

**POLICY TITLE      ROAD OPENING POLICY**

VERSION I:            Adopted 3 May 2007

Last reviewed:       -

---

**OBJECTIVES**

To provide direction for the implementation of Council's statutory responsibilities and infrastructure asset protection obligations with regard to road openings and road reinstatements.

**POLICY STATEMENT**

- The Roads Act 1993, Part 9, Division 3, Section 138 (1) states that:-  
*A person must not;*  
*(a) erect a structure or carry out a work in, on or over a public road; or*  
*(b) dig up or disturb the surface of a public road,*  
*Otherwise than with the consent of the appropriate roads authority.*  
  
*The maximum penalty for this offence is 10 penalty units.*
- Council must therefore be notified of all proposals for road openings whether to be undertaken by service authorities, other persons or entities or their subcontractors.
- Council will maintain an accurate data base of all road opening permit applicants and of road opening permits issued.
- All road openings must be reinstated to a standard commensurate with Council's asset maintenance standards.
- A bond will be obtained by council prior to the commencement of work. This bond will vary according to the dimensions of the work proposed. A quote for the bond will be established by managerial staff upon application for authority.
- In determining whether to grant a permit the Council will have regard to:
  - the nature and duration of the works;
  - the likely hazard that the works may constitute to users of the road;
  - the impact of the works on the amenity of the adjoining area;
  - whether an appropriate Traffic Management Plan has been developed;
  - whether an appropriate indemnity has been provided to Council;
  - and
  - any other matter relevant to the circumstances of the application.

- Council will require all service authorities (except in emergency circumstance) to provide written notice of any intention to undertake a road opening, such notification to be given at least five working days prior to road opening works.
- Council acknowledges that service authorities will take all reasonable steps to carry out road openings and road reinstatements with as little detriment and inconvenience to the community as is possible and in a manner which protects public safety at all times.
- Council will require all service authorities to reinstate the road opening within ten working days of undertaking the road opening to a condition satisfactory to Council.
- After inspection by a Council officer, where Council is not satisfied with the condition of a road opening reinstatement undertaken by a service authority, it may request the service authority to undertake further restitution works to achieve a required reinstatement standard. Where further restitution works are still unsatisfactory Council will undertake the reinstatement works itself and seek full cost of the rectification works [Roads Act 1993, part 7, Division 1, Section 102 (1)] from the permit holder by the retention of any applicable bond and/or by debt recovery.
- Council will require all private road opening permit holders to carry out road openings in strict accord with all permit conditions.
- Council will require all private road opening permit holders to reinstate the road opening within 48 hours of undertaking the road opening to a condition satisfactory to Council.
- After inspection by a Council Officer, where Council is not satisfied with the condition of a road opening reinstatement undertaken by a private road opening permit holder, it will service a 'Notice to Comply' demanding adherence to the permit conditions.
- Where the response to a 'Notice to Comply' is still unsatisfactory Council will undertake the reinstatement works itself and recover the full cost of the rectification works [Roads Act 1993, part 7, Division 1, Section 102 (1)] from the permit holder by the retention of any applicable bond and/or by debt recovery.
- A final inspection will be undertaken by a Council Officer three (3) months after the road/footpath is reinstated. If the condition of the road/footpath meets Council standards the full bond amount will be refunded.

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

# Road Risk Assessment Report

Date: \_\_\_\_\_ Village: \_\_\_\_\_ Inspector: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Damage Location within the road (L)				
Other (within road reservoir)	Drainage – kerb and guttering	Median	Shoulder	Traffic lanes
1	2	3	4	5

Road Hierarchy – Road Type (T)		
Local/rural road	Town/urban road	Collector, traffic, linkage roads
1	2	3

## SEALED ROADS:

Category	Description of Hazard
<b>Obstructions and Substances on Road</b>	
1	Small sized object with a maximum dimension of < 100mm
2	Medium sized object with a maximum dimension between 100 and 200mm
3	Large object with a maximum dimension of greater then 200mm
<b>Spilled Materials on Roads</b>	
1	Moderate spills of granular materials
2	Large spills of granular materials, any spills of oil or other slippery substance
5	Large spills of oil, wet clay or other slippery substance.
<b>Potholes</b>	
1	Pothole diameter 200mm to 300mm and/or depth of 50mm to 75mm.
3	Pothole with diameter > 300mm and/or depth > 75mm
<b>Shoving and/or Rutting</b>	
1	Deformations 50mm - 100mm deep <u>and</u> > 4m long
1	Deformations > 100mm deep and > 4m long and/or ponding hazard
<b>Edge Drop and Pavement Joints</b>	
1	Drop 50mm to 75mm and > 5m long.
2	Drop 75mm - 150mm and > 5m long.
4	Drop > 150mm and > 5m long.

## UNSEALED ROADS:

Category	Description of Hazard
<b>Rutting and Scouring</b>	
<b>1</b>	Up to 50mm deep and 150mm - 300mm wide <u>and</u> < <b>10m</b> long.
<b>2</b>	Up to 50mm deep and 150mm - 300mm wide <u>and</u> > <b>10m</b> long.
<b>2</b>	50mm - 100mm deep, < 150mm wide <u>and</u> < <b>10m</b> long
<b>3</b>	50mm - 100mm deep, < 150mm wide and > <b>10m</b> long
<b>3</b>	50mm - 100mm deep, 150mm - 300mm wide and < <b>10m</b> long
<b>4</b>	50mm - 100mm deep, 150mm - 300mm wide and > <b>10m</b> long
<b>5</b>	> 100mm deep and > 300mm wide
<b>Potholes</b>	
<b>1</b>	diameter 150mm to 300mm, depth < 50mm and length affected < <b>10m</b> .
<b>2</b>	diameter 150mm to 300mm, depth < 50mm and length affected > <b>10m</b> .
<b>2</b>	dia 150mm to 300mm, depth 50mm - 100mm and length affected < <b>10m</b> .
<b>3</b>	dia 150mm to 300mm, depth 50mm - 100mm and length affected > <b>10m</b> .
<b>3</b>	dia > 300mm, depth 50mm - 100mm and length affected < <b>10m</b> .
<b>4</b>	dia > 300mm, depth 50mm - 100mm and length affected > <b>10m</b> .
<b>5</b>	dia > 300mm and/or depth > 100mm.
<b>Corrugations</b>	
<b>2</b>	15mm to 25mm deep and length affected < <b>10m</b> .
<b>3</b>	15mm to 25mm deep and length affected > <b>10m</b> .
<b>3</b>	> 25mm deep and length affected < <b>10m</b> .
<b>4</b>	>25mm deep and length affected > <b>10m</b> .

- (1) Place a circle around the damage location within the road (eg. Drainage, shoulder or traffic lane).
- (2) Place a circle around the type of road (eg. Local, town or collector).
- (3) Place a circle around the type and severity of the hazard (note the separate categories for sealed and unsealed roads).
- (4) Use the indicated categories to calculate the Road Risk Rating (RRR) below:-

**Location (table 1) + Road hierarchy (Table 2) x 2 + hazard (table 3 or table 4) = RRR**

\_\_\_\_\_ (L) + [ \_\_\_\_\_ (T) x 2 ] + \_\_\_\_\_ (H) = \_\_\_\_\_

Risk Rating	Priority	Control Mechanism	Response Time
<10	Low	No action required – monitor	-
10-15	Medium	Programmed into maintenance works	As resources permit
>15	High	Make safe and effect repair	Within 14 days

**Recommended Treatment:-** \_\_\_\_\_

**A1. Does the hazard require immediate safety precautions?**

- ☐ **Yes** – secure the area and notify supervisor
- ☐ **No** – Go to A2.

**A2. Does the hazard require future attention?**

- ☐ **Yes**
- ☐ **No**

Office Use only	
Action Request No:- _____	(High Risk)
Entered into Forward Works Program:- _____	(Medium Risk)
(Date)	