





Murrumbidgee
COUNCIL

Road Risk Management Policy (Revision 1)

	Name	Position	Signature	Date
Responsible Officer	Tom Dimec	Director of Infrastructure		30 September 2022
Authorised By	John Scarce	General Manager		30 September 2022

Document Revision History	
Date adopted by Council:	26 June 2018
Minute Number:	136/06/18
Revision Number:	1
Review Date:	September 2022
Date adopted by Council:	27 September 2022
Minute Number:	133/09/22
Next Review:	See item 7 of this Policy
Revision Number:	
Review Date:	
Date adopted by Council:	
Minute Number:	

September 2022

Contents

1. Purpose	3
2. Objective.....	3
3. Scope	3
4. Policy Statement.....	3
5. Evaluation.....	6
6. Legislation, Associated Documents and Definitions	6
7. Policy Review	6

1. Purpose

The purpose of this policy is to demonstrate that Council has a systematic and documented approach for reducing risks associated with the operation and maintenance of transport assets (roads). This is to ensure that Council's transport assets are maintained at an agreed level that optimises service and safety in consideration with the resources available. Council's transport asset network has been classified into clearly defined classes, with due consideration of classification, traffic volumes, vehicular type, usage and associated safety standards. Murrumbidgee Council's Road Classifications are identified in table 1. This Policy excludes State Roads as they are managed by Transport for NSW. The progressive implementation of Asset Management Plans for various asset types is one of the objectives of Murrumbidgee Council ('Council').

2. Objective

This policy applies to Murrumbidgee Council transport of roads.

The objectives of the policy are to:

- Apply the principles of identification, evaluation and treatment of risks to transport asset maintenance.
- Implement a formal system of transport asset inspections which record identified risks, including defined hazards.
- Maintain a risk register for roads through inspections and incorporation of reports of transport asset hazards received from the public and/or employees.
- Implement a method of prioritising the risks identified by the various sources.
- Establish reasonably practicable response times in which to effect repairs or provide temporary warnings for the risks identified, based on resources available.
- Provide an objective, defensible and repeatable approach to the maintenance of Council's transport assets.
- Establish a documented system and process to allow ongoing review.

3. Scope

This policy applies to all Murrumbidgee Council road infrastructure.

4. Policy Statement

This policy demonstrates that Council has a methodical and documented approach for reducing risks associated with the maintenance of transport (roads) assets and provides clear guidance when performing operational and maintenance activities.

Under the Roads Act 1993 roads are identified as either public roads, freeways or Crown roads. Council is the responsible authority for public roads, other than public roads for which some other public authority is declared by the regulations to be the road authority:

- State Roads are the responsibility of Transport for NSW.
- Crown Roads are the responsibility of Crown Land in NSW.

Classification of the named/gazetted section of road will be in accordance with this policy. Until this classification occurs, the paper road (Crown Roads) will not be included in Council's maintenance program. Council also reserves the right to close a section of paper road in accordance with the Roads Act 1993.

Inspections – Road Hazard and Risk Identification

Road inspections are undertaken to allow the systematic identification of risks on the road network. An inspection program has been developed (Table 1), and the information gathered by this program shall be used as the main method of identifying all the known hazards and risks associated with the road network. Inspections are a formalised assessment of sections of the road network, looking for hazards that may require repair and maintenance.

There are three (3) major types of inspection

- Formal (planned)
- Requests/feedback received from road users
- Service requests from Council employees

Formal (planned)

The purpose of formal inspections is to identify:

- Those assets that have defects
- The location of the defect
- Action required to correct the defect
- Severity of defect, and hence priority for action.

Requests/Feedback Received from Road Users

Customer requests or feedback from road users are a valuable source of knowledge about the state of the transport network between inspections. Each customer request/feedback is registered via a Customer Service Request and then assigned to an Infrastructure staff member who will then arrange an inspection of the identified request/feedback item.

Service Requested from Council Employees

Council's staff regularly travel the road network throughout the Council area. During this travel, Council staff are encouraged to report defects encountered into the Maintenance Management Software.

Roads maintained by Council shall be inspected, generally in accordance with the intervals listed in Table 1 below.

Table 1 - Classification

MC Classification	Usage	Description
Local Access	Low Use	Council
Collector	Medium Use	Council
Distributor	High Use	Council/ State
Sub Arterial	High Use	State/ Federal

Night Inspections

All bitumen roads and streets shall be inspected in each direction for sign, pavement and guide-post reflectivity and street light functionality every two (2) years.

Inspection Staff

The inspections will be undertaken by appropriately trained and experienced personnel who understand road-related hazards and defects. These may be the Overseer, Engineers, Team Leader, or other staff members considered suitable to undertake inspections and accredited by the Asset Manager, Manager of Infrastructure, Director of Infrastructure and Senior Technical Officer.

All inspectors will be trained in the systems, hazard analysis, and recording methods which support this procedure

Inspection Process

Inspectors shall record risks/defects using the Maintenance Management Software. Where works are required to remove the risk/defect, a report will be generated and given to the appropriate staff detailing the action required and the action date in accordance with the Council’s procedures and intervention levels (Table 2).

The program shall be maintained and monitored to ensure risks/defects are actioned within specified timeframes.

Table 2 - Road Category

Road Category	Inspection Timeframe
Regional	3 monthly
Arterial/Collector	6 monthly
Local Dwelling Access Urban	Annual
Local Road, Property Access Rural	Biennial
Urban	Annual
Footpath (Low Risk)	Biennial
Footpath (Medium Risk)	Annual
Footpath (High Risk)	6 monthly
Kerb and Gutter	Annual
Bus Shelters	Annual
Bridges and Major Culverts	As per the associated road category

Control

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

- Effecting repair of the damaged or substandard asset
- Effecting temporary repairs, and hence lowering the priority for future action
- 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
- Planning and allocating resources for the long-term replacement of the road network or structures

Unavoidable Risk

Where an identified risk is unable to be eliminated due to the lack of Council resources, a summary report is to be provided to the General Manager detailing the risk and costs associated with eliminating the risk. A detailed risk rating assessment shall be undertaken, which will assist Management to program and prioritise funds to undertake necessary works.

5. Evaluation

It is the responsibility of the Asset Manager to monitor the adequacy of this policy and recommend appropriate changes.

6. Legislation, Associated Documents and Definitions

Legislation

Roads Act 1993

Associated Documents

- MC Policy – Risk Management
- MC Policy – Asset Management Policy
- MC Strategy - Asset Management Strategy
- StateWide Mutual – Operational Risk Workbook
- Minimum Levels of Componentisation for Road Infrastructure Assets (Austroads)

7. Policy Review

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).