways and road-related infrastructure are considered appropriate having regard to the overall service delivery priorities of the Council and the outcomes of the Sustainable Value Program and customer satisfaction surveys.

4.2 Budget Process

The budget process ensures that all matters that require consideration are taken into account prior to final adoption by Council.

Community input is sought during the preparation of the Council Plan and annual budget. Submissions are invited via public notice advertisements. Any submissions by the community are considered prior to Council adopting its annual budget. This process ensures that the community has every opportunity to participate in the budgetary process.

Asset maintenance budget is developed using information from customer satisfaction surveys, asset inspections, risk assessments, market rates for various activities and past asset performance data.

Capital works budget in general is based on community needs, Council priorities in service provision, asset condition information, and risk assessment on assets.

4.3 Other Sources

Road works can be funded from sources other than those provided directly by Council. These can include Special rate and Charge Schemes, Developer Contribution Schemes and direct funding by developers for provision of the original asset and upgrading of road infrastructure affected by development.

5. MANAGEMENT SYSTEMS

5.1 Management System

Council provides many different services to its community. The management of roads and road-related infrastructure included in this Plan is one of those services. Information flow and decision-making processes are complex. Appendix 2 shows a summary, in flowchart format, the management system that Council proposes to implement in the discharge of its responsibilities in inspecting, maintaining and repairing its public roads and road-related infrastructure.

The chart outlines the process of determining the levels of service, allocating resources, prioritising works, and carrying out works from reporting of asset defects to checking of completed works. A brief description of each steps of the process is included in Appendix 2.

The procedures are subject to regular review and update as part of Council's commitment to the continuous improvement process. The information in Appendix 2 outlines the procedures at the time of publication of this Plan.

5.2 Establishing Works Priorities

The Council will establish maintenance works priorities in accordance with set criteria using operating data from its contracted service providers' maintenance management systems taking into account its duty to inspect, maintain and repair public roads for which it is responsible.

5.3 Responsibilities for Road Management Plan Implementation

The Chief Executive Officer shall have responsibility for assigning the roles and responsibilities of the appropriate Council officers for the purposes of implementing the requirements of the Road Management Act, this Road Management Plan and the responsibilities of Works Manager. Duties to be undertaken by Council staff shall include but are not limited to those set out in Schedule 7 of the Act. The Chief Executive Officer shall ensure that key personnel responsible for implementing the provisions of this Plan have the appropriate qualifications and experience and are provided with adequate resources to undertake their roles and responsibilities in an effective manner. The roles and responsibilities shall be in line with the organisation structure of Council.

5.4 Service Requests

The customer request handling process in Appendix 2 summarises the processes and systems that have been established to receive and deal with service requests, complaints and other information from Council staff and the community. This includes information regarding emergency situations occurring outside normal working hours and those circumstances that might develop into claims against the Council.

The system detailed in this Plan provides for the regular monitoring and review of users' and community service requests, complaints and information regarding the nature and standard of responses.

The customer request handling and asset maintenance program implementation processes and systems outlined in Appendix 2 provide for the recording of:

- a. defects or other matters requiring repair or maintenance found on inspection or reported to the Council
- b. the nature, location and time of the proposed repair and maintenance works
- c. when the necessary repair and maintenance works have been completed, and
- d. name and address of person reporting the defect(s)

Appendix 2 details the systems in operation at the time of publication of this Plan. The systems are subject to regular review and update.

5.5 Safety at Worksites

All construction and maintenance work on local roads and pathways will be undertaken in accordance with the relevant occupational, health and safety legislation and codes of practice.

5.6 Duty to Inform Service Provider or Works and Infrastructure Manager

If in the course of meeting its obligations under this Plan, the Council becomes aware that any non-road infrastructure for which a service provider or works and infrastructure manager is responsible:

- is not in the location shown in the relevant records; or
- appears to be in an unsafe condition; or
- appears to be in need of repair or maintenance,

the Council will convey that information in writing to the relevant service provider or works and infrastructure manager within 3 business days of the Council becoming aware of the aforementioned situation.

Utility authorities with assets within the road reserve include:

- Water Authorities– Sewer pits trenches and pipes, water supply valves, hydrants and pipelines
- Gas – Pits and pipelines
- Oil – Oil pipe lines
- VicTrack – Rail tracks, crossings and signage used by both pedestrians and vehicles
- Telstra – poles, overhead cables, pits and trenches
- Optus - poles, overhead cables, pits and trenches
- Electricity – Poles, overhead electric cables, sub stations, pits and trenches
- VicRoads – State pavements, surfaces, kerb and channel and signage

5.7 Fatal and Serious Road Crashes

As soon as practicable, but in no case longer than within 14 days of receiving notice of an incident under Section 115 of the Road Management Act 2004, the Council will cause an “Incident Inspection” to be carried out by a suitably qualified person and a Condition Report as required by Section 116(3) to be prepared. Any Condition Report Prepared 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, defect or condition) or other reports relating to the incident site
- A summary of inspections, maintenance and repairs to that part of the road or infrastructure conducted within the previous 12 months

For the purposes of risk management, in any case that Council becomes aware of a serious injury or fatal crash, it will cause an inspection to be carried out as soon as practicable to record the conditions existing at the crash site and to note any extraordinary matters that may be relevant to the crash. All inspections shall be recorded and should address the matters listed above.

5.8 Records of Inspections and Maintenance Works

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

6. ASSET MANAGEMENT

6.1 Asset Management Policy

The implementation and review of this Plan will be in line with Council's Asset Management Policy and other related policies and procedures.

6.2 Holistic Asset Management

This Plan recognises the inextricable link between the effective management of road assets and the standard of maintenance specified in this Plan.

If the effective management of a road asset is not achievable, the level of maintenance effort and/or standard of maintenance may need to be varied, i.e.

- a. the maintenance effort may need to increase if the intervention levels or standard of maintenance, as specified in this Plan, are to be retained as the underlying condition of the road regresses; and/or
- b. because of budgetary constraints, the intervention levels and/or standards of maintenance may need to be varied to match the deteriorating condition of the road, in which case this Plan will need to be amended accordingly.

Similarly, changes in level of service may impact upon the maintenance effort required and/or standard of maintenance.

6.3 Strategic Road Asset Management Plan

Council is current reviewing its Strategic Road Asset Management Plan (StAMP) in accordance with the requirements of the International Infrastructure Management Manual.

7. PERFORMANCE MANAGEMENT AND REVIEW

7.1 Performance Monitoring

Performance monitoring is undertaken on a programmed basis generally as follows:

- Regular, usually monthly, meetings of Contract Managers with the Service Providers to review all operational matters of routine maintenance, including handling of correspondence, inspections, hazardous situations, programming of works, OH&S matters, etc.
- Monthly meetings of the General Management Team to manage and monitor the implementation of the Capital Works Program.
- Reports on performance to the community are via the Council Annual Report.
- Annual performance report to the State Government.
- Assessment of community feedback via the Community Satisfaction Survey, neighbourhood forums, customer request system and where appropriate, project specific community consultations.

This performance management regime ensures the Council meets its duty of care obligations under the Act. This regime also includes processes for receiving regular feedback from road users and the community.

Benchmarking of key performance indicators is undertaken annually in conjunction with the Sustainable Value Program.

7.2 Audits

Auditing of the contracted service providers' works systems, both maintenance and construction, is undertaken on a regular basis by Council staff responsible to the relevant Contract Managers. Programmed Condition Audits are also undertaken for the purposes of reviewing asset condition and meeting statutory obligations. A programmed service review is in place for the purposes of ensuring that all management systems in place are delivering the levels of service adopted by Council.

7.3 Plan Review

This Plan is not a static document. It will be reviewed and updated from time to time and at least annually. The changes are necessary to meet the changing needs of the City and legislative requirements. The changes will also reflect the change in assets as they are created, amended, discontinued or disposed of, and changes in processes and procedures as part of continuous improvement.

8. SUPPORTING DOCUMENTS

The following supporting documents, whilst complementing the Plan, do not form part of this Plan. They provide guidance in the preparation of this Plan and. Some of the documents are referred to in this Plan.

All supporting documents may change from time to time to reflect changes in Council policy, legislative changes, operational changes or as a result of audit findings.

8.1 Related Documents

- a. Register of Public Roads
- b. Levels of Service for Road Management Plan

8.2 Technical References

- a. Risk Management Standard, AS/NZS 4360:1999
- b. MAV Asset Management Improvement STEP Program – Road Asset Management Plan Framework 2003.
- c. International Infrastructure Management Manual (IIMM) 2002, IPWEA.
- d. Ministerial Code of Practice – Road Management Plans, June 2004.

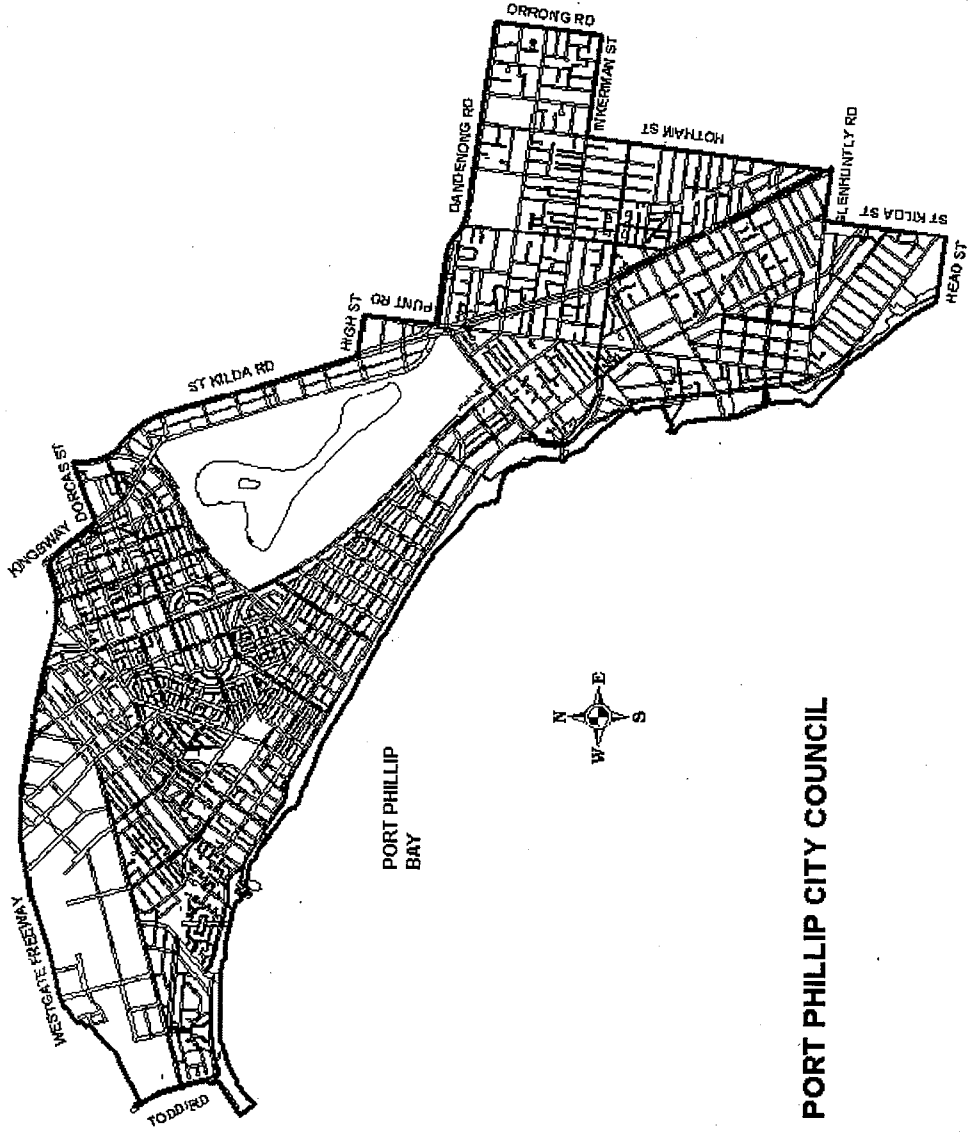
8.3 Council Documents & Procedures

- a. Other relevant Council documents & Procedures include:
- b. Port Phillip Council Plan 2004-2008
- c. Port Phillip Adopted Budget 2004/05
- d. Civil Design and Construction & Maintenance Services 2003
Community Satisfaction Survey
- e. Community Amenity Local Law No.3 dated 8 September 2003
- f. Footpath Activity Law No.7 dated 1 July 1999

8.4 Appended Documents

- Appendix 1: City Map
- Appendix 2: Management System

Appendix 1 – City Map



PORT PHILLIP CITY COUNCIL

Appendix 2 - Management System

(Relating to asset relevant to the Road Management Plan. Refer to attached note for more details)

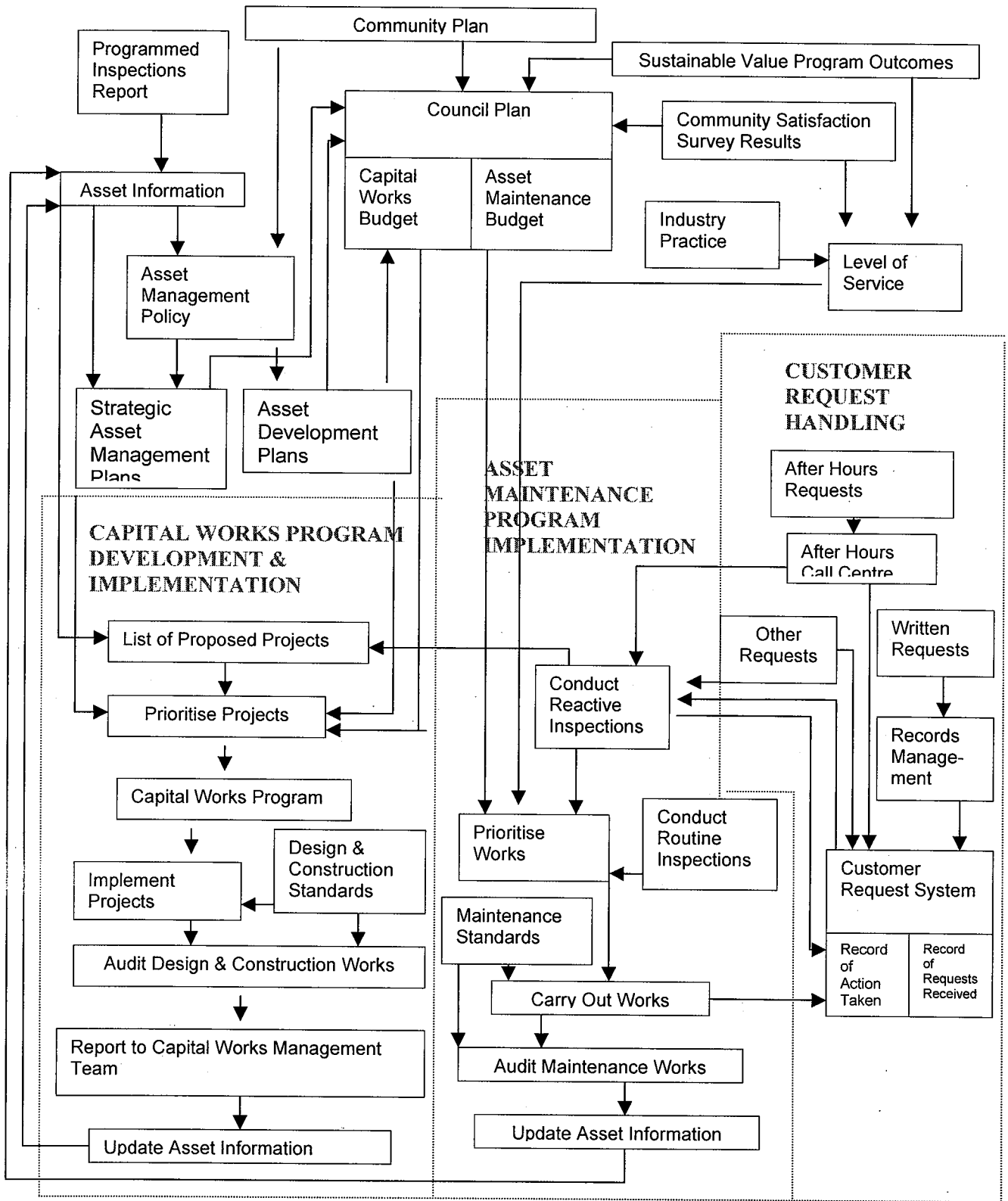


FIGURE 1 MANAGEMENT SYSTEM FLOW CHART

The attached note below is a brief explanation of the documents and activities shown in Figure 1 Management System Flow Chart.

Community Plan

The current Community Plan was developed by a wide cross-section of people who have an interest in the City of Port Phillip. Residents, rate-paying non-residents, business owners and managers, people who work in the City, visitors to the City, government representatives and others with a stake in the City People were involved in a summit, catch-up sessions and reference groups to develop the plan. The Plan reflects the views of a wide cross-section of the community and outlines a vision for the City for the next 10 years. Contained in the Plan is a list of priority areas, which the community believes should be focused on to fulfil the vision. In addition, suggested actions, which may be undertaken to fulfil the vision, are also included. The current Plan is for the period 1997-2007.

It is anticipated that a similar process will be put in place to develop the next Community Plan before the expiry of the current Plan.

Council Plan

This is a four-year Plan, which has been developed from the ten-year Community Plan. It lists the Council's four key goals, outcomes, corporate objectives and strategies for the four-year period. Also included are indicators for each of these. It sets out financial and non-financial resource allocation Plan. It also lists the highlights or matters that the Council wants to focus on in the coming year to work towards achieving its long-term framework. In short, the plan sets out what the councillors and community expect the City of Port Phillip staff to do on their behalf over the coming year.

Capital Works Budget and Asset Maintenance Budget

The budgets are developed as part of the Council Plan. In the development of the budgets, Strategic Asset Management Plans, Asset Development Plans, Sustainable Value Program Outcomes and Community Satisfaction Survey Results are considered:

Programmed Inspections

Internal and external resources conduct programmed inspections. For road assets, internal resources conduct average road conditions whilst external service providers conduct risk identification inspections under contract arrangements. The information is recorded on asset databases.

Asset Information

Asset information from various sources is entered into various databases and other recording systems. The databases contain key attributes on each asset. The databases are updated as new information from capital works projects and maintenance activities becomes available.

Strategic Asset Management Plans

Asset Management Policy guides the development of Strategic Asset Management Plans. The plans are developed from analysis of asset information generated from programmed inspection, projection of asset performance, community needs, and other similar information.

Asset Development Plans

Asset Development Plans detail long and medium term visions specific for an asset or a precinct. They include development frameworks, precinct or asset development master plans, staged development proposals or other similar documents.

Sustainable Value Program Outcomes

Actively responding to Best Value is a legislative requirement of all Victorian Governments. In December 1999, the Compulsory Competitive Tendering (CCT) provisions of the Local Government Act were repealed and replaced with the Best Value Victoria provisions.

The City of Port Phillip has 'badged' its Best Value Program as the 'Sustainable Value Program' with a formal review of services being a key element. The program has established a five-year review program of Council services. The first review was conducted in the year 2000.

The aim is to ensure the services provide 'sustainable value' in that they are continuously improving, relevant to the needs of the community and deliver value for money. The nature of a review is to identify and address the major issues, challenges and opportunities for the service.

Outcomes of the Program are considered in the development of the Level of Service and budgets.

Community Satisfaction Survey Results

The City of Port Phillip aims to closely monitor the quality of service delivery to the community, and seek its guidance on the priorities for improvement.

Selected service areas are surveyed each year to assess the current status of the community opinion, and to identify the trends in attitudes to the Council's performance, comparing performance year on year since 1996. It is based on random telephone interviewing with 300 residents. In addition, 300 business respondents were asked questions about their propensity to complain and the contact experience they had with Council.

Community opinion from the surveys is taken into consideration in the review of Level of Service and budgets.

Industry Practice

Port Phillip Council takes into consideration industry practice, in particular services provided by other councils with similar demography and other characteristics in the establishment of its Level of Service.

Level of Service

The level of service details the Activities, Description of Work, Intervention Level and Response Time for services on various assets. The development of the Level of Service has taken into consideration the Sustainable Value Program Outcomes, Community Satisfaction Survey Results, Industry Practice and budgets.

Design, Construction and Maintenance Standards

Established national and state technical standards are adopted into the design, construction and maintenance of Council assets. In addition, standards reflecting Council's preferences to meet its special characteristics and requirements are also used. They include Australia Standards, VicRoads Standards, Council Standards and other relevant design, construction and maintenance guidelines, manuals and technical references.

Customer Request Handling

All requests or complaints received are entered into the computerised Customer Request System (CRM). The current system is Pathway. The system records details of request initiator, the nature of the request and other relevant information like site location and time of events where applicable. The receiver enters requests through telephone communication or other verbal means directly into the system. All written requests are stored in the records management system, currently in a computerised system called TRIM. The written requests are then entered into CRM.

All requests received are dispatched electronically via e-mail to the responsible service providers for action. All actions taken and other related information including date and time are entered into CRM for record and performance monitoring. CRM has inbuilt monitoring and escalation procedure. In the event the request has not been resolved within the specified timeframe, the escalation process would be activated and the supervising officer will be informed via e-mail to take necessary corrective action. All written correspondences with request initiators are stored in TRIM.

The standards and procedure for this process is documented in The City of Port Phillip Intranet Port Phillip Online under the heading of Standards for Requests and Complaints. The system, standard and procedure are subject to regular review and update.

A system is in place for members of the public to contact Council after normal working hours. An automated communication system directs the caller to access the relevant information. All emergency or urgent calls are directed to an after-hour call

centre. The after-hour call centre personnel then contact the relevant service providers to attend to the situations. The after-hour call centre personnel records the request in its tracking system and generate a report to Council. Council officer logs the request into Council's CRM on the next work day and send it to the relevant service provider to ensure the after-hour request is attended to. All actions taken are recorded in CRM until the case is closed.

Capital Works Program Development and Implementation

Infrastructure assets submitted for Capital Works Program consideration are identified from the asset databases based on condition rating and other relevant factors. Another source of projects include referral from reactive inspections where major works of capital nature are required.

The list of works is evaluated together with other projects detailed in their respective business cases. A Panel ranks each business case according to a system specifically tailored to meet the needs of the City of Port Phillip. The Panel consists of business case initiators, Capital Project Management Team and members from each Council Division with experience in capital works projects.

Capital categories are set to cover all the major services and asset classes. Within the infrastructure asset categories, they are further divided into sub-categories under the headings of Infrastructure Renewal, Service Enhancements and New Initiatives and Strategies. In each of the categories a number of questions are asked and the answers are scored.

Projects are adopted for implementation within Council's capital budget allocation for each financial year. A five-year plan is also developed for planning purposes. The projects are ranked according to: Risk, Rationale, Social Benefits, Cultural Aspects, Environmental Benefits and Economic Factors.

Various project managers implement the projects using internal and external resources as required. Community consultations are generally conducted at the initial stage of projects with significant impact on the community. A second opportunity for community feedback is through the planning permit process as necessary. Established procedures for project implementation are in Council's quality assurance systems. The responsible project and construction managers audit the design and construction processes and outcomes based on the Design and Construction Standards.

As-constructed information on the completed works is conveyed to the Capital Project management Team and the relevant databases are then updated.

Established procedures exist for some of the processes to ensure quality outcomes.

Asset Maintenance Program Implementation

The sources of works to be carried out under the maintenance program include requests from the Customer Request System, works identified in Programmed Inspections and Routine Inspections.

Road related works identified are categorised under Routine Maintenance and Preventative Maintenance. Routine maintenance works are identified, prioritised and carried out in accordance with the Level of Service and workload indicators. Routine maintenance works outside the workload indicators and preventative maintenance works are prioritised to meet budget constraints before implementation. The prioritisation process takes risk factors into consideration. The risk factors include the severity and likelihood of an event occurring. For this reason, the nature of the hazard and the location of the hazard are among the attributes considered.

Actions taken and works completed are recorded in service providers maintenance management systems and reported periodically to the relevant maintenance managers. Action taken on works generated through Council's Customer Request System is recorded in the system.

Quality Management Systems of service providers and Council are in place to ensure established procedures are followed and documented to ensure desired outcomes are achieved.

The responsible maintenance managers audit the maintenance management processes and outcomes. Maintenance activities and audit are conducted using Maintenance Standards as guides and reference points.

Information from asset maintenance activities is stored in service providers' maintenance management databases. Service providers include the information in their regular reports to the maintenance managers. Relevant asset databases are updated with new information verified by the maintenance managers.

ORDINARY MEETING OF COUNCIL
22 NOVEMBER 2004
ORDER OF THE DAY

ORDER 2	ROAD MANAGEMENT PLAN
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	DAVID YEOUART, EXECUTIVE DIRECTOR URBAN SERVICES
AUTHOR:	KATHY DILLON, MANAGER ASSET MANAGEMENT
FILE NO.:	38/02/05
ATTACHMENTS:	DRAFT ROAD MANAGEMENT PLAN

1. KEY ISSUES

- 1.1. This report is to inform council of its option under the Road Management Act to establish a Road Management Plan.

2. CONTEXT

- 2.1. The Victorian Government introduced and passed the Road Management Act during the Autumn 2004 sittings of Parliament.
- 2.2. The purpose of the Act is to establish a coordinated management system for public roads that will promote safe and efficient state and local public road networks and the responsible use of road reserves for other legitimate purposes, such as the provision of utility services.
- 2.3. The Act is a specific Victorian Government response to the high court decision to remove the non-feasance or highway rule. This rule basically gave road authorities common law protection against claims resulting from road condition. There is "sun-set" provision in the Road Management Act which gives non-feasance protection up until 31 December 2004.
- 2.4. The Act will, from 1 January 2005, give road authorities a policy defense if they develop and implement a Road Management Plan. It should be noted that council's insurers have indicated that insurance protection will only be offered to those local authorities that have a Road Management Plan in place.
- 2.5. The majority of the provisions of the Act came into operation on 1 July 2004, however the provisions affecting utilities and works on roads have been deferred and will come into effect no later than 1 January 2005.
- 2.6. The Act provides that council may, as the authority for local roads, put in place its own road management plan that details reasonable road asset management and maintenance policies and procedures.

- 2.7. Following council briefings, a draft plan was developed in mid 2004 and put out for community consultation.
- 2.8. Following the consultation period, a public advertisement was placed in both the daily and local newspapers inviting further comments and submissions. To date no comments or submissions have been received.

3. PROPOSAL

- 3.1. It is proposed that council adopt a Road Management Plan because:
 - 3.1.1. This is consistent with the City of Port Phillip's Asset Management Policy.
 - 3.1.2. Council as a road authority should determine appropriate road asset management and maintenance policies, procedures and standards to meet the needs of its community and priorities of council.
 - 3.1.3. A Road Management Plan will provide a clear delineation of responsibility between road authorities for managing the different parts of the road reserve (eg road, footpath, service road etc).
 - 3.1.4. Having a Plan will clearly define powers and obligations in regard to traffic management, access management, works undertaken by utilities within the road reserve and maintenance of public transport infrastructure.
- 3.2. By adopting a Road Management Plan, council will:
 - 3.2.1. Be able to establish its own reasonable road asset management and maintenance policies and procedures.
 - 3.2.2. Provide to the community a register of roads for which it is responsible.
 - 3.2.3. Enable clarity to the community of civil liability laws for the management of roads in order to receive a level of statutory protection against civil liability claims under the Act.
- 3.3. VicRoads as the co-coordinating state road authority is responsible for all freeways, highways and arterial roads and, as such, has published its own road management plan. Council is currently negotiating an agreement to continue the current arrangement of council maintaining the arterial roads within the City of Port Phillip with VicRoads funding.
- 3.4. Under this arrangement it is proposed that VicRoads will continue to be the responsible road authority – in line with the Road Management Act – and the City of Port Phillip will be the service provider.

4. OPTIONS

- 4.1. The first option, to develop and adopt a Road Management Plan, will provide Council with a statutory policy defense against civil liability claims from accidents arising from defective assets in any of its road reserves.
- 4.2. The second option, not to establish a Road Management Plan, will force council to rely on the judicial system to establish a "reasonable" level of service for the management and maintenance of council assets within the road reserve.

5. POLICY IMPLICATIONS

- 5.1. In adopting a Road Management Plan, council is committing to the management and maintenance of road assets to a standard that is in line with its Asset Management Policy.

6. SUSTAINABILITY IMPLICATIONS

6.1. Social

Establishing the levels of service that council is committed to provide will result in more consistent and equitable services being delivered to the community.

6.2. Economic

Providing a clear delineation of responsibility of the various parties delivering services to the community, has the potential to reduce risk to road users and improve cost effectiveness to council.

6.3. Environmental

The co-ordination of works by various service providers has the potential to deliver desired outcomes in a more environmental manner and the outcomes are likely to be more aesthetically pleasing.

6.4. Cultural

The implementation of consistent levels of service is likely to encourage social cohesion and improve cultural integration.

7. RESOURCE IMPLICATIONS

- 7.1. The implementation of a Road Management Plan will be undertaken within existing staff resources. However, higher emphasis may be placed on recording of work done by the various service providers.

8. INTERNAL CONSULTATION

- 8.1. Councillors have been briefed and updated throughout the various stages of this Act. Supervisors and contract managers of maintenance and construction service providers have been briefed and have participated in a risk assessment workshop.
- 8.2. Council Risk Assessment has been informed about the development of the Road Management Plan.

9. EXTERNAL CONSULTATION

- 9.1. The development process included workshop sessions convened by the Municipal Association of Victoria, other local government authorities, VicRoads, Civic Mutual Plus (council's insurers) and consultants assisting councils as part of the MAV's STEP Asset Management Program.
- 9.2. A public workshop was conducted for "high end road users" and special interest groups and invited participants included the public transport users association, taxi drivers association, motor cycle riders association and the various public transport authorities.
- 9.3. Submissions were also sought and invited from the community and staff during the development of the draft Road Management Plan via public advertisements, council's web site, Diversity etc over the last 6 months.
- 9.4. Copies of the draft Road Management Plan and feedback sheets were also made available from St Kilda, South Melbourne and Port Melbourne town halls.
- 9.5. Advertisements, inviting comments and submissions, were placed in daily and local papers, the Government Gazette and council's web site during October 2004.

10. IMPLEMENTATION

- 10.1. If adopted by council, the Road Management Plan will:
 - 10.1.1. Be published in the Government Gazette.
 - 10.1.2. Advertised on the CoPP WEB site.
 - 10.1.3. Advertised in daily and local papers.
 - 10.1.4. Ensure systems and performance monitoring procedures of council's service providers comply with the Road Management Plan.
 - 10.1.5. Ensure an annual review of the Road Management Plan.

11. CONCLUSION

- 11.1. The draft Road Management Plan has been developed in accordance with the Road Management Act 2004 and related Codes of Practice. The development process included extensive internal and external consultation.
- 11.2. The adoption of the Road Management Plan by Council allows it to be implemented and therefore mitigate risk to council against liability claims arising from asset defects related accidents.

12. RECOMMENDATION

- 12.1. That Council adopt the Road Management Plan.

AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
POLICY AND PLANNING

STRATEGY AND POLICY REVIEW COMMITTEE
2 MAY 2005 **POLICY AND PLANNING**

A8	ROAD MANAGEMENT ACT 2004 - DELEGATIONS FROM COUNCIL TO COUNCIL STAFF
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	EXECUTIVE DIRECTOR, URBAN SERVICES
AUTHOR:	KATHY DILLON, MANAGER ASSET PLANNING
FILE NO.:	38/02/05
ATTACHMENTS:	INSTRUMENT OF DELEGATION (AND SCHEDULE)

1. KEY ISSUES

- 1.1. This report proposes that council delegates the relevant power, duties and functions under the Road Management Act 2004 and the Road Management (General) (Interim) Regulations to the nominated responsible staff.

2. CONTEXT

- 2.1. The purpose of the Road Management Act 2004 is to establish a coordinated management system for public roads that promotes safe and efficient road networks and the responsible use of these road reserves for other legitimate purposes such as the provision of utilities.
- 2.2. This Act is a specific Victorian response to the high court decision to remove the non-feasance or highway rule. The non-feasance or highway rule basically gave road authorities common law protection against claims resulting from road condition.
- 2.3. The Act gives road authorities the option of a policy defense from 1 January 2005 if they develop and implement a Road Management Plan. Council has developed and adopted a Road Management Plan.
- 2.4. Council, as a legal entity, can act by council resolution or through others acting on its behalf ie by delegating to nominated staff. Legal advice recommends that this be formalized through 'instruments of delegation' where practicable.

3. PROPOSAL

- 3.1. Council has received advice from its solicitors detailing the powers under the Act it should consider delegating to staff.
- 3.2. The only power not recommended for delegation is the power to change the name of a road by gazettal. The reason being is that council has road and reserve naming guidelines in place and it was not considered appropriate to deal with this under delegation.
- 3.3. The proposed delegations are primarily operational in nature and, if adopted by council, will be added to the Register of Delegations.
- 3.4. The Register of Delegations is regularly reviewed to ensure its currency with changes in legislation and organizational structure.

4. OPTIONS

- 4.1. There are two options available to council. Council may wish to act by council resolution or alternatively through delegated council staff acting on its behalf. It is appropriate and efficient for council to delegate some powers, duties and functions to staff, especially those that are operational in nature.

5. POLICY IMPLICATIONS

- 5.1. It is council's current practice to delegate powers to staff. Council has previously on numerous occasions adopted resolutions delegating specific powers, duties and functions under various Acts and Regulations to staff.
- 5.2. Council at all times retains the power to amend, or to revoke, any delegations previously granted to staff.

6. SUSTAINABILITY IMPLICATIONS

6.1. Social

The proposed delegations will assist in providing appropriate services to the community by clearly documenting the operational responsibilities and delegated powers of council staff.

6.2. Economic

The proposed delegations will lead to improvements in the organizational efficiency and effectiveness in providing services by accurately formalizing the delegated powers, duties and functions to staff.

6.3. Environmental

The time and physical resources required to implement operational requirements will reduce by these proposed delegations and hence support the sustainability of the environment.

6.4. Cultural

The proposed delegations support the provision of open and transparent governance by clearly documenting the powers, duties and functions of specified council staff together with any limitations or reporting requirements.

7. RESOURCE IMPLICATIONS

7.1. If adopted by council, the Register of Delegations will be updated utilising the existing resources of the Governance/Corporate Projects unit.

8. INTERNAL CONSULTATION

8.1. The Governance/Corporate Projects Unit.

8.2. All staff named in the Schedule.

9. EXTERNAL CONSULTATION

9.1. The legislative contents of the Schedule has been provided by and in the format recommended by council's solicitors.

10. IMPLEMENTATION

10.1. If adopted by council, the delegations will be included in the current Register of Delegation and, as such, will be reviewed and updated regularly.

11. CONCLUSION

11.1. The Road Management Act 2004 requires council to exercise some powers, duties and functions with regards to the management of roads and related assets.

11.2. Council can act by resolution or through others acting on its behalf. It is appropriate and efficient for council to delegate some of its powers duties and functions - especially those that are operational in nature.

12. COMMUNICATION

12.1. The Register of Delegations is a public document and, as required by law, must be made available for inspection by any person. Full details of council delegations will also be placed on the intranet to allow viewing by all councilors and staff.

13. RECOMMENDATION

That Council approves the delegation of the relevant powers, duties and functions under the Road Management Act 2004 and the Road Management (General) (Interim) Regulations to the nominated staff as contained in this report and approve affixing of the Common Seal to an Instrument of Delegation.

Instrument of Delegation

By this Instrument of delegation –

1. Pursuant to Section 98(1) of the Local Government Act 1989 and the sections of the Road Management Act 2004 and the Road Management (General) (Interim) Regulations 2004 as outlined in column 1 of the Schedule, Port Phillip Council delegates each duty and/or function and/or power described in column 2 of the Schedule to the member of council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule.
2. Declares that this Instrument of Delegation –
 - 2.1 Comes into force immediately the common seal of Council is affixed to this Instrument of Delegation
 - 2.2 Is subject to any conditions and limitations set out in column 4 of the Schedule; and
 - 2.3 Must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

The COMMON SEAL of the
Council of the PORT PHILLIP
CITY COUNCIL was affixed in
the presence of:

EXECUTIVE DIRECTOR CORPORATE MANAGEMENT

Date:

**AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
POLICY AND PLANNING**

Schedule

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s11(1)	power to declare a road by publishing a notice in the Government Gazette	Manager Infrastructure & Environment	obtain consent in circumstances specified in s11(2)
s11(9)(b)	duty to advise Registrar	Manager Governance & External Relations	
s11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc.	Manager Governance & External Relations	
s12(4)	power to publish, and provide copy, notice of proposed discontinuance	Manager Infrastructure & Environment	power of coordinating road authority
s12(10)	duty to notify of decision made	Manager Infrastructure & Environment	power of coordinating road authority
s13(1)	power to fix a boundary road by publishing notice in Government Gazette	Manager Infrastructure & Environment	power of coordinating road authority and obtain consent under s13(3) and s13(4) as appropriate
s14(7)	power to appeal against decision of VicRoads	Manager Asset Planning	
s15(1)	power to enter into arrangement with another road authority to transfer a road management function	Manager Asset Planning	

**AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
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s15(2)	duty to include details of arrangement in public roads register	Manager Asset Planning	
s16(7)	power to enter into an arrangement under s15	Manager Asset Planning	
s16(8)	duty to enter details of determination in public roads register	Manager Asset Planning	
s17(2)	duty to register public road in public roads register	Manager Asset Planning	power of coordinating road authority
s17(3)	power to decide that a road is reasonably required for general public use	Manager Infrastructure & Environment	power of coordinating road authority
s17(3)	duty to register a road reasonably required for general public use in public roads register	Manager Asset Planning	power of coordinating road authority
s17(4)	power to decide that a road is no longer reasonably required for general public use	Manager Infrastructure & Environment	power of coordinating road authority
s17(4)	duty to remove road no longer reasonably required for general public use from public roads register	Manager Asset Planning	power of coordinating road authority

**AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s18(1)	power to designate ancillary area	Manager Asset Planning	power of coordinating road authority, and obtain consent in circumstances specified in s18(2)
s18(3)	duty to record designation in public roads register	Manager Asset Planning	power of coordinating road authority
s19(1)	duty to keep register of public roads	Manager Asset Planning	
s19(4)	duty to specify details of discontinuance in public roads register	Manager Asset Planning	
s19(5)	duty to ensure public roads register is available for public inspection	Manager Asset Planning	
s.21	power to reply to request for information or advice	Executive Director Urban Services	obtain consent in circumstances specified in s11(2)
s.22(2)	power to comment on proposed direction	Executive Director Urban Services	
s42(1)	power to declare a public road as a controlled access road	Manager City Strategy	power of coordinating road authority and Schedule 2 also applies
s42(2)	power to amend or revoke declaration by notice published in Government Gazette	Manager City Strategy	power of coordinating road authority and Schedule 2 also applies

**AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Asset Planning	
s.54(2)	duty to give notice of proposal to make a road management plan	Manager Asset Planning	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Asset Planning	
s.66(1)	power to consent to structure etc	Manager Planning & Building	power of coordinating road authority
s.67(3)	power to request information	Manager Planning & Building	power of coordinating road authority
s.68(2)	Power to request information	Manager Planning & Building	power of coordinating road authority
s71(3)	power to appoint an authorised officer	Executive Director Urban Services	
s86	duty to keep register re s85 matters	Manager Infrastructure & Environment	
s87(2)	power to investigate complaint and provide report	Manager Infrastructure & Environment	
s116	power to cause or carry out inspection	Manager City Works & Services	

**AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
POLICY AND PLANNING**

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s120(2)	power to seek consent of VicRoads	Manager Asset Planning and Manager City Works & Services	
s121(1)	power to enter into an agreement re works	Manager Infrastructure & Environment and Manager Planning & Building	
Schedule 2 Clause 2(1)	power to make a decision re controlled access roads	Manager City Strategy	
Schedule 2 Clause 3(1)	power to make policy about controlled access roads	Manager City Strategy	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Manager City Strategy	
Schedule 2 Clause 5	duty to publish notice of declaration	Manager City Strategy	
Schedule 7 Clause 13(2)	power to vary notice period	Manager Infrastructure & Environment	power of coordinating road authority
Schedule 7 Clause 16	power to consent to proposed works	Manager Infrastructure & Environment and	power of coordinating road authority

**AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Works & Services	
Schedule 7 Clause 17(2)	power to refuse to give consent	Manager Infrastructure & Environment	power of coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	Manager Infrastructure & Environment	power of coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	Manager City Works & Services	power of coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Infrastructure & Environment and Manager City Works & Services	power of coordinating road authority

**AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
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ROAD MANAGEMENT (GENERAL) (INTERIM) REGULATIONS 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7&8	duty to oversee review of road management plan	Executive Director Urban Services	
r.8(3) & (4)	duty to give a notice of a review of its road management plan and publish such notice as specified	Manager Asset Planning	
r.8(5)	duty to produce a written report on a review and make the report available	Manager Asset Planning	
r.9(1) & (2)	duty to give a notice of a proposed amendment to its road management plan and publish/give such notice as specified	Manager Asset Planning	
r.12(2)	duty to record on its road management plan details of an amendment	Manager Asset Planning	
r.15(1)	power to grant a permit for works on a road	Manager City Strategy	
r.15(4)	power to charge a person a fee for issuing a permit for works on a road	Manager City Strategy	
r.16(1)	power to grant consent to drive on a road	Manager City Strategy	power of coordinating road authority
r.22(1)	power to remove objects from road	Manager City Works & Services	

**AGENDA - STRATEGY AND POLICY REVIEW COMMITTEE - 2 MAY 2005
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ROAD MANAGEMENT (GENERAL) (INTERIM) REGULATIONS 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.22(2)	power to sell or destroy objects removed from road	Manager City Works & Services	subject to r.22(3)
r.22(4)	power to recover expenses	Manager City Works & Services	