

**POLICY TITLE       ROADS MAINTENANCE – RISK MANAGEMENT**

VERSION I:           Adopted 3 May 2007

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**OBJECTIVES**

This document outlines the need to manage risk and to formalise maintenance practice in relation to roads. The condition of road infrastructure is maintained and improved through capital works and routine maintenance works. While capital works are eventually required, routine maintenance must keep the road network essentially safe. To achieve this, assessment, monitoring and rectification of hazards and their potential consequences are required.

Within the available resources of Dungog Shire Council to:

- Provide safe roads for use by road users;
- Identify areas that require maintenance;
- Establish a priority system for carrying out maintenance on Council roads;
- Provide information to assist council in allocating resources where they are required and
- To allow council to schedule maintenance where required.

**POLICY STATEMENT**

This policy provides the guidelines for identifying the location, nature, treatment options and repair priorities of potential hazards to road users. The implementation of this policy aims to minimise public liability exposure and provide a best value service to the community in relation to provision of road infrastructure services.

**INSPECTIONS**

Dungog Shire Council conducts road inspections upon request from the community and from staff members.

Service Requests from the Community

Service requests from the community are a valuable source of knowledge about the state of the road network.

Requests are registered with Council's Administration Section and recorded using a Customer Request Management form. Each request is then assigned to a staff member who will then investigate by way of making a physical inspection of the site and recording the details of the inspection.

#### Service Requests from Staff

Council staff regularly travel the road network on the way to and returning from work locations at various points throughout the LGA. During this travel Council staff are encouraged to inspect and report any defects encountered using Council's Customer Request System. Once a Customer Request is logged it is handled as any other request.

### ASSESSMENT

Upon inspection a Council Officer establishes the Risk Rating for that section of road. The risk posed to the community is calculated by considering the location of the defect, the amount of road usage and the hazard type and severity.

A risk rating table has been developed for this purpose and is not included as part of the policy due to the need to remain flexible with this particular rating method.

This Road Risk Rating allows Council to prioritise the corrective action it intends to take and allows control measures to be scheduled.

### CONTROLS

Control of risk exposure requires control measures to be implemented. Some of the control measures that Council will be able to use to lessen our exposure to risk are as follows:

- Use of warning signs and lights to alert road users of the potential hazard that exists ahead.
- Erection of temporary barriers or barricades and lights around the area until it can be repaired;
- Effecting repair of the damaged area, or
- Planning and allocating resources for the long-term replacement of the road surface.

### REPAIR PROCEDURES

#### 1. Control:

- Work order is issued.
  - i. During work Council ensures the area is safe by the erection of temporary barriers or barricades. Temporary repairs may also be put into place to secure the area while awaiting further work.

- On work completion the site is inspected. If work does not satisfy specification a work order is reissued.
- Once satisfied the job is signed off.

## 2. Monitoring:

- Work will be reinspected as part of the regular inspection program at the pre-determined intervals. Council records this information to ensure that the standard of maintenance, repair or replacement complies with its standards.
- If the work does not satisfy specification a work order is reissued.

All works are completed under supervision to ensure that the Councils standards are upheld.

## BUDGET

The appropriate Council Manager responsible for the function shall seek an annual budget allocation from Council for the urgent repair of high priority road hazards that cannot be repaired under the normal maintenance budget.

Council will work to allocate human and financial resources to the point of Council's budget constraints in order to conduct inspections and assessments for the implementation of this policy.

<b>Date Policy Adopted</b>	<b>Minute No</b>	<b>Authority</b>
3 May 2007	33382	Council Resolution