

Policy 5.02 Transport Services

Directorate	Assets and Operations
Responsible Officer	Director Assets and Operations

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Under Review

1.1 Introduction

1.1.1 Scope

This policy encompasses the processes required to manage the design, construction, operation and maintenance of all transport network assets, owned and managed by Council in providing Transport Services to the community. Example assets include but are not limited to:

- Roads (including linemarking and roadside furniture)
- Structures
- Footpaths
- Shared pathways
- Drainage
- Kerb and gutter

This policy also provides a framework for management processes of 3rd party assets not owned, operated or maintained by Council that may impact transport network corridors such as utilities and private assets (including vehicular crossings and cattle grids).

This policy and relevant procedures have been aligned with the Transport Strategy and Infrastructure Asset Management Plans.

1.1.2 Purpose

- To adopt a formalised and consistent approach to the planning, development, operation and management of Council's transport network and sustainable provision of Transport Services.
- To actively develop, name and manage transport assets owned and managed by BVSC for the safety and benefit of users.
- To outline the steps and precautions required to eliminate or reduce risks from Council's transport infrastructure.

1.2 Definitions

Word or Terminology	Description
Roads	<p>A road is an area that is open to or used by the public and is developed for, or has one of its uses, the driving or riding of motor vehicles.</p> <p>Council roads are grouped into a three-tier administrative classification system of State, Regional and Local Roads. State Roads are the major arterial links throughout the state and within major urban areas. Regional Roads are routes of secondary importance between State Roads and Local Roads which together with the State Roads, provide the main connections to and between smaller towns and districts and perform a sub arterial function in major urban areas. Local Roads comprise the remaining council controlled roads which provide for local circulation and access.</p>
Structures	<p>Includes bridges (>6m length), major culverts (>1.8m span or 3sq.m) causeways, wharves & jetties, footbridges and retaining walls</p>

Word or Terminology	Description
Pedestrian/foot Path	These are formally constructed paved paths in urban areas that form part of the network. Generally, they are 1.2 metres wide and are within the road reserve on urban streets, however some do exist within the open space/recreation network. In central business districts paved areas are regarded as footpaths and usually exist between property boundary and kerb line.
Shared pathways	A shared path is where pedestrians and cyclists share the same path space. These are formally constructed paved or gravel paths that are off-road in urban areas and form part of the cycleway network. Usually 2.5 metres wide, they exist within road or recreation reserves. Shared paths within the road reserve will be segmented between street intersections.
Drainage	The natural or artificial means of intercepting and removing surface or subsurface water, usually by gravity.
Kerb and Gutter	Kerb & Gutter (channel) is a concrete or stone structure typically located at the edge of a road designed to provide road drainage, and as a barrier to prevent vehicles from leaving the road carriageway
Line marking	Road lines and markings like painted arrows, painted islands and kerb lines tell where road users can and can't go on the road.
Roadside furniture	Signage, guard rail, guideposts, bus shelters, lighting, seating
Cattle grids	A type of obstacle used to prevent livestock, such as sheep or cattle, from passing along a road. It consists of a depression in the road covered by a transverse grid of bars or tubes, normally made of metal and firmly fixed to the ground on either side of the depression, such that the gaps between them are wide enough to not allow an animal to cross but sufficiently narrow so as not to impede a wheeled vehicle. Commonly privately owned.

1.3 Legislation

Australian Standard AS1428 (Set) – Design for Access and Mobility (Set)

AS/NZS ISO 31000:2009 Risk management Principles and Guidelines

AS/NZS ISO 55000:2015 Asset Management Principles and Guidelines

Local Government Act 1993 and Regulations under the Act

NSW Roads Act 1993.

Environmental Planning and Assessment Act 1979 (NSW)

Disability Discrimination Act 1992 (Commonwealth)

AS1428-Pts 1-5 (2011) Design for Access and Mobility

Work Health & Safety Act 2011

Coastal Management Act 2016

Crown Lands Act 2016

Fisheries Management Act 1994

National Parks and Wildlife Act 1974

Native Vegetation Act 2003

Threatened Species Conservation Act 1995

Civil Liability Act 2002

Protection of the Environment Operations Act 1997

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council will sustain levels of service and manage our duty of care to users of the Transport network by:

- Providing infrastructure within Council's transport network that is fit for use, safe and accessible.
- Efficiently allocating available funding and resources for the maintenance and repair of the transport network.
- Developing a priority for maintenance and capital works as outlined in Asset Management Plans
- Developing systems and procedures for recording and reporting on the transport network that is measurable and demonstrates Council's ability to meet agreed levels of service.
- Assessing future network requirements including standards of design and construction
- Applying relevant and appropriate standards and guidelines for maintenance, construction and development within the Shire.
- Consulting with the community with regard to levels of service and future needs and priorities.
- Adhering to the requirements of relevant Acts, Standards and Guidelines with regards to Council being responsible for the planning, management and maintenance of transport infrastructure.
- Advocating for transport related infrastructure and funding that complements our transport network
- Assessing the magnitude of risks from the consequence/likelihood risk matrix with the aim to eliminate or reduce the level of risk relating to transport assets.

1.4.2 Responsibilities

1.4.2.1 Elected Council

- Act as stewards for Council's transport assets on behalf of the community
- Adopt the Transport Services Policy and monitor its outcomes
- Consider the impact on Council's Transport asset base of planning, financial and service level decisions
- Consider the impact on the community of planning, financial and service level decisions impacting Council's Transport Assets and Services

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

- Ensure that sound business principles are reflected in the development and implementation of the Asset Management Plans for Transport Services
- Determine levels of service, risk and cost standards in consultation with the community as they apply to Transport Services
- Provide upon request by relevant stakeholders, Council's Asset Management Plans that reflect current conditions and risks
- Ensure the impact on Council's Transport asset base is considered when making recommendations to Council in relation to planning and financial matters or the delivery of services
- Ensure resources are appropriately allocated to Transport Service asset management to ensure sustainable service delivery
- Ensure compliance with legal obligations and other corporate policies and procedures when integrating and implementing Transport Service asset management responsibilities
- Oversee the development, monitoring and review of Transport Service and Transport related asset policies, strategies and plans using best practice management principles
- Report implementation progress and effectiveness to the elected body on a regular basis.

1.4.2.3 (Assets and Operations Directorate)

- Monitor implementation progress of the Transport Services Policy and Transport related Asset Management Plans and identify corrective actions if required
- Develop and implement effective Transport Service asset management practices with staff who are adequately trained
- Advocate to higher levels of government for additional funding and projects that support Council's strategic Transport Service outcomes and goals

1.4.2.4 (Works and Assets Branch)

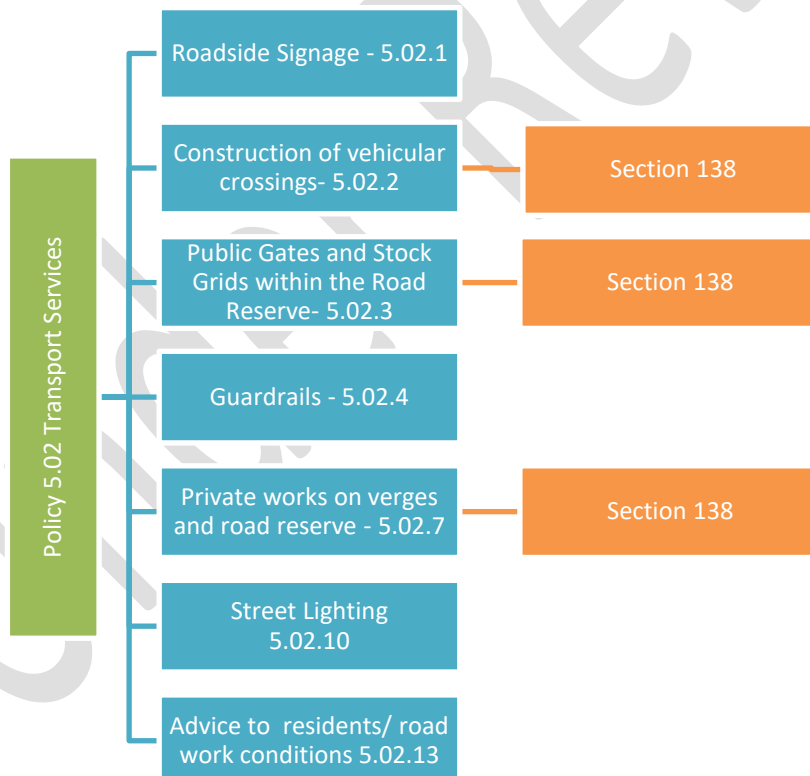
- Plan, manage, operate, maintain, renew and/or upgrade Transport Service related assets
- Monitor and report on implementation of Delivery Plan and Operational Outcomes as they relate to Transport Service related Asset Management Plans
- Develop and manage asset data for reporting on implementation of Transport Service related Asset Management Plans as they apply to asset operation, maintenance and renewal plans and Operational Plan outcomes
- Keep abreast of best practice and innovation whilst minimising whole of life costs with regard to asset and Transport service delivery planning
- Provide professional advice and comment to other departments of Council in relation to Transport Service related asset management
- Develop strategic plans to guide capital works (renewals, improvements, and new assets) to ensure projects are based on community needs, service levels and will deliver good value to the community through their lifecycle.
- Consider asset rationalisations and redistributions to best meet current and future community needs and best use of available resources.
- Support advocacy activities to higher levels of government through preparation of project business cases, grant applications and participation in relevant forums

1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

The following procedures are aligned with this policy and aim to actively manage transport assets owned and operated by Bega Valley Shire Council.

Procedure No.:	Procedure Name	External or Internal Procedure
5.02.1	Roadside Signage	External
5.02.2	Construction of vehicular crossings	External
5.02.3	Public Gates and Stock Grids within the Road Reserve	External
5.02.4	Guardrails	External
5.02.7	Private works on verges and road reserves	External
5.02.10	Street Lighting	External
5.02.13	Advice to residents/road work condition	External



1.5.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
5.01	Asset Management
3.07	Climate Change
6.10	Communications
3.09	Dedication of Public Land
3.02	Environmental Management
6.06	Financial Management
4.13	Heritage Works of a Minor Nature
6.08	Procurement of Assets and Services
6.03	Risk Management and Insurance
3.03	Soil and Water Management
6.05	Work Health and safety
6.08	Procurement of Goods and Services

TNote: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website: