Policy Number: PN 192
(Infrastructure Maintenance Policy)
RTA Corporate Policy

Transfer of assets and asset management functions between the RTA and other roads authorities

1) Policy statement

This policy covers the information exchange and co-ordination procedures to be implemented following the decision that there is to be a transfer of management responsibility for road assets, or transfer of ownership of road assets, between other road authorities and the RTA.

The transfer may occur as result of a decision to:

- reclassify a road under the Roads Act 1993;
- redesignate a road status between State Road and Regional or Local Road;
- create a new road asset due to project or other activity;
- change the roads authority by regulation under the Roads Act; or
- change the ownership or the road.

The objective of the policy is to facilitate road safety and effective road asset management by establishing procedures to aid the orderly, efficient and effective transfer of road asset management, through the co-operative and pro-active exchange of key information and co-ordination by and between the RTA and other road authorities or bodies.

2) Scope and coverage

This policy applies to all road asset management transfers between the RTA and other road authorities or bodies.

The co-operative and effective management of the transfer process is a joint responsibility of the divesting and receiving authorities.

Road assets refer broadly to the road pavements, carriageways, related structures, bridges, culverts, embankments, cuttings, other drainage installations, road side reserve, traffic facilities, roadside rest areas, stock pile sites, and other road and traffic related facilities.

This policy has been developed to support the implementation of key tenets of the Roads Act – namely, road safety and the concept that the legal liability for the care, control and management of a road primarily rests with the relevant roads authority for that road.

Transferred road assets will generally be in service and, whilst fit for purpose to operate adequately for their intended function, at the time of transfer they may not necessarily be defect free. As such, the transfer arrangements between RTA and other roads authorities should seek to identify existing defects, so both parties have an understanding of the maintenance and operational requirements of the asset.

Generally, the transfer process should commence well before the asset is scheduled to become part of the receiving authority's inventory.

Within IM's management system this policy is referred to as *IM-POL-105*

3) Purpose and intended outcomes

The policy provides a methodology and documented process for the transfer of assets and asset management functions between the RTA and other road authorities. The methodology has been kept relatively flexible to cater for a variety of circumstances

The objective is to ensure that the receiving authority is sufficiently informed as to the nature of the assets for which it is taking responsibility and that the divesting authority takes all reasonable steps to provide all available relevant information to the receiving authority.

The intended outcomes of this policy are that:

- the receiving authority is sufficiently informed to effectively take over management functions for the assets from the agreed date of transfer;
- appropriate consultation occurs and a documented process is followed with a clear set of guidelines, leading to acceptable outcomes for all parties;
- the asset management, risk, maintenance, operational and financial implications are fully considered and dealt with by relevant parties; and
- all relevant financial, design, asset and maintenance responsibility documentation or other records are transferred to the receiving authority.

4) Background

Road-asset management transfers may occur for a number of reasons, including:

- a change in the function of an existing road leading to its re-classification due to changes in landuse and economic factors;
- a general review of road classifications across a Region or the State;
- the construction of deviations leading to a change in function of the bypassed section of road:
- the construction of new road links leading to a change in function and classification of other roads in the vicinity:
- transfer of managerial responsibility or ownership for a class of asset; or
- the transfer of a road between private and public management responsibility.

5) Policy context and overview

The Roads Act 1993 establishes the framework under which roads are classified, constructed and managed by roads authorities.

Under this Act:

- Local councils are the roads authority for all public roads within their area except for freeways or Crown roads.
- the RTA is the roads authority for freeways and any other roads or parts of roads for which it declared to be the roads authority by regulation.

Other road authorities include the Minister for Lands for Crown Roads and the Sydney Harbour Foreshore Authority. Other agencies such as National Parks and Wildlife Service, State Forests, Rail Corp and private irrigation companies own or control roads and bridges used by the public.

Where a road for which a local council is the roads authority becomes a classified road under the Roads Act, council's status as the roads authority for that road does not change.

However, the RTA may, under section 64 of the Roads Act, exercise some or all of the roads authority functions over a classified road. Where the RTA exercises this power, the council remains the roads authority for the road concerned.

Within this legal framework, State and Local Government have agreed that accountability for management of the NSW road network is defined in terms of three administrative classes of road;

State Roads:

- State Roads are the principle routes of importance throughout the state on which the RTA exercises roads authority functions over the carriageways and other certain assets. The RTA takes responsibility for managing the road assets necessary for the arterial function of the roads.

- State Roads are gazetted as classified roads under the Roads Act.

Regional Roads

- Regional Roads are public roads of secondary importance within the state-wide context.

- Regional Roads achieve their status by agreement between the RTA and councils under the terms and conditions of the annual Regional Roads Block Grant Agreement. Regional Roads comprise both classified roads that are not State Roads and some important but unclassified council roads.

- Councils exercise roads authority powers, have financial and asset management responsibility and determine roadworks priorities for Regional Roads.

- Councils are eligible for State funding assistance from the RTA under various arrangements such as the Block Grant and REPAIR Program.

- Where a road ceases to be a Regional Road and reverts to a local road, it is no longer eligible to receive Regional Road funding assistance from the RTA.

Local Roads

- Local Roads are any unclassified pubic roads for which councils are the roads authority and which are not either State or Regional Roads. Councils exercise roads authority powers and have financial responsibility for local roads.

- Road works are determined and funded by councils. The RTA has no roads authority powers or financial interest in these roads except in limited defined circumstances.

Councils receive funding from the Federal Government which they may apply to their Regional and Local Roads.

Further details on the funding and administrative arrangements between Councils and the RTA for classified roads are described on the RTA website Local Government relations link at http://www.rta.nsw.gov.au/doingbusinesswithus/lgr/index.html .

For the purposes of this policy:

- A transfer of management responsibility will occur if a State Road is redesignated as a Regional or Local Road, or if a Regional or Local Road is redesignated as a State Road.

- Where a State Road becomes a Regional or Local Road, the RTA will cease its asset management responsibility by virtue of no longer exercising road authority functions over the road under section 64 of the Roads Act. Accordingly, exercise of all roads authority functions reverts to the local council as the roads authority.

- Where a Local or Regional Road becomes a State Road, the RTA will assume asset management responsibility for the road carriageway by exercising its road authority functions under Section 64 of the Roads Act. Normally the RTA will only assume responsibility for the functions to the extent necessary for the functioning of the road as a State Road. Council will generally retain responsibility for remaining road assets such as the road reserve, service roads and footpaths.

6) Responsibilities

The processes involved in the transfer of the assets are the joint responsibility of the divesting and receiving authorities. A partnering approach is required between both parties, primarily achieved through the establishment and support of a joint working party to oversee the transfer.

Table 1 provides a schedule of responsibility for key RTA actions associated with management of the transfer arrangements.

Table 1 – Responsibilities

Role / action	Person responsible
Nomination of working party delegates	Regional Manager
Approval to formal transfer arrangements	Director, Network Management

7) Guidelines

Appendix A provides the steps to be followed in the transfer of asset management responsibility between the RTA and other road authorities. These have been kept relatively flexible to cater for a variety of asset transfer arrangements.

8) Evaluation

The effectiveness of this policy will be evaluated by way of audit. The evaluation will include measuring the effectiveness of this policy and its associated procedures and guidelines.

9) Quality records

This policy statement is kept on file 8M6961.

All records, reports, condition of the road asset and its components and any other relevant documentation relating to individual asset transfers are to be retained on files created specifically for that transfer.

10) Related information

Reference documents:

- Appendix A: Guidelines for the transfer of asset management
- Appendix B: Flow Chart: Transfer of asset management
- Appendix C: Process checklist for transfer of asset management
- Appendix D: Documentation, condition data & maintenance history checklist

Effective date: 26 February 2009

Review date: 3 years after the 'Effective date'

Policy replaces: Nil

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Appendix A – Guidelines for the transfer of asset management

These guidelines and associated checklists provide a relatively flexible process to cater for a variety of circumstances that may be applicable. Additional procedures may be required depending on the type and complexity of the asset being transferred. This would depend on a number of factors such as age of the asset, condition, importance to the network, safety aspects, maintenance history, acceptable standards, financial matters, environmental factors and the risks involved.

Activities required would generally include the following:

A.1. Acknowledgement and planning for transfer of the asset

- Acknowledgement in writing by relevant parties that management of a road asset (and where applicable the ownership of the asset) is to be transferred,
- Establishment and initial meeting of an 'Asset Management Transfer' working party consisting of key members from both organisations.
- Agreement and necessary documentation between the parties on the scope of the asset management to be transferred by way of description, survey, available plans, photographs or combination of these or other acceptable methods. Appendix D provides a checklist that could be used for the various asset components.
- Preparation of an Asset Management Transfer Plan including timeline, actions and responsibilities.

A.2. Identification of information required by the receiving authority

- The Asset Management Transfer working party oversees the preparation of the list of data or information required for the transfer.
- The divesting authority will use its best endeavours to provide all the relevant data and information it has available on the asset and history of its service life to the receiving authority within an agreed time frame.
- If the asset has been operational for a long period of time, detailed plans, records and other data associated with the road may not be available. In this case the authorities will have to use what ever information is reasonably available or can be gathered within an agreed period of time or by an agreed process.
- Examples of the data required include Works As Executed plans, survey information, Environmental Impact Statements or Review of Environmental Factors, design or other plans, property information, asset register information, maintenance records including necessary repeatable maintenance cycles, and critical infrastructure items.
- In the case of assets or asset management being transferred to the RTA, the Regional Asset Manager is to define the information necessary to populate the various RTA databases and to facilitate asset valuation. The other party is to source the information from existing records and/or through the inspection process.
- Other information could include service life expectancy and any significant deficiencies of the asset. If it is a road or bridge, it could include the accident or crash history, major repairs previously carried out, safety issues, design matters, structural issues and environmental matters. For more details see Appendix D, Checklist of transfer documents, which should be used as a start point, as there may be other assets or data that needs to be considered.

A.3. Inspection and acceptance of the existing condition of the asset

- Review all records and information available, and prepare details of the current condition and any special requirements of the asset.
- Arrange a schedule of joint inspections including a review of possible maintenance and operational issues from any previous report, the authority's records, other source, or inspection. Some aspects may require multiple inspections.
- Review asset/road safety matters, check for environmental or heritage status that may be applicable and ensure all property matters are resolved.
- Assessment of the history, the maintenance requirements, and any defects or special items to assist the receiving authority
- Prepare a joint inspection and condition report including referencing all items identified during the inspections, and review for possible maintenance and operational issues
- Obtain acknowledgement on the current condition of the asset components, and the receiving authority acknowledging responsibility for ongoing inspections and rectification.

A.4. Identification and management of defects

- It is not intended that an existing asset, which has been in use for a period of time, will be transferred in an "as new" or "pristine" condition.
- Any defects identified during the inspections, and the agreed actions, are to be listed in the Transferred Asset Report.
- Actions may include restoration to an agreed condition or an ongoing monitoring program.
- In most instances the assets will be transferred in the existing operational and maintenance conditions agreed during the joint inspection and reporting process.
- The divesting authority is to undertake normal routine maintenance works up until the formal transfer of the asset.
- Any defects that present an immediate safety risk shall be repaired by the divesting authority prior to transfer or the divesting authority may provide funds to the receiving authority to carry out the work as a matter of priority upon transfer.

A.5. Special maintenance, asset items or operations required by the receiving authority

- The operational and maintenance issues are key areas that both authorities must address to ensure that adequate measures are in place to provide full continuity of knowledge and service during and after the transfer of assets.
- Some assets may also have particular technology or equipment associated with them that will require special maintenance, staff training or the employment of suitably qualified contractors who can continue the operations. Such assets need to be identified by the divesting authority and will require special attention to ensure that the receiving authority has sufficient understanding and time to prepare and provide for the continuity of normal operations.

A.6. Preparation of a transferred asset or project completion report

- Preparation of a report including advice on change in management to internal and external stakeholders, such as Police, emergency services, utility authorities, and Heritage Office.
- For the handover of any new work refer to the current processes through the RTA's Project handover and finalisation technical procedures.

A.7. Preparation of final report including outstanding/unresolved matters

- Compile and agree on the final Transferred Assets Report, listing any outstanding matters including responsibility, how they will be resolved, who will take action and when.

A.8. Exchange of formal acknowledgement and transfer of asset management

- This should occur as soon as possible after agreement is reached, but may for example coincide with the beginning of a financial year or other acceptable period.
- The conclusion of the process requires a formal acknowledgement for the transfer of the asset management, which may be as simple as having an exchange of letters and reference to the transfer documents. For more complex transfers, a formal agreement and referencing to detailed asset information, condition data and other transfer documents may be required.

A.9. Road classification, gazettal and transfer

- A road may be subject to asset management transfer as a result of classification or re-classification under the Roads Act 1993.
- Where necessary, gazettal procedures should take place as early as practicable, and ideally after transfer arrangements have been agreed.
- In some circumstances, particularly those associated with the creation of new infrastructure through projects, changes in road classification will be automatic, and independent of any administrative action, as the classification of the roads will follow road function. In such circumstances no gazettal is required.

A.10. Asset management phase

- The receiving authority acknowledges that it will be fully responsible for the asset or road after the appointed transfer date.
- This includes responsibility for all asset management and operational matters associated with the transferred asset. If it is a road, this responsibility would include routine pavement maintenance, heavy patching, corridor maintenance, major items such as rehabilitation or reconstruction and emergency response, to the extent that responsibility is being transferred.

A.11. Dispute resolution procedure

- Under this guideline it is expected that each authority will use its best endeavours to ensure that there is satisfactory agreement under any negotiations held.
- However in the event of a dispute between authorities on transfer of assets and asset management responsibilities, the following procedures shall be adopted:

A.11.1. Transfer of assets – RTA and councils

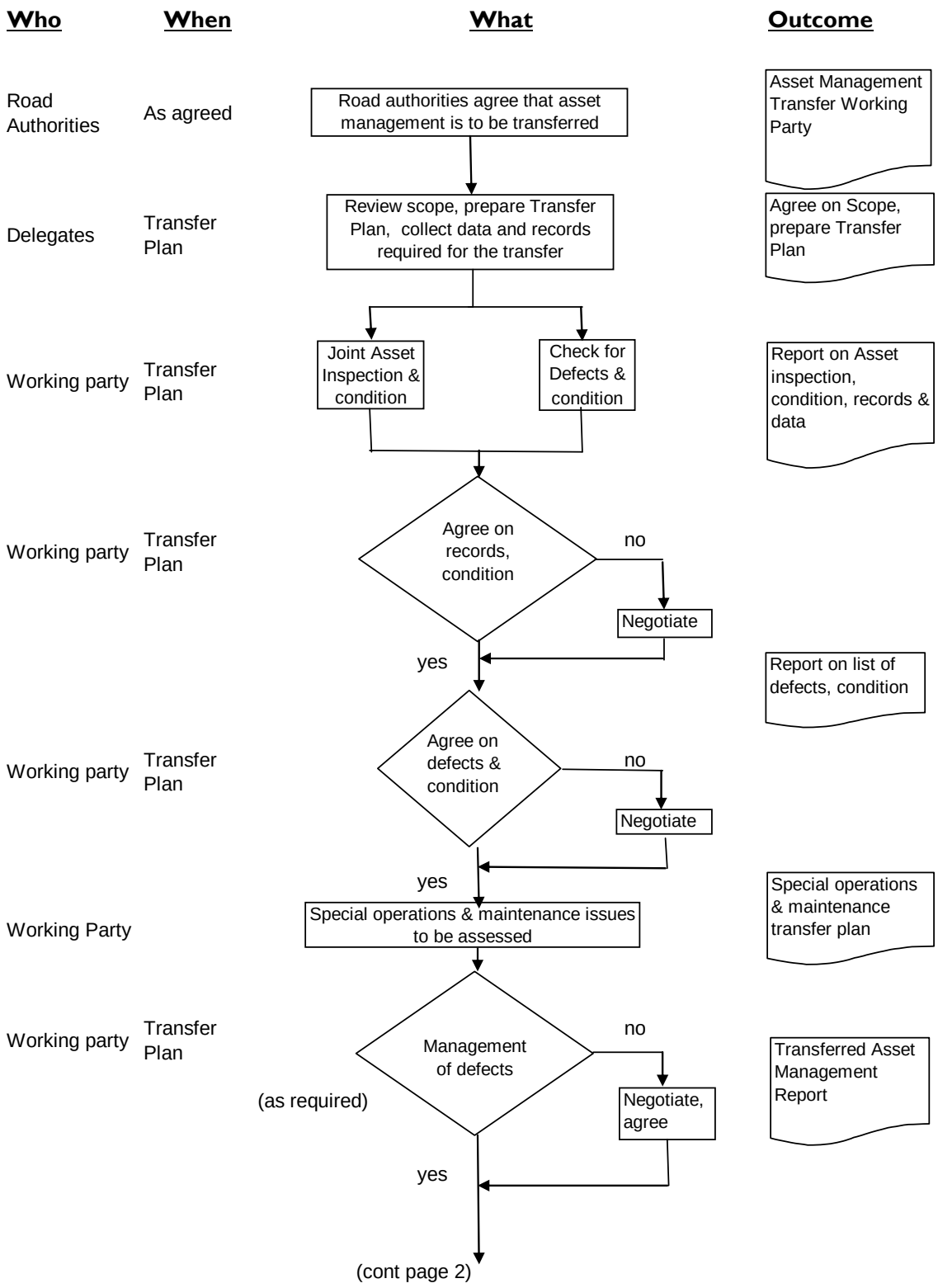
- In situations whereby RTA and Council members of the Asset Transfer Working Party fail to reach agreement, the Regional Manager and Council's General Manager are to jointly consider and determine the issue. When that approach is unsuccessful, the matter is to be escalated to the RTA Chief Executive.
- It should be noted that when a road is de-classified and becomes a local road, it is automatically subject to management transfer and will revert to the care, control and responsibility of the relevant council as roads authority.

A.11.3. Transfer of assets – other road authorities

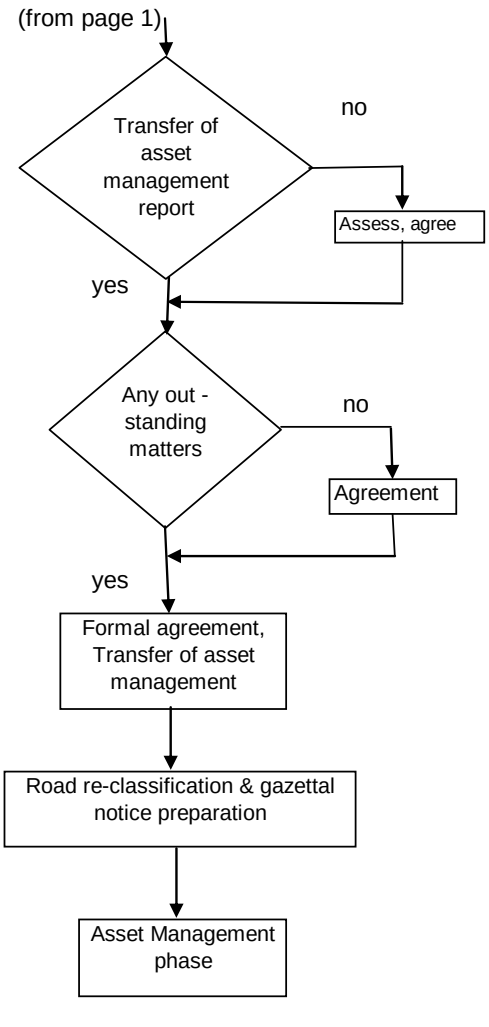
- If there is non-agreement and a dispute, the relevant Chief Executives of both authorities are required to negotiate an agreed settlement.
- In the event of failure of the above procedure, the final decision will be made by the Ministers who are responsible for the each of the relevant authorities in accordance with section 261 of the Roads Act.

- Adoption of this procedure will also be subject to any other relevant statutory requirements that may apply at the time.

Appendix B - Flow Chart: Transfer of Asset Management



Who	When	What	Outcome
Working Party	Transfer Plan	Transfer of asset management report	Transfer of Asset Management, Detailed report
Working party	Transfer Plan	Any out - standing matters	Outstanding matters list
RTA Network Management	Transfer Plan	Formal agreement, Transfer of asset management	Asset management transfer agreement
Road Authorities	Transfer Plan	Road re-classification & gazettal notice preparation	Gazettal notice
New road authority	Date of Handover	Asset Management phase	Asset Management Plan



Appendix C - Process Checklist for Transfer of Asset Management

This checklist has been prepared as part of the transfer process and should be used in conjunction with the other Transfer Guideline documents. The purpose is to provide a summary of the main steps that should be followed during the transfer of assets, and act as a reminder when actions are required.

Item No	Item	Req'd Y/N	Date Req'd
1.	**Acknowledgement that an asset is to be transferred**		
	.1 Arrange meeting between authorities		
	.2 Form an "Asset Management Transfer" working party (w/p)		
	.3 W/P prepare/agree on scope of transfer		
	.4 Prepare an "Asset Transfer Plan"		
2.	**Identification of records, data and information needed**		
	.1 List of above information prepared, for details see also ILC-AM-TP4-101-C01, "Checklist for Handover Documentation, General"		
	.2 Transferring authority use best endeavours to provide data and information required		
3.	**Review, inspection, acceptance of asset condition, costs**		
	.1 W/P reviews all documentation and prepares list of assets		
	.2 Undertake joint inspection, consider any possible additional maintenance and operational items or issues		
	.3 Asset condition recorded, add items not previously listed from any other source		
	.4 Consider any environmental aspects and compliance in transfer		
	.5 Check for any heritage or other similar items that may be involved		
	.6 Review and assess road and general safety matters including impact on the user, safety barrier systems, signage, delineation, markings, etc		
	.7 Authorities review, agree on asset components condition, prepare condition report		
	.8 Review outstanding property matters if any, resolve prior to transfer		
	.9 Assess likely maintenance requirements and costs, WoL, etc		
	.10 Prepare Asset Inspection Report, Pre-handover, see ILC-AM-TP4-101-F01		

4.	**Identification and management of defects**		
	.1 Not intended that existing asset used for a period of time will be transferred "as new" or a "pristine" condition		
	.2 It would be reasonable to assume that the asset has been maintained to a condition commensurate with its function and traffic loading.		
	.3 In most instances the transfer of assets will occur using the existing operational and maintenance conditions agreed during the joint inspection		
	.4 Record any defects identified in the Transferred Asset Report		
	.5 Negotiate and reach agreement on defects and actions required		
	.6 Some defects may need monitoring if item is structural, safety, etc		
	.7 The divesting authority to undertake normal routine maintenance up until formal transfer of the asset.		
	.8 Any defects that present a potential safety risk shall be repaired by the divesting authority prior to transfer		
5.	**Special maintenance, asset items or operations required by the receiving authority**		
	.1 Ensure continuity of operational and maintenance services during transition, particularly if there are specialised maintenance or servicing items involved		
	.2 Assess longer term implications, risks, arrange training or special equipment as required		
	.3 Consider use of contractors or other solutions		
	.4 Review cost for efficiency and any WoL implications		
6.	**Transferred asset or project completion report**		
	.1 Composite report prepared using all previous gathered data and information		
	.2 W/P consider report, agree on details, any outstanding matters, further actions required		
	.3 For new work or a project also refer to current processes in Asset Maintenance or Major Infrastructure, Handover procedures		
7.	**Final report, outstanding issues or matters arising from transfer**		
	.1 List outstanding/unresolved matters, actions, and possible resolution		
	.2 W/P to consider report including financial implications		
	.3 Agreement between parties and final acceptance of Transfer		
8.	**Exchange of formal agreement and transfer of asset management**		

	.1 To take place after all outstanding issues resolved and agreement reached		
	.2 Formal agreement prepared, signed and exchanged		
9.	**Road classification and gazettal**		
	.1 As required asset or road transferred as result of classification		
	.2 Gazettal to be done a earliest opportunity, or as required		
10.	**Asset management phase**		
	.1 Commences after formal agreement concluded (or as otherwise decided)		
	.2 Receiving authority becomes responsible for management of the transferred asset		
	.3 This includes all future maintenance and operational matters associated with the asset		

Appendix D – Documentation, condition data and maintenance history checklist

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
1.	Road, name	Region Council area Electorate Year built Location Rural/Urban Topography Pavement type AADT (year)		Year or date GIS, Roadloc Zoning Flat, undulating, steep Bitumen, concrete, other Number					
2.	Road Design, Geometry & Construction Compliance	Design report Design plans GIS graphics Contract Documents WAE Plans Asset data and Roadloc Handover reports Meets RDG		Speed Metre (range) Width Width Width No & width Number Parking					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
		standard Curve radii Cross section Formation Seal Lanes Overtaking Non standard radii Design compliance Classification		Roundabouts Bus stops & lay by's Lighting Pedestrian crossings Disabled access Traffic control & calming devices Emergency vehicle crossings & access					
3.	Pavement Components & Type	Sub grade Sub base Base Maintenance schedule Surface Special reports, y/n		Geology & soil type Flexible, rigid Flexible, rigid Bound, unbound AC, Bitumen Seal, concrete Geotech reports Age since last Rehab. Drainage					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
				Moisture presence and spongy Condition, good, satisfactory, poor Action needed, y/n					
4.	Pavement Wearing Surface	Condition		Age since last surfacing Shape Roughness Cracking Rutting Skid resistance Deflection Moisture presence or spongy, y/n					
5.	Pavement Condition	Estimated life % Distress		Years Minor < 5% ➢ 10% ➢ 20% Action needed, y/n					
6.	Surface Drainage,	Table drains		Location					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
	Formed	Mitre drains Back drains		Condition Length Clear of debris, y/n					
7.	Surface Drainage, Lined	Type Material, concrete, bitumen, etc		Location Condition Length Clear of debris, y/n					
8.	Sub Surface Drainage	Longitudinal Transverse Herringbone		Location Condition Length Inlets clear, y/n Outlets clear, y/n Locations marked					
9.	Culverts, Concrete	Size: < 600 mm 600 mm – 1200 mm > 1200 mm		Location Condition: good, satisfactory, poor Length Clear of debris, y/n					
10.	Culverts, Steel, Other or Arch	Size: < 1200 mm		Location Condition: good,					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
		>1200 mm		satisfactory, poor Length Clear of debris, y/n					
11.	Culverts, Bridge Size (>6 m)	Span or size		Location Condition: good, satisfactory, poor Length Clear of debris, y/n					
12	Stormwater Drainage	Type, size		Location Condition Length Inlet/outlets clear Clear of debris, y/n					
13.	Shoulders, Sealed	Width Type		Complies, y/n Condition Drainage Length %					
14.	Shoulders, Unsealed	Width		Complies, y/n Length % Condition					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
15.	Verge	Formed for use and meets RDG standard, y/n		Stable Trafficable, y/n Complies, y/n					
16.	Embankments	<1.0m, y/n >1.0m, y/n		Length % Length % Trafficable, y/n Stable Scoured, y/n Drains, type					
17.	Sight Benching	Existing, y/n		Number Clear SD Interrupted SD Vegetation, y/n Complies, y/n					
18.	Protection Barriers	Guardrail, Wire, Concrete, Other		Length Length % Age Condition Complies, y/n					
19	Guideposts	Existing, y/n		Length %					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
		Timber, conc, metal, other		Complies, y/n Condition					
20.	Reflectors	Existing, y/n		Length % Complies, y/n Condition					
21.	Line marking	Existing, y/n		Complies, y/n Condition, good, satisfactory, poor					
22.	Signposting, Regulatory	Existing, y/n		Complies. y/n Condition, good, satisfactory, poor					
23.	Signposting, Warning	Existing, y/n		Complies, y/n Condition, good, satisfactory, poor					
24.	Signposting, Directional	Existing, y/n		Complies, y/n Condition, good, satisfactory, poor					
25.	Intersections	Type		Location Number Lighting Complies, y/n					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
				Condition					
26.	Median Strip	Type		Width Length % Condition Materials Lighting Trees, vegetation Drainage					
27	Footpath	Existing y/n Formed or constructed Materials		Type Width Length % Condition Contains services Trees, vegetation Urban outdoor footpath dining areas, y/n Drainage Power or service poles & distance from roadside					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
				(safety)					
28.	Roadside Furniture & Pedestrian Areas	Existing, y/n Type		Lighting, y/n Bus Stops Seating Landscaping Advertising facilities Pedestrian crossings Pedestrian desire line restriction fencing Protected					
29	Street or Intersection Lighting	Existing, y/n Type		Spacing Offset distance Protected, y/n Condition Complies, y/n					
30	Clear Zone	To RDG standard, y/n		Width Drains trafficable Vegetation Trees, size Other fixed objects,					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
				protected, y/n					
31.	Vehicular Run off area to clear zone	Available, y/n		% of Road length Max. grade Complies Trafficable, y/n					
32.	Road Reserve or TSR	Type		Width Cleared Vegetation Drainage					
33.	Property Access	Available y/n		Rural/fringe/urban Number/km Location Condition, good/poor Complies safety, y/n					
34.	Fencing, etc	Available y/n		Type Length Complies Condition, good/poor					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
35.	Rest Areas	Available y/n		Number Location Condition Toilets, y/n Cars Trucks Sealed Landscaped Access, good/poor Lighting Complies, y/n					
36.	Rest Area Toilets	Available y/n		Number Condition, good/poor Type Working, y/n Complies, y/n Lighting Replace, y/n					
37.	Slopes	Class, 1 to 3		Number					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
				Location Condition Complies Work required y/n					
38.	Slope Protection Works	Existing, y/n		Number Location Type Age Class Condition					
39.	Electricity/Lighting	Available, y/n		Distance from road Under/over Depth Spacing Complies safety, y/n Complies, lighting					
40.	Telecommunications	Available, y/n		Distance from road Under/over spacing Complies safety, y/n					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
41.	Watermain	Present y/n		Age Size Distance from road Depth Complies y/n					
42.	Sewage Pipes	Present y/n		Age Size Distance from road Depth Complies, y/n					
43.	Bridges	Type Age Description Condition Bridge design Bridge plans BIS details		Number: road, Pedestrian Location Span, m Concrete Steel Composite Suspension Opening Timber					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
				Abutments Piers Girders Deck Handrails Lighting Stream scour & condition Approaches Complies, y/n Condition good/poor Inspection records Routine maintenance program Maintenance records Operating systems Opening br. systems Traffic control systems					
44.	Traffic Signals	Design plans y/n Components		Number Location					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
		systems		Condition Complies, y/n					
45	Traffic Structures and Systems	Electronic, Intelligent systems Truck monitoring		Type Location Operational type Age Working and used, y/n Complies y/n					
46.	Noise Walls	Details & design		Type Length Average height Construction type Decibel count Manufacturer or spare stock Complies y/n					
47.	Environmental Items	EIS or REF reports restrictions & requirements Licences		Report or determination Noise Pollution					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
		Certificate of Compliance		Archaeological Aboriginal items Endangered species, flora & fauna Noise walls Spillage controls Emergency planning Complies, y/n					
48.	Accident History	Records as at date of transfer		Historical records Location plans Report details or possible treatment Black spot site					
49.	Tunnels	Details & design plans		Location Lighting Pumps Traffic control Computer systems Air controls & systems Emergency access					

Item No	Asset Name or Description	Asset Data or Component	Avail y/n	Details & Condition Data	Avail y/n	Maintenance History	Avail. y/n	Comments	Insp. y/n
				Signage & driver advice Complies, y/n					
50.									
51.									
52.									
53.									
54.									
55.									