

STAFF REPORT

TO: Chairman & Members, Engineering Services Committee

FROM: Steve Elkington Road Asset Engineer

REFERENCE:

DATE: 26 May 2005

SUBJECT: Council's Roading Policy & Procedures Manual

PURPOSE

To present a report on the upcoming policy document yet to be released for Council comment. A copy of this document will be made available to Engineering Services Committee over the next week for perusal. It is anticipated that at a subsequent meeting the Committee will discuss, and hopefully approve, the policies enabling wider consultation of the document.

BACKGROUND

A roading policy document has been wanted for sometime and finally a draft version is almost complete. The document covers a raft of roading issues that arise from time to time some regularly others not so often such as requests to install a gate across the road or to temporarily close a road for an event. Some of the issues are covered by various legislation such as the Local Government Act 1974, however, the procedure and clear guidance for the handling of most roading issues is not set out in any Council document and more often than not, the policy has simply been in an ad lib form.

Where a permit is required, for example putting a dust suppressant on a gravel road or opening up a road to install an underground service then this process has provided a clear procedure. These permit activities will now be centralised in this document with a diagram showing the process as well as supporting comments to assist enquirers to understand the reasons behind the policy requirements.

COMMENT

The document will be a so called "living document" as further policies are likely to be added overtime and possibly some existing policies expanded.

Further to this the document will be a "Controlled Document" ensuring that any changes are included in all copies and that these changes can be tracked ie being included in a schedule of changes in the front of each document.

Both new and existing Council and consultant's staff involved in the administration of Council's roading asset will have one document to refer to on roading policy. This will then minimise the likelihood of contradiction or confusion over exactly what the Council policy is.

RECOMMENDATION

That the Engineering Services Committee receive this report.

Steve Elkington
Road Asset Engineer