



Policy 40 – Road

Ref: DOC/22/6197

Adopted: 20 June 2011
Minute 91/11

Version: 4

Reviewed Date: 27 June 2022

Council Minute No: 100/22

Local Government Act 1993

Statutory Authority: **Local Government (Highways) Act 1982**

WHS Act 2012 and Regulations 2012

OBJECTIVE

To continuously improve the standard of municipal roads and streets to meet the safety and amenity needs of the community by adopting a criterion based approach and adherence to sound asset management practices to manage Council's road network.

POLICY

1. PURPOSE

Dorset Council's road network includes 228 km sealed roads and 463 km unsealed roads. This policy provides a systematic approach to the progression and maintenance of the municipal road network to ensure the continuation of a safe and efficient road network for public and commercial use.

2. SCOPE

This policy applies to the management of

- All constructed and defined urban and rural roads listed in Council's adopted Register of Public Roads and Road Asset Management Program;

3. COUNCIL'S PUBLIC ROAD NETWORK

3.1 Background

Council recognises that road sealing provides a higher level of service to the community and understands its stewardship obligation to balance need and what the community can afford.

The historical basis for Council not sealing unsealed roads has been based on financial and asset whole of life cycle cost analysis. Based on Council's road asset data, the current cost incurred in sealing an unsealed road and maintaining it over a life cycle is more expensive than that of re-sheeting and grading an unsealed road.

It is also recognised that the average expense may vary over the road network depending on a range of factors, including:

- Traffic volume
- High productivity and high mass vehicle usage
- Road geometry and construction gravel
- Terrain and geology
- Climate factors

3.2 Unsealed Roads: Sealing

Council will give consideration to the sealing of unsealed roads and/or defined road segments if a defined road is:

- Listed in Dorset Council's adopted Register of Public Roads
- Consistent with the priorities of Council's Strategic and Ten Year Plans and Road Asset Management Program
- Affordable in terms of what rate-payers can afford or under available government road funding

The following criteria will be objectively assessed in the decision making process that determines whether a road is sealed or left unsealed:

- Road network and access
- Safety and risk assessment
- Maintenance costs – "whole of life cost"
- Community demand
- Economic development
- Funding sources
- Pre-planning

Refer to Appendix 1 "Road Sealing Criteria – Specific Assessment Requirements".

3.3 Sealed Roads: Re-Sealing

Council will give consideration to the re-sealing of existing sealed roads and/or defined road segments listed in Council's adopted register of Public Roads on the condition that sealing is consistent with the priorities of Council's Road Asset Management Program and after assessing the following criteria:

- Safety and risk assessment
- Maintenance costs – "whole of life cost"
- Funding sources
- Pre-planning

Refer to Appendix 1 "Road Sealing Criteria – Specific Assessment Requirements"

3.5 Unsealed Roads: Re-sheeting

Council will manage re-sheeting of unsealed roads as determined by the Road Asset Management Program.

3.6 Road Maintenance

Council will maintain the roads and/or road segments listed in the Council's adopted register of Public Roads based on the standards required for specific road classifications and in accordance with the Road Asset Management Program.

Maintenance activities include all work activity required to maintaining wear surface, pavement, shoulder, earthworks, drainage and footpaths to established service levels.

Changes to the maintenance plan will be driven by periodic external audit of road condition and in-house routine inspection of road condition. Road condition and subsequent work priority may change as a result of changes in traffic volume and use of high productivity and high mass vehicles and due to environmental factors, such as storm and flood damage.

4. APPLICATION TO CARRY OUT WORKS IN A ROAD RESERVE

In order to comply with the following

- a. WHS Act 2012 and Regulations 2012
- b. Australian Standard AS 1742.3 – 2009 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads
- c. Traffic control for works on roads - Tasmanian Guide 2021;

applications must be made to Council seeking approval for works to be undertaken in the road reservation that impact Council assets or involve public safety.

The Permit process applies to:

1. All members of the community undertaking works on the road reserve
2. Utility and service providers

A Permit is not required to undertake Council work, as Council is subject to its own internal procedures.

Refer to appendix 2 – “Application for Permit to Carry Out Works in a Road Reservation”

APPENDIX 1: ROAD SEALING CRITERIA AND SPECIFIC ASSESSMENT REQUIREMENTS

To ensure a consistency of approach and transparency of a decision made by Council to seal an unsealed road, the following assessment criteria have been developed.

- Road network & access
- Safety and risk assessment
- Maintenance costs – “whole of life cost”
- Community demand
- Economic development
- Funding sources
- Pre-planning

The intent is for the right data to be collected to ensure that the information provided from an analysis supports informed decision making in relation to sealing and resealing roads and returns tangible value to the community.

<i>Criteria 1: Road Network and Access Analysis</i>
Confirmation of Council road / segment ownership & level of responsibility.
Confirmation of the number of properties and dwellings fronting the road.
Collation of daily traffic volume, speed and vehicle classification data (captured over a minimum 8 week period to ensure statistical validity of data).
By assessment, confirmation that the road provides for more consistent and reliable travel and good connectivity of the road network.
By analysis, demonstrate that sealing would not result in a change in the nature/status of the road unless it is identified in the Ten Year Plan or Annual Plan.
Demonstrate that sealing would not result in negative flow on effect from a road network perspective such as traffic volumes beyond the road purpose. If data is available, a comparative analysis against unsealed roads carrying similar volumes of traffic within the Dorset Municipality is required to be undertaken to provide a relative reference.
Determine by road traffic modeling the likelihood of increased road traffic movements over the next 3 to 5 years and the impact on capability of infrastructure to support increased traffic volume including HML and HP vehicles.

<i>Criteria 2: Safety and Risk Assessment</i>
Collate, review and report on accident history (Department of State Growth database) over the previous five year period.
Determine the road designation as a current school bus route or planned route in next 5 years.
Undertake an engineering survey of the existing road geometry and risk assess using <i>ISO 31000:2009 “Risk Management”</i> The intent is to determine the extent by which road safety would be increased if a road were to be sealed versus remaining unsealed.
Review road drainage issues that may present an unacceptable risk to property damage and road users and risk assess using <i>ISO 31000:2009 “Risk Management”</i>

Criteria 3: Maintenance Cost

Perform a cost analysis based on current asset management data and unit rates to determine the degree by which sealing affects the net maintenance effort and the asset's net whole of life cost. A comparative analysis of a dimensionally similar unsealed road and traffic volume within the Dorset Municipality road network and the alternative life-cycle costs of invoking ongoing controls e.g. dust suppression, is also required to provide a relative maintenance cost for comparison purposes.

Criteria 4: Community Demand & Customer Service Requests

Demonstrate the broader community demand for sealing of the road.

Clarify and report on matters that may have been raised or reported to Council by the community through the Customer Service Request System for the road asset being assessed. Risk assess using ISO 31000:2009 "Risk Management" in consultation with the stakeholder.

Criteria 5: Economic Development

Demonstrate by sound economic analysis the extent by which the road supports the economic, industry and trade development of the municipality.

Determine by study, the extent by which development of a freight network that allows goods to be efficiently transported to their markets in a fit for purpose condition.

Demonstrate by sound economic analysis the extent to which the road reduces operating costs for freight transport.

Criteria 6: Funding Sources

Identify the potential source(s) of full or supplementary funding

Quantify the extent of external of potential funding available for road sealing and determine the gap cost to Council.

Demonstrate that a higher priority for sealing can be assigned based on available external funding.

Criteria 7: Pre-planning

Determine the level of community consultation required and develop a consultation plan.

Identify partner/liaison parties e.g. Department of State Growth, Crown Land Services, other

Detail technical and engineering design requirements and challenges due to above and below ground services and drainage locations and report on forecast capital costs (within 10%).

Determine requirement(s) for land acquisition, licenses & permits.

APPENDIX 2 - APPLICATION FOR PERMIT TO CARRY OUT WORKS IN A ROAD RESERVATION



APPLICATION FOR PERMIT TO CARRY OUT WORKS IN A ROAD RESERVATION

The purpose of this application is for Council to provide approval for works to be undertaken in the road reservation that impact Council assets or involve public safety.

1. Applicants Details

Applicant Name:	<input type="text"/>	Mobile No:	<input type="text"/>
Address:	<input type="text"/>	Phone No:	<input type="text"/>
	<input type="text"/>	Fax No:	<input type="text"/>
	<input type="text"/>		
Email address:	<input type="text"/>		
Company Name:	<input type="text"/>	DA Number:	<input type="text"/>

2. Insurance Details

A current public liability insurance policy of \$10 million is required to be obtained to cover all works undertaken on public property.

Insurance Company:	<input type="text"/>	Phone No:	<input type="text"/>
Policy Number:	<input type="text"/>	Agency:	<input type="text"/>
Value:	<input type="text"/>	Expiry Date:	<input type="text"/>
OR Volunteer Registration Number:	<input type="text"/>		

3. Details of Works (Attach further paperwork if required)

Location:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Type of Work:

Reason for
Work:

Proposed Start Date:

Proposed Completion Date:

Working Hours: From:

To:

**YOU DO NOT HAVE APPROVAL AND MUST NOT COMMENCE WORKS UNTIL YOU RECEIVE WRITTEN
NOTIFICATION FROM COUNCIL QUOTING A PERMIT NUMBER**

4. Conditions

All applications must be accompanied by the following:

- 4.1 Site plan detailing all proposed work
- 4.2 Work Plan Schedule
- 4.3 Traffic Management detail that shall be implemented in accordance with:
 - a) AS 1742.3 – 2009 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads
 - b) Traffic control for works on roads - Tasmanian Guide 2011.
- 4.4 You must comply with Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012 in providing a safe work site for the public and site personnel at all times.
- 4.5 Works within the nature strip are to be fenced off using barrier mesh and all site personnel are to wear high visibility clothing in accordance with the relevant Australian Standards.
- 4.6 No building materials are to be kept on nature strips during construction and works on nature strips are to be completed within fourteen (14) days of commencement.
- 4.7 You must check the location of underground services with asset owners before commencement of work. Any damage to Council infrastructure will result in an invoice being sent to the applicant to cover the costs of repair.
- 4.8 You must reinstate the area of works to its original condition as approved and agreed by Council.
- 4.9 Work is not permitted to be carried out at night time, weekends or public holidays without prior written approval from Council.

Special Conditions:

Instructions for Applicant

- You do not have approval and must not commence works in the road reserve until you receive written notification for Council quoting a permit number.
- The applicant must notify Council following completion of work.
- A copy of this application shall be kept on-site with all supporting drawings, plans and current public liability insurance at all times.
- Please allow a minimum of 15 working days' notice from the date Council received this application to allow time to inspect the site and process all documentation.

I/we agree to comply with all conditions and will accept full responsibility for damage of any kind whatsoever which may be caused within the public road reservation as a result of the works at the location described, and hereby undertake to pay the Dorset Council the total cost of any repairs or reinstatement within the public road reservation as may be deemed necessary by Council's Works and Infrastructure Manager and or/engineer.

Notification has been provided to other parties/authorities and adjoining property owners/occupiers affected by the proposed works.

	Name (print)	Signed	Date
Applicant:			

NOTE: Persons not having the required level of \$10 million public liability insurance cover may arrange to have works carried out by and approved Contractor or alternately by arrangement with Dorset Council in the form of a fixed price quotation (Private Works)

Dorset Council reserves the right not to approve works in the road reservation which do not meet the required standards, conflict with existing infrastructure, present an unacceptable risk to public safety or otherwise deemed inappropriate within the road reserve.

PERMIT (office use only)	
Permit No	
This Permit is not valid until signed by an authorised officer of Council and is valid for 6 months only from date of issue.	
Signed:	Date:

The information that Council is collecting from you is information required under the Local Government (Highways Act 1982) The intended recipients of the information are officers of the Dorset Council in order to carry out Council business. Personal information will be used only for the purpose described in the At, or may be disclosed in authorised by law. The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, Dorset Council will not be able to process your application. You may make application to access or amend the information held by Council by contacting the relevant Council Officer on 6352 6500. A change of notification to details is the responsibility of the applicant.