



Road Management Plan



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Road Management Plan

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Road Management Plan

1. INTRODUCTION

Background

The Road Management Plan (referred to hereafter as the 'Plan') has been developed to establish a management system for the inspection of municipal roads and road related infrastructure, as well as the identification and repair of defects. The development of the Plan is in line with the requirements of the Road Management Act 2004.

The Plan:

- Establishes a management system for the inspection of roads and road related infrastructure, and treatment of defects identified.
- Sets asset inspection intervals and response times for the repair of identified defects.

The Plan outlines that Council's regime for inspecting the road network to discover defects and a reasonable regime for planning and implementing repairs to overcome those defects. These aspects of inspection and response are dealt with in Sections 12-14 and are the key components of the Plan.

Implementation and management of the Plan is consistent with Council's various strategic and corporate documents and policies. Compliance with the Plan evidences Council's duty of care for road users.

2. PURPOSE OF THE PLAN

The purpose of the Plan is to establish a management system for Council to inspect road and road related infrastructure and repair identified defects based on policy and operational objectives having regard to available council resources. The roads that council manages are those listed in Council's Public Road Register.

Maintenance of roads and road related infrastructure is undertaken in line with Council's service level agreement and asset management policy. These documents may be viewed and downloaded from council's website.

Through supporting documents the Plan also sets the relevant standards in relation to the discharge of duties in the performance of those road management functions.

The key elements of the Plan include:

- a system of management
- a public road register
- processes for inspection, maintenance and repair of Council managed roads considering:
 - community needs
 - government policies
 - funding
- powers and duties of road authorities
- civil liability

- protection against damage.

2.1. Force Majeure (an uncontrolled event hindering the performance of this Plan)

Council will make every effort to meet its commitments under its Plan.

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the inspection, intervention and repair 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 due to a need to commit or redeploy Council resources elsewhere.

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will advise the Assets Manager and inform that some, or all of the timeframes and responses in council's Plan are to be suspended.

There will be an ongoing consultation between council's CEO and the Assets Manager to determine which parts of Council's Plan are to be reactivated and when.

Council will give notice of the suspension or reduction of the services under the Plan and will include reference as to how the work that will be done has been prioritised, and the period for which these services are likely to be affected.

3. LEGISLATIVE BASIS FOR THE PLAN

The Plan is prepared in accordance with Division 5, Sections 49-55 of the Road Management Act 2004 (referred to hereafter as the 'Act').

The Campaspe Shire Council is the designated 'Coordinating Road Authority' for municipal roads within the municipality and is responsible for their care and management.

4. SCOPE

The provisions of the Plan apply to the roads listed on Council's public road register and to the road related assets within those roads. Council has a network of approximately 1,150 km of sealed roads; 2,100 km of gravel surfaced roads and 800 km of earth roads.

The Plan does not apply to arterial roads which are coordinated by VicRoads, nor does the Plan apply to roads managed by other road authorities such as Department of Environment, Land, Water and Planning (DELWP) but may relate to certain road related assets in these roads.

4.1. Assets in the Road Reserve

Council assets within the road reserve that are the subject of the Plan are:

- sealed road surface
- gravel road surface
- earth road surface

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- footpaths
- shared paths
- bridges and major culverts
- signs (regulatory and warning)
- roadside vegetation within “sight triangle” area at sealed road intersections
- drainage pit lids/covers

At intersections where Council roads intersect with VicRoads’ roads, Council is responsible to inspect and maintain the Council road to a point generally in line with property boundaries. Also, VicRoads is responsible for all statutory signage at these intersections.

Refer to the Road Management Act 2004 – Code of Practice – Operational Responsibility for Public Roads for complete information.

5. KEY STAKEHOLDERS

Key stakeholders for municipal roads are road users, general public, adjoining owners / occupiers to roads, utilities, Council and other road authorities.

6. DUTY OF THE ROAD USER

Under the Road Management Act 2004 and the Road Safety Act 1986 road users have an obligation to drive on or use roads in a safe manner having regard to all the relevant factors.

All road users have a duty of care under Section 106 of the Road Management Act, with particular obligations prescribed in Section 17A of the Road Safety Act 1986 that requires the following:

1. A person who drives a motor vehicle on a public road must drive in a safe manner having regard to all 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
 - their physical and mental condition
2. A road user other than a person driving a motor vehicle must use a public road in a safe manner having

regard to all the relevant factors including (without limiting the generality): the

- rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users.
- 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.
- 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.

7. DUTY OF PERSONS WORKING ON MUNICIPAL ROADS

Persons working on municipal roads must comply with the Road Management Act 2004 “Worksite Safety – Traffic Management” Code of Practice and must also have a Works Within a Road Reserve Permit issued by Council.

8. COUNCIL BUDGET

The Plan is supported by Council’s annual budget providing funds for “day to day” (routine) maintenance of roads and for “renewal” (rehabilitation) and “upgrade” of road infrastructure.

Budget levels are determined after consideration of various inputs including:

- assessment of service need
- asset condition data
- relevant Asset Management Plans
- Council Strategic Financial Plan
- Council’s Road Service Level Agreement
- Council’s policies
- Federal / State Government policies

9. MUNICIPAL RESPONSIBILITY FOR ROADS AND RELATED INFRASTRUCTURE

9.1. Roads Listed on Council's Road Register (responsibility of Council)

As a Road Authority, Council must keep a register of public roads in accordance with the Road Management Act 2004.

The Register must include (as set out in Schedule 1 of the Road Management Act 2004):

- the name of each public road
- the date on which the road became a public road
- if a public road ceases to be a public road, the date on which the road ceased to be a public road
- the classification, if any, of the road
- the reference to any plan or instrument that fixes or varies the boundaries of a public road
- any ancillary areas
- a reference to any arrangement under which road management functions are transferred to or from another road authority

9.2. Public Roads on Municipal Boundaries

Council has agreements with adjoining municipalities which clarifies responsibilities for roads which form municipal boundaries.

9.3. State Roads (VicRoads - responsible authority)

This may be freeways, or arterial roads, and includes:

9.3.1. Highways

- Northern Highway (including parts of High Street, Heygarth and Warren Streets Echuca and Moore Street, Gillies Street and Echuca Road, Rochester);
- Midland Highway
- Murray Valley Highway (including part of Ogilvie Avenue, Echuca)

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9.3.2. Other Arterial Roads:

- Bendigo - Murchison Road
- Heathcote - Rochester Road
- Rushworth - Tatura Road
- Girgarre - Rushworth Road
- Rochester – Kyabram Road
- Bendigo – Tennyson Road
- Prairie – Rochester Road
- Echuca – Mitiamo Road
- Echuca – Kyabram Road
- Lancaster – Mooroopna Road
- Mooroopna – Wyuna Road

9.3.3. Map identifying VicRoads roads within the Shire of Campaspe

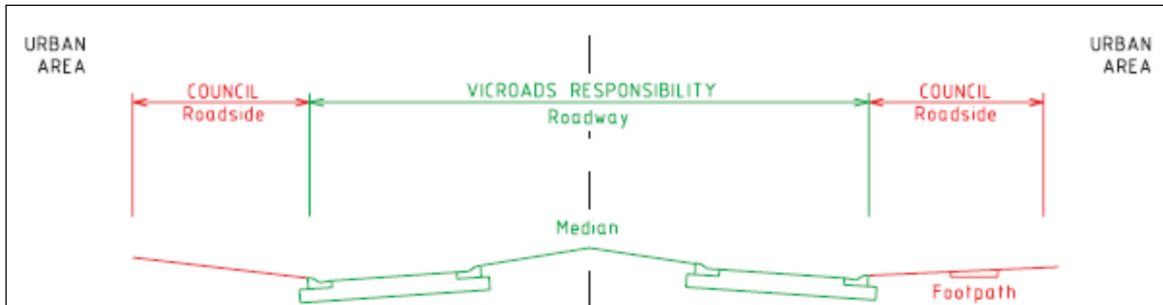


Roads shown on this plan are the responsibility of VicRoads.

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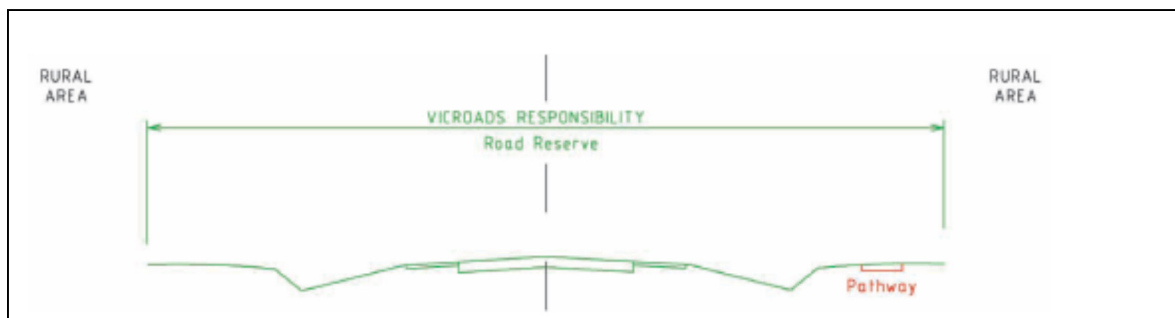
9.3.4. Council has responsibility for some assets on State Roads as per the following diagrams:-

DIAGRAM 1 – URBAN



VicRoads Responsibility – Green
Council Responsibility – Red

DIAGRAM 2 – RURAL



VicRoads Responsibility – Green
Council Responsibility - Red

9.4. Classification of Roads / Road Related Infrastructure

9.4.1. Road and Path Hierarchy

Based on factors such as historical functionality, traffic volume, traffic type and accessibility, Council has developed a road hierarchy for the municipal road network. The level of service provided by a particular road will depend in part on its road hierarchy classification.

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TABLE 9.3.1.1 - ROAD HIERARCHY CLASSIFICATIONS

Asset Type	Road Hierarchy Classification	Construction Classification	Road Hierarchy Description
Road	Collector	<ul style="list-style-type: none"> Rural Sealed or Gravel Urban Sealed or Gravel 	Provide links between access roads and arterial roads
	Access	<ul style="list-style-type: none"> Rural Sealed or Gravel Urban sealed or gravel Rural / Urban naturally surfaced and formed only 	Provide access / egress to local properties abutting the road
Path	Primary	<ul style="list-style-type: none"> Footpath 	Provide access for pedestrians in commercial and community facility areas
		<ul style="list-style-type: none"> Shared Path 	Provide access for pedestrians and cyclists
	Secondary	<ul style="list-style-type: none"> Footpath 	Provide all weather access for pedestrians
		<ul style="list-style-type: none"> 	

The road hierarchy classification for each Municipal road and path is provided in the relevant register.

10. ASSETS THAT ARE THE RESPONSIBILITY OF OTHERS

Some assets within road reserve on municipal roads are the responsibility of others.

10.1. Landowners

Assets that are provided and maintained by the landowner or occupier for their purposes and includes but are not limited to:

- nature strip irrigation systems
- driveways
- maintained nature strips
- garden beds
- restaurant furniture
- billboards
- overhanging private trees and shrubs
- private car parks at shopping areas
- private car parks that are located in the road reserve
- 3 metres either side of railway tracks on roads

- verandas on shop / building fronts
- cattle crossings / underpasses
- property drainage pipes and irrigation pipes
- other private assets
- fences.

Council approval is required by landowners or occupiers to allow these assets to be placed in Council's road reserve.

10.2. Service Authorities

Service authorities also own and maintain assets and associated infrastructure within road reserves managed by Council. These assets include:

- electricity supply infrastructure
- water mains and fixtures
- telecommunication infrastructure
- sewer infrastructure
- gas infrastructure
- irrigation infrastructure
- railway lines
- bus stops

The provision and maintenance of these assets is to conform to the Management of Infrastructure in Road Reserves Code of Practice – October 2008.

11. ROAD INSPECTIONS

Council undertakes programmed routine inspections of its assets as part of this Plan. It also undertakes reactive and asset condition inspections:

11.1. Routine Asset Inspections

Routine asset inspections are undertaken as per table 12.1 of the Plan.

The frequency of these inspections has been prioritised in accordance with:

- the road hierarchy and sub classification and time of day
- in the case of other road related assets based on hierarchy classification

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There are two parts to Council's routine asset inspections which are both proactive:

Part 1: Identification of assets that require intervention under the Plan.

Part 2: Identification of assets that require preservation / maintenance to ensure they remain fit for purpose and remain serviceable for their design life.

11.2. Reactive Inspections

Inspections undertaken to evaluate defects that have been identified by the community and reported to Council (these inspections are arranged as needed).

11.3. Asset Condition Inspection

Inspections, which are not listed in the Plan, are also carried out on roads and road related infrastructure to measure their condition in the context of asset management. These inspections allow Council to gain an overall condition rating of its road assets and identify locations, sections or items that need to be prioritised for capital renewal reconstruction or rehabilitation works. These inspections are carried out at intervals of up to 5 years.

12. INSPECTION REGIME/SCHEDULE FOR ROADS AND RELATED INFRASTRUCTURE

12.1. Inspection regime / schedule for roads

Hierarchy Classification	Hierarchy Sub Classification	Daytime Frequency of inspections	Night-time Frequency of inspections
Collector Road	Rural sealed	4 per year	1 per 2 years
	Rural gravel	4 per year	1 per 2 years
	Urban sealed or gravel	4 per year	1 per 2 years
Access Road	Rural sealed	2 per year	1 per 2 years
	Rural gravel	2 per year	1 per 2 years
	Urban sealed or gravel	2 per year	1 per 2 years
	Rural / urban earth – formed / unformed	1 per 2 years	N/A

Every attempt will be made to undertake asset inspections so that the time between consecutive inspections is consistent.

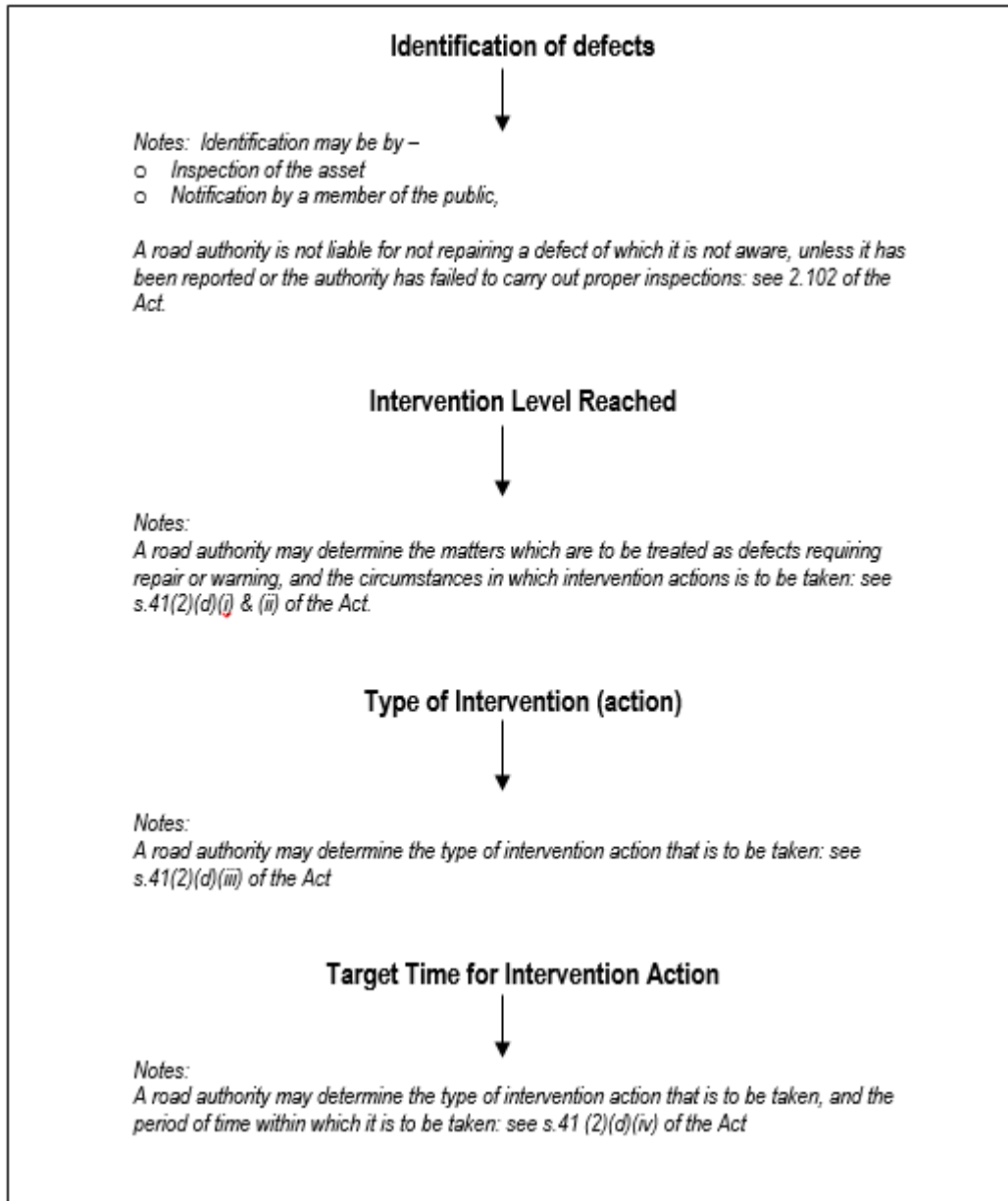
12.2.

12.2. Inspection regime / schedule for other road infrastructure

Hierarchy Classification	Hierarchy Sub Classification	Frequency of inspections
Bridges	Level 1 Inspections	2 per year
Footpaths	Primary	2 per year
	Secondary	1 per year
Shared Paths	Primary	2 per year

13. INSPECTION, INTERVENTION AND REPAIR TIMELINE

Diagram 13.1 illustrates how defects are dealt with under the Plan.



The following table (13.2), outlines service response times for the various maintenance activities. A “Service Response Time” means Council will either carry out repair work, or take action to manage the situation until permanent work is undertaken following defect identification.

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TABLE 13.2 – INSPECTION, INTERVENTION AND REPAIR TIMELINES

Item No.	Asset Type	Classification	Sub Classification	Inspection Type	Inspect for	Intervention	Response Time	Intervention Photographs (refer to supplement – Appendix A)
1.	Road	Collector	Sealed	Day	Rutting	Greater than 150mm depth \geq 25m. (Use 3m straight edge from centre line to edge of seal to assess.	50 days	2B
					Potholes	\geq 300mm diameter and / or \geq 50mm depth.	10 days	4A & 4B
					Edge Breaks	Reduction in original sealed width. 250mm for \geq 20m length.	15 days	6A & 6B
					Grass heights at intersections	At intersections $>$ 900 mm high within the sight triangle.	30 days	
					Sealed road shoulder drop off	Edge of seal drop $>$ 100mm for \geq 20m length.	50 days	8A & 8B
					Signage	Refer to item number 8 of this table.		
				Night	Signage (road related infrastructure)	Refer to item number 8 of this table.	30 days	
	Street lighting (road related infrastructure)	Where lights are installed, confirm that lights are operating.	30 days	10A				

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Item No.	Asset Type	Classification	Sub Classification	Inspection Type	Inspect for	Intervention	Response Time	Intervention Photographs (refer to supplement – Appendix A)
2.	Road	Access	Sealed	Day	Rutting	Greater than 150mm depth \geq 25m, (Use 3m straight edge from centreline to edge of seal to assess).	50 days	2B
					Potholes	\geq 300mm diameter and / or \geq 50mm depth.	15 days	4 ^a & 4B
					Edge Breaks	Reduction in original sealed width of 250mm for \geq 20m length.	60 days	6 ^a & 6B
					Grass heights	At intersections $>$ 900 mm high within the sight triangle	60 days	
					Sealed road shoulder drop off.	Edge of seal drop $>$ 100mm for \geq 20m length.	60 days	8 ^a & 8B
				Night	Signage (road related infrastructure)	Refer to item number 8 in this table.	30 days	
					Street Lighting (road related infrastructure)	Where lights are installed, confirm that lights are operating.	30 days	
3.	Road	Collector	Gravel	Day	Corrugation	Corrugations $>$ 25mm in depth for a length $>$ 500m.	45 days	11 ^a & 11B
					Rutting	Rutting $>$ 150mm depth over 25m length.	45 days	3A & 3B
					Potholes	\geq 500mm diameter and \geq 100mm depth or more than 10 potholes in 10 linear metres.	20 days	5A & 5B

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Item No.	Asset Type	Classification	Sub Classification	Inspection Type	Inspect for	Intervention	Response Time	Intervention Photographs (refer to supplement – Appendix A)
				Night	Signage (road related infrastructure)	Refer to item number 8 in this table.	30 days	
					Street Lighting (road related infrastructure)	Where lights are installed, confirm that lights are operating.	30 days	10A
4.	Road	Access	Gravel	Day	Corrugation	Corrugations > 25mm in depth for a length > 500m	90 days	11A
					Rutting	> 150mm depth \geq 25m. (Use 3m straight edge from centreline to edge of seal to assess).	90 days	3A
				Potholes	>500mm diameter and >100mm depth or more than 10 potholes in 10 linear metres.	30 days	5 ^a	
			Night	Signage (road related infrastructure)	Refer to item number 8 in this table.	30 days		
			Earth	Day	Rutting	> 150mm depth \geq 25m. (Use 3m straight edge from centre line to edge of seal to assess).	120 days	
					Washouts / erosion paths	Sharp depressions that are >250mm deep for less than 1m distance along the road.	120 days	
5.	Drainage		Drainage Pit	N/A	Lid or pit damaged leaving pit open and exposed.	Lid or pit damaged leaving pit open and exposed.	1 day	12A & 12B
6.	Drainage		Bridge and Major Culverts	N/A	Damaged planks, railings or signs	Damaged planks, railings or signs.	10 days on Collector Road &	13A & 13B

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Item No.	Asset Type	Classification	Sub Classification	Inspection Type	Inspect for	Intervention	Response Time	Intervention Photographs (refer to supplement – Appendix A)
					Missing planks or railings	Missing planks.	20 days on Access Road 1 day	
					Major culverts blockages	25% blocked	10 days	16A & 16B
7.	Path	a) Primary	a) Primary Footpath	Daytime	Steps/breaks	≥ 30mm step in path surface levels.	5 days	17A & 17B
		b) Secondary	b) Secondary Footpath		Steps/breaks	≥ 30mm step in path surface levels on sealed surfaced paths or >300mm diameter and >50mm depth pothole on gravel paths.	30 days	
8	Path	a) Primary	Shared Path	Daytime	Edge Breaks	Reduction in original sealed width of ≥ 250mm over 20m length.	60 days	
					Shoulder Drops	Edge of seal drop > 50mm over 20m length.	60 days	8A & 8B
					Steps/breaks	30mm step in path surface levels on sealed surfaced paths or >300mm diameter and >50mm depth pothole on gravel paths.	5 days	
					Longitudinally cracking	≥ 20mm width >2m length.	60 days	20 A & 20B

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Item No.	Asset Type	Classification	Sub Classification	Inspection Type	Inspect for	Intervention	Response Time	Intervention Photographs (refer to supplement – Appendix A)
					Signage / Guideposts	Guideposts or reflectors significantly damaged. Signs missing or >70% of sign illegible at 50m distance	60 days	
9.		Signs (road related infrastructure)	a) Regulatory Signs	Day / night		Sign damaged or >70% of sign illegible at 100m distance	5 days	
			b) Warning Signs	Day / night		Sign damaged or >70% of sign illegible at 100m distance.	10 days	
10.		Pedestrian Crossing Lights	Pedestrian Crossing Lights	N/A	Lights working	Pedestrian crossing lights not working (report to VicRoads).	5 days	
11.	Road	Hazard Response	All		Flooding	Water > 300mm deep on traffic lane.	1 day	24A
					Spill	On traffic lane.	1 day	
					Debris on carriageway	Debris or tree on carriageway.	1 day	25A
12.	All	Emergency Response	All	N/A	N/A	When requested by an Emergency Service.	4 hours	

See Glossary for definition of terms used.

14. SETTING LEVELS OF SERVICE

Council sets levels of service for its roads after considering community needs and available resources.

Techniques to identify the community needs include:-

- Local Government Community Satisfaction Survey
- Council's customer request data

To evaluate its resources Council's considerations include:-

- Asset Management requirements as outlined in "Sustainable Asset Management Policy" document
- Level of service (Road Maintenance Service Level Agreement only, but also Infrastructure Design Manual)
- Annual budget for both recurrent and capital works expenditure

15. REFERENCES

This Plan relates to a number of other Council documents and systems including:-

- Road Management Act 2004
- Road Management Act 2004 Code of Practice Operational Responsibility for Public Roads
- Worksite Safety – Traffic Management – Code of Practice
- Council Strategic Resource Plan
- Public Road Register
- Asset Register
- General Local Law No 7
- Annual Council Budget
- Road Management Act 2004 and related Regulations and Codes of Practice
- Road Maintenance Service Level Agreement
- Road Maintenance Work Instructions
- Infrastructure Design Manual
- Policy 97 Methodology, Roads Resheeting Program
- Policy 128 Rural Sealed Road Pavements Renewal
- Policy 91. Sustainable Asset Management.

16. GLOSSARY AND DEFINITIONS

16.1. Glossary

The following is a definition of terms used within this document:

Days are defined as normal working days – Monday to Friday excluding Public Holidays

Hours are any hours of time

Roads

Highways Roads that are managed by VicRoads see the definition in the RMA (Road Management Act 2004)

Arterial Roads Roads that are managed by VicRoads see the definition in the RMA

Collector Road Provide links between access roads and arterial roads

Access Road Provide access / egress to local properties abutting the road.

Sealed Road Road sealed with bitumen

Formed and Surfaced Road All weather roads sheeted with crushed rock material or naturally occurring rock. See the definition in the RRR phase 2 report

Naturally Surfaced and formed Road Road formed from existing material, generally suitable for dry weather use only.

Paths

Footpath A constructed path that provides access for pedestrians in built up areas (this extends to the back of kerb and channel where surface is constructed).

Shared Path A constructed path that provides access for pedestrians and cyclists.

Gravel Path Informally constructed paths that may provide access for pedestrians and cyclists.

Signs

Regulatory Sign Signs that are enforceable by law, and are limited to the following:

- Stop
- Give Way
- Roundabout
- One Way
- Keep Left/Right
- No Entry
- No U Turn
- Speed restriction

Warning Sign Signs that indicate road conditions, and are limited to the following:

- Alignment Signs - W1 Type
- Intersection and Junction - W2 Type
- Control or device Ahead – W3 Type

	Railway Crossing related – W7 Type
Standard Sign	All other signs not listed as Regulatory or Warning Signs
Culvert	A transverse and totally enclosed drain under a road or railway
Major Culverts	A culvert greater than 6 sqm in waterway area.
Bridge	A structure carrying a road, path, railway, etc. across a river, road, or other obstacle.

16.2. Definitions from the Road Management Act (RMA)

arterial road means a road which is declared to be an arterial road under section 14 of the Road Management Act.

municipal road means any road which is not a State road, including any road which:

- (a) is a road referred to in section 205 of the **Local Government Act 1989**; or
- (b) is a road declared by VicRoads to be a municipal road under section 14(1)(b) of the RMA
- (c) is part of a Crown land reserve under the **Crown Land (Reserves) Act 1978** and has the relevant municipal council as the committee of management;

public highway means any area of land that is a highway for the purposes of the common law;

public road means a road opened or dedicated for the free right of passage of the public on foot, in a vehicle, or otherwise, (together with the right to drive stock or other animals along its length) and declared to be a public road for the purposes

repair means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including:

- (a) reinstating a road to its former standard following works to install any infrastructure;
- (b) reinstating a road to its former standard following deterioration or damage;
- (c) providing a warning to road users of a defect in a roadway, pathway or road related infrastructure - but does not include the upgrading of a roadway, pathway or road-related infrastructure

Examples: Filling in a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.

road includes:

- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a or forming part of a public highway or ancillary area.

road infrastructure means:

- (a) the infrastructure which forms part of a roadway, pathway or shoulder, including
 - (i) structures forming part of the roadway, pathway or shoulder;

- (ii) materials from which a roadway, pathway or shoulder is made;
- (b) the road-related infrastructure - does not include:
- (c) if the irrigation channel, sewer or drain is **works** within the meaning of the **Water Act 1989**, any bridge or culvert over an irrigation channel, sewer or drain, other than a bridge or culvert constructed by a road authority; or

road-related infrastructure means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to:

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway;

Examples: A traffic control sign, traffic light, street light, road drain or embankment would be road-related infrastructure. A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

road reserve means all of the area of land that is within the boundaries of a road.

footpath means an area of constructed path generally but including (when paved) the area between the path and the kerb and channel.

17. OVERVIEW TO APPENDICES

- A. Supplementary Edition
- B. Sealed Road Register
- C. Unsealed Road Register
- D. Road Hierarchy - Maps
- E. Primary Footpaths - Maps
- F. Shared Gravel - Asphalt Paths - Maps