



Level of Road Service

Application	Council Infrastructure Staff
Responsible Officer	Director Infrastructure Services
File No	CM:POL:CWP
Authorised by	Council
Effective Date	0552/2018.05.15
Distribution	Internet / Intranet / Public Exhibition

Purpose

Carrathool Shire Council shall inspect and maintain its public road network such that it is safe and trafficable for motorists. This will be done within the budgetary constraints as set by Council and the Roads & Maritime Services (RMS) for the respective road categories.

Definitions

Council: Carrathool Shire Council

Reference

This policy complements relevant legislation and where it is silent on matters referred to in the Roads Act 1993 such matters must be followed in accordance with the legislation.

Policy statements

Statement of Intent

Carrathool Shire Council wishes to minimise the possibility of accidents that may occur due to road conditions. By carrying out routine inspections of all Council roads, a priority list will be established identifying safety concerns that need addressing.

A road safety inspection shall be carried out, using the standard form as used for the Single Invitation Contract that Council has with the RMS on State, Regional and Local roads.

Objectives

1. To support safer roads for road users.
2. To support a proactive and proportional maintenance system and works programme.
3. To document a priority system to enable traceability.
4. To allow Council to allocate appropriate resources.
5. To ensure a scheduled maintenance system.
6. To strategically reduce and where possible, eliminate risks.
7. To reduce risk and liability to Council.

Description

For Council to implement an appropriate Quality Management System of its road network, it shall incorporate an inspection procedure that identifies hazards and assigns an associated classification within a risk matrix.

The complete maintenance/asset inspection process will incorporate several stages, allowing for input from various parties including staff, road users, formalised inspections, etc.

This policy and process ensures that all records of road inspections are carried out systematically and documented in order to:

- a) identify and assess potential hazards and associated rectification works;
- b) log that a road is safe and trafficable so far as is practicable; and
- c) ensure an official record of defects and works is kept.

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Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	1.0



Road Network

Carrathool Shire Council has 2,767.03 km of State, Regional and Shire roads under its control. Private roads are not included in this policy as they are not part of the road hierarchy.

Category	Road	Length (km)	
State Roads	Kidman Way	147.20	
	Burley Griffin Way	9.28	156.48
Regional	Sealed	145.33	
	Unsealed	189.84	335.17
Local	Sealed Rural	269.93	
	Unsealed Rural	1952.24	
	Sealed Town/Village	53.21	2275.38
Total			2767.03

Table 1 Frequency of Maintenance Inspections

Road	Frequency of Inspection
Kidman Way	As per RMCC (Once per fortnight) Night Inspection (Annually)
Burley Griffin Way	As per RMCC (Once per fortnight) Night Inspection (Annually)
Main Road Regional 80 – Mbsggel Road Main Road Regional 244/7606 – Tabbita Lane Main Road Regional 321 – Rankins Springs Road Main Road Regional 368 – The Springs Road Main Road Regional 371 – Lake Cargelligo Road Main Road Regional 501 – Lachlan Valley Way	Once every 3 months (and in response to public complaints etc.)
School Bus Routes Link Roads Strategic Link Roads Collector Roads	Once every 6 months (and in response to public complaints etc.)
Local Roads Local Roads – Maintenance as Required	Once every 12 months (and in response to public complaints etc.)

Road Maintenance

Road Maintenance will be carried out at the direction of the Director Infrastructure Services/ Manager Infrastructure Services following assessment as a result of a defect identified through inspection or public complaint.

Wet Weather

All sealed roads shall be inspected at the initiative of Council road inspectors in the case of excessive rain or prolonged periods of wet weather, or as directed by Director Infrastructure Services.

Natural Disasters

When a natural disaster is declared, all roads are, where possible, to be made safely passable especially to local traffic through emergent works. This shall include works on roads, culverts, bridges and washed out road furniture. A post event inspection shall be carried out in accordance with the RMS guidelines for flood damage inspection and Recover (or equivalent disaster management system) shall be activated.



Identification of Required Action

Council’s Hierarchy of Controls and WHS Risk Matrix are used to give a rating based on the location within the road reserve, the road hierarchy and the overall physical description of the hazard.

Table 2 - Likelihood rating (How often?)

Rare	May only occur in exceptional circumstances. <5% chance of occur
Unlikely	Not likely to eventuate. About a 5-25% chance that it will occur
Possible	Probable. About a 50% chance of it happening
Likely	Will probably happen. Likely to occur in 75-95% of instances
Almost Certain	Expected to occur. Will occur in 95-100% of cases

Table 3 - Consequence rating (How bad?)

Insignificant	No injuries Low financial loss >\$2,000 Negligible damage to property or loss to business capability
Minor	Injury requiring first aid treatment Financial loss up to \$12,000 Negligible loss to business capability Minor property damage Onsite contamination release immediately contained
Moderate	Injury requiring medical treatment or several days off work Financial loss \$12,000 to \$100,000 Loss of business capability for several days Property damage Onsite contaminated release (contained with outside assistance)
Major	Long term illness or serious injury Financial loss > \$100,000 to \$250,000 Major loss of business capability for greater than one week Significant property damage Environmental damage (contained release with no detrimental effects)
Catastrophic	Death or permanent disability/illness Financial loss > \$250,000 Severe property damage and business loss Severe environmental damage

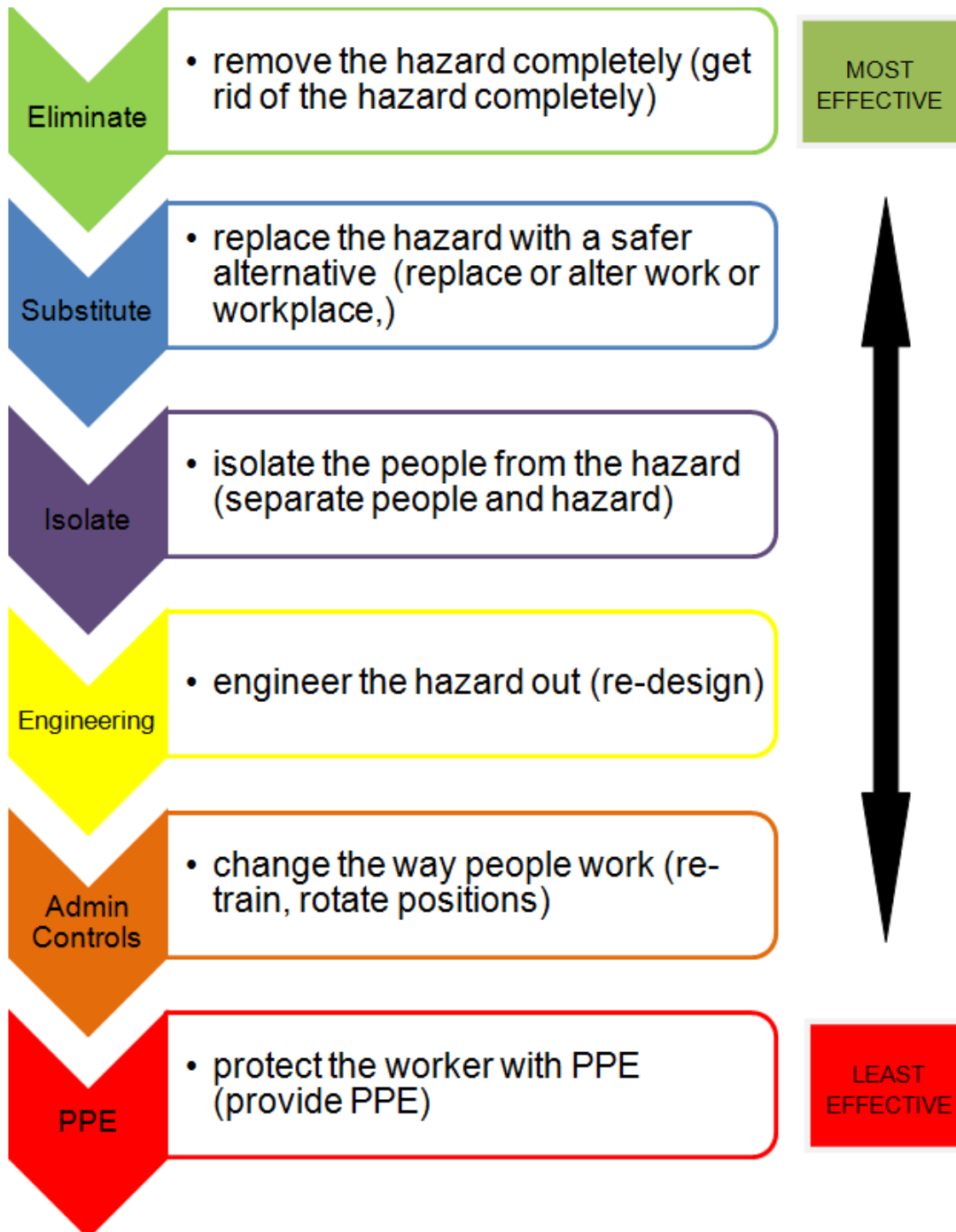
Table 4 - Risk Level

Likelihood (How often?)	Consequence (How bad?)				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Med	Med	High
Unlikely	Low	Low	Med	Med	High
Possible	Low	Med	High	High	High
Likely	Med	Med	High	High	Very High
Almost Certain	Med	High	High	Very High	Very High



Determine the Risk Level for each identified risk.

Risk Score	Meaning of Risk Score (What you must consider before undertaking task)
Very High	Stop. Immediate action. See supervisor. Do not proceed with task.
High	Stop. See supervisor. Re-consider task. Refer & review SWMS for task. Ensure effective controls are in place. Monitor
Med	Ensure effective controls are in place to minimise risk. Monitor.
Low	Monitor the hazard & controls. Reassess if hazard changes and/or control is ineffective.





Defect Rating:

The defect ratings are utilised in the inspection to identify the extent of the defect and the potential consequence. The following are the most common examples of defects which could occur and what they would rate in terms of risk. The list and nature of defects are not limited to these tables.

Table 5 Sealed Roads – Hazard Types and Severity

Description of Hazard	Consequence 1 <i>Insignificant</i> → 5 <i>Catastrophic</i>				
	1	2	3	4	5
Objects on Road					
Small sized object with a maximum dimension of <100mm	X				
Medium sized object with a maximum dimension between 100 and 200mm	Remove Immediately				
Large object with a maximum dimension of greater than 200mm					
Spilled Materials on Roads					
Moderate spills of granular materials		X			
Large spills of granular materials, any spills or oil or other slippery substance			X		
Spills >20L of oil, wet clay or other slippery substance			X		
Potholes					
Pothole with diameter >300mm and/or depth >50 + <75mm		X			
Potholes/Washouts >75mm				X	
Edge Drop and Pavement Joints – Sealed roads ONLY					
Drop <80mm within 1m travel way	X				
Drop >80mm and >3m long within 1m of travel way				X	
Drop >100mm and further then 1m of travel way				X	
Sealed Surface Problem					
Bleeding (seal picking up)		X			
Stripping (>30% loss)		X			
Water Ponding (>10m ³)			X		
Pavement Failure					
Edge Break > encroaching 400mm in travel way					X
Edge Break < encroaching 400mm in travel way		X			
Shove < 75mm deep and area <20m ²		X			
Shove > 75mm deep and area <20m ²					X



Table 6 Unsealed Roads – Hazard Types and Severity

Description of Hazard	Consequence 1 Insignificant → 5 Catastrophic				
	1	2	3	4	5
Rutting and Scouring					
75mm – 100mm deep, <150mm wide		X			
75mm – 100mm deep, 150mm – 300mm wide			X		
>100mm deep and >300mm wide					X
Potholes					
diameter <100mm			X		
diameter or depth >100mm		X			
Corrugations					
Corrugations <50mm		X			
Corrugations >50mm				X	
Bull-dust Holes >150mm deep				X	
Rock Bar Height >50mm				X	
Protruding Rocks/Exposed Road Base > 75mm			X		
Wash outs > 30mm		X			
All defects exceeding Criteria: Endeavour to fix within 3 months.					

Table 7 Signage & Roadside Furniture – Hazard Types and Severity

Description of Hazard	Consequence 1 Insignificant → 5 Catastrophic				
	1	2	3	4	5
Regulatory and Warning Signs					
In poor condition		X			
Missing/illegible/poor reflectivity					X
All Other Signs					
Missing or illegible, or poor condition		X			
Guideposts					
In poor Condition	X				
Missing		X			
Guardrail and Safety Fencing					
In poor condition	X				
Missing or in poor condition in dangerous location					X
Road Markings – Longitudinal Line Markings, Transverse Markings, Pavement Symbols and Pavement Markers					
Missing or illegible or in a non-critical location	X				
Missing or illegible or in a critical location					X
Note: A critical location is a location where the road alignment and/or pavement width and/or geometry are identified as a hazard that will have a significant impact on the travelling public (cars, trucks, motor cycles, bicycles and pedestrians).					

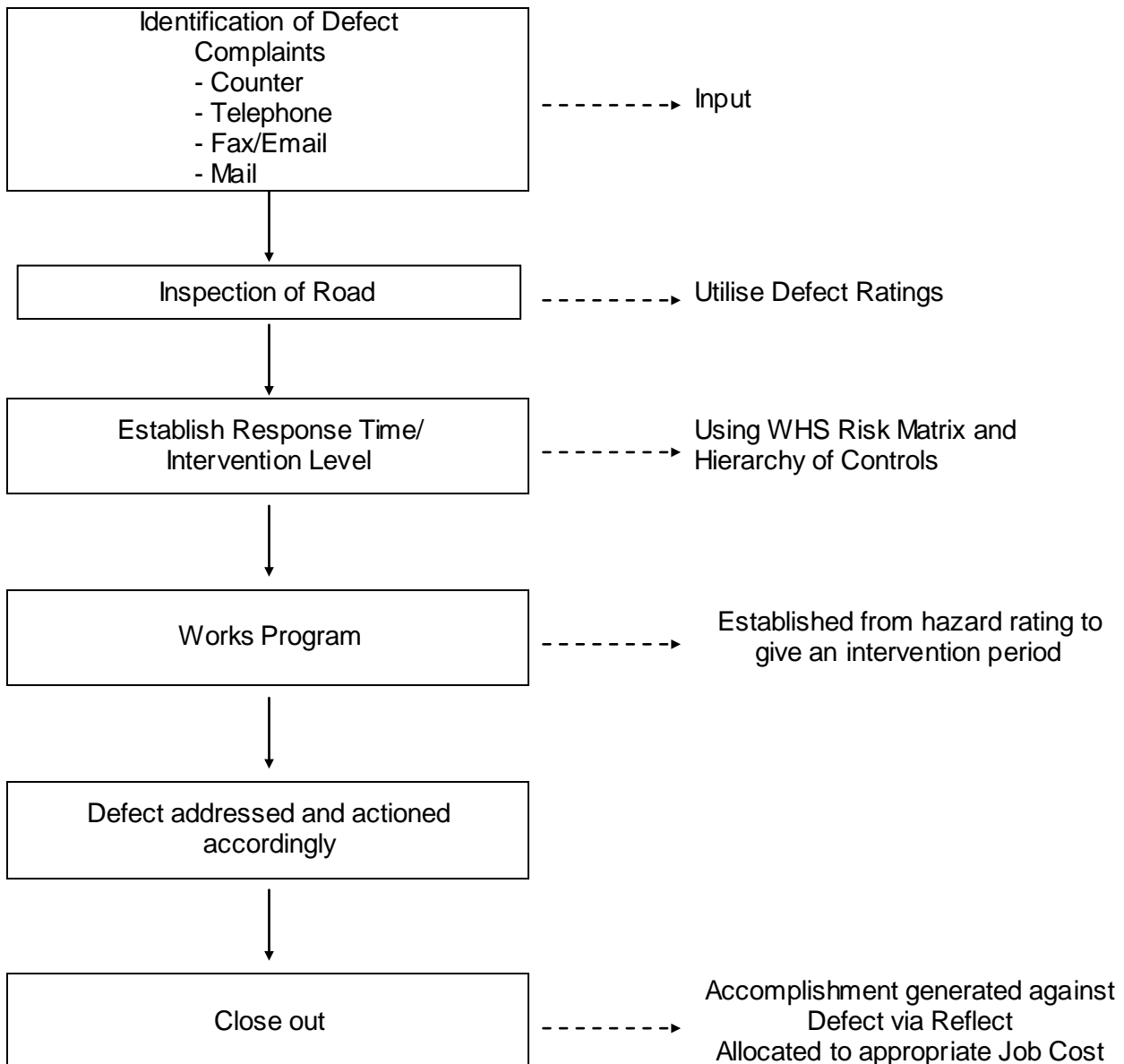


Determining Intervention Periods:

Once a defect has been identified and rated according to location and risk, an intervention period is determined using the table below. It is then entered into the Asset Inspection Process.

Risk Score	Priority of Response/Intervention Period
Very High	Highest/Immediate: 24-48 hours
High	High: 1 week
Med	Medium: 1 month
Low	Low: 3 months

Asset Inspection and Maintenance Flowchart

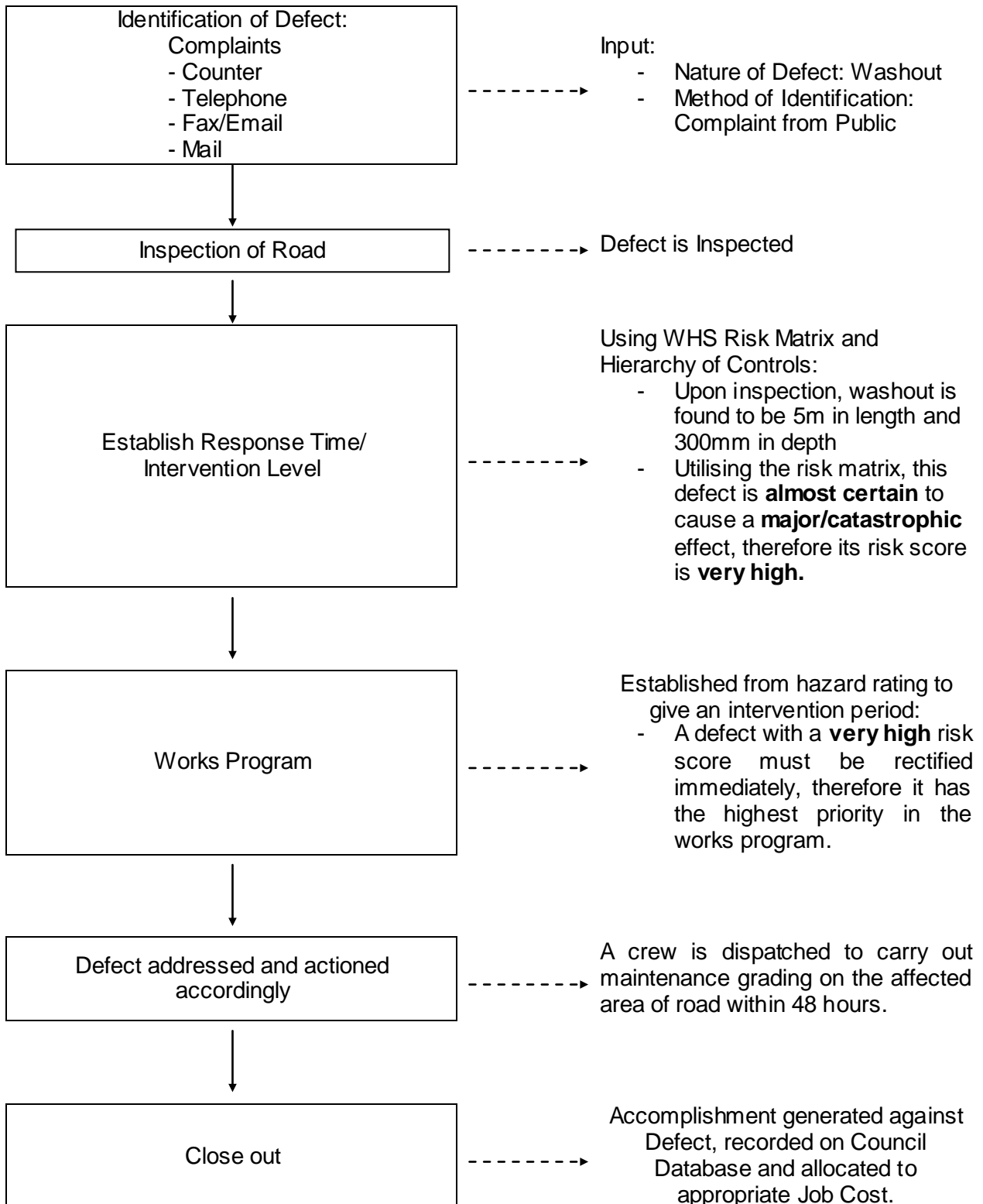




Utilising Flowchart with Risk Matrix

The following is an example of how a reported defect would be processed;

Example 1: Joe Bloggs, resident of A Road, reports a dangerous washout by telephone.





Revision Table

Minute /Date	Amendment Summary	Reason or Reference
0552/2018.05.15	New policy to inspect and maintain its public road network	Adoption

Associated Documents

Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.

SIGNED: POSITION: GENERAL MANAGER

DATE:...../...../.....