

Internal Roads Management Guidelines for MacDonnell Regional Council

Working toward Best Practice

2016 - 2020



Effective July 2015

Review conducted September 2016

Next Review due September 2017

Internal Roads Management four (4) level implementation program 2016-2020

The MacDonnell Regional Council has developed Internal Roads Management Guidelines to improve the safety of internal roads and road signage in its communities. The success of any Internal Roads Management plan is based on five (5) factors – Repair damage to existing roads; Complete an audit of existing traffic management road furniture (signs, speed bumps, etc.); Develop a traffic management asset plan for each community in consultation with their Local Authority; Implement that traffic management asset plan and install the approved road furniture; and, Maintain repairs to roads, road verges, storm/flood damaged areas and replace any damaged road furniture. Principally, Internal Roads Management refers to improving the overall safety of roads within our communities with appropriate signage.

These guidelines provide a four (4) level implementation plan for Internal Roads Management on communities to reach a service level standard within the various timeframes, taking into account the Regional Council's Goal of Liveable Communities where roads are maintained according to an approved traffic management plan; and, also in accordance with relevant legislation.

Intent: to achieve best practice in Internal Roads Management across the Region.

In commencing this four (4) level implementation plan, it should be noted

Most Regional Council Service Delivery Centres (SDCs) have made significant advancements in improving their Internal Roads Management over the past six (6) years. This is in part due to initiatives by Council Service Coordinators, Area Managers and the community.

In outlining the targets of the four (4) service level guidelines, we note that some SDCs have already achieved some of the targets for various levels. These sites will be required to continue implementing acceptable standards and practices that have not yet been met. The objective is for relevant SDCs to meet each service level's targets for Internal Roads Management. Achieving the next level's targets is encouraged.

Eight (8) priority actions have been identified for Internal Roads Management in the Region. These actions are to be achieved in each community by the end of the four (4) service level periods that this plan applies.

Priority Actions

1. Repair exiting Potholes in internal roads	SL1	5. Installation of Road Furniture	SL3
2. Complete an Audit of existing traffic management road furniture	SL1	6. Installation of Street Name Signs	SL3
3. Develop a traffic management asset plan	SL2	7. Installation of Other Signs	SL3
4. Consultation and Approval from Local Authority	SL2	8. Repair Road Verges and any flood/storm damaged areas	SL4

Service Level One: Repair existing potholes and complete an audit of existing traffic management road furniture

Actions at this level are to ensure that internal roads are maintained to a basic level of repair and that a full road furniture audit is undertaken to determine what currently exists.

It is expected that staff directly involved in Internal Roads Management undertake training in Certificate II Rural Operations as provided by MRC. Through this training, staff receive relevant training in identifying hazards & waste; planning & organising work; participate in OHS processes; operate basic machinery and equipment; repairs & maintenance of machinery; and, repair potholes.

Actions are to be taken to commence and complete Service Level One requirements in the timeframes below.

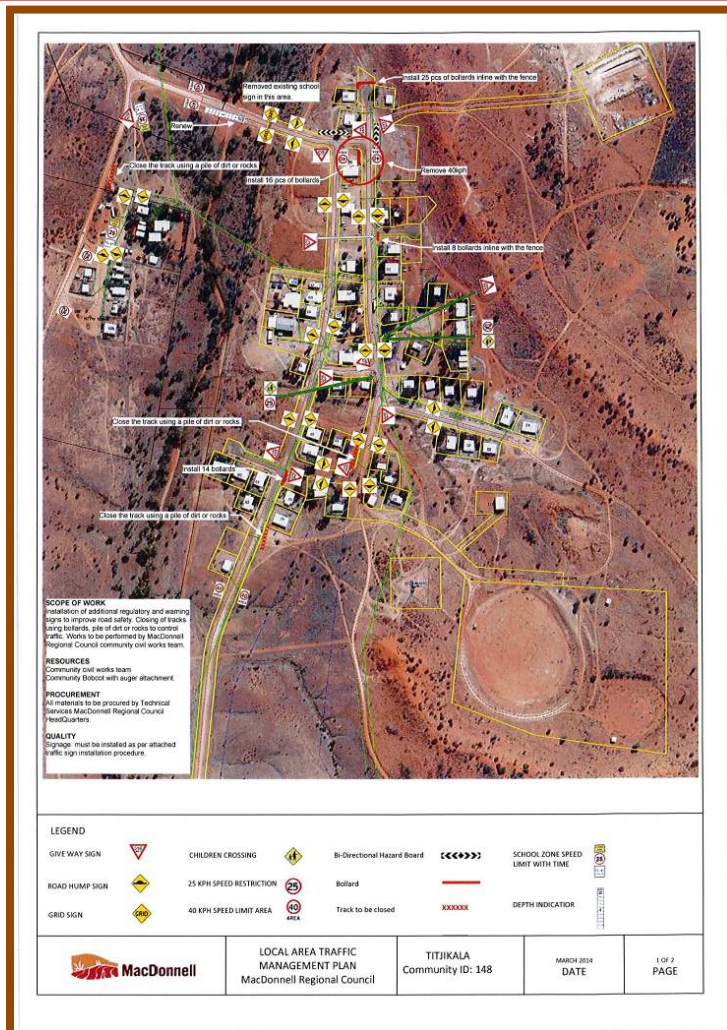
Service Level One Targets	Anticipated Time Frame	Completed (Y/N)
<i>Repair existing potholes</i>		
Order adequate supply of cold mix and adhesive	3 months	
Ensure machinery is well maintained	On going	
Conduct pothole repairs on a regular basis	On going	
<i>Conduct audit of existing road furniture</i>		
Technical Services staff to conduct an audit	12 months	
<i>Staff Management</i>		
PPE (safety wear) for all staff	On-going	
Staff are trained in pot hole repairs	12 months	
Staff are trained in small engine repairs and maintenance	12 months	



Service Level Two: Develop an approved Traffic Management Asset Plan in consultation with the Local Authority

Actions at this level are to improve the overall road safety and road signage within the community and to have the approval of the community Local Authority prior to its implementation.

Service Level Two Targets	Anticipated Time Frame	Completed (Y/N)
Develop a Traffic Management Plan		
Technical Services to develop a traffic management asset plan for the community that includes traffic calming devices (speed bumps, etc.) and also includes regulatory, warning, parking and informational signs.	12 months	
Consultation and Approval from the Local Authority		
Present the traffic management asset plan for approval from the Local Authority	12 months	
Staff Management		
Technical Services provide professional advice on regulatory requirements	On-going	



Service Level Three: Installation of Street Name Signs and Other Traffic Management Road Furniture

At this level, actions are aimed at implementing the approved traffic management asset plan for the community and installing Road Furniture items (ie. speed bumps, etc.); Street Name Signs; Regulatory Signs (ie. Stop/Give Way, etc.); Warning Signs (ie. Schools/Pedestrian crossings, Speed bump ahead, etc.); Parking Signs (ie. Disabled/Bus, etc.); and, Information Signs (ie. Keep Clear/No Exit/MRC office and other assets). Actions for this level should be carried out in as timely a manner as possible.

Service Level Three Targets	Anticipated Time Frame	Completed (Y/N)
<i>Installation of Road Furniture</i>		
Staff install speed bumps and other road furniture in accordance with the approved traffic management plan and to Technical Services specifications	12 months	
<i>Installation of Street Name signs</i>		
Staff install street name signs in accordance with the approved traffic management plan and to Technical Services specifications	12 months	
<i>Installation of Road Safety Signs</i>		
Staff install other signs (Regulatory, Warning, Parking and Information signs in accordance with the approved traffic management plan and to Technical Services specifications	12 months	
<i>Staff Management</i>		
PPE (safety wear) for all staff	On-going	
Staff are trained in the safe digging of holes, concreting, levelling and other appropriate skills	On-going	
Staff are trained in road traffic management	On-going	



Service Level Four: Repair Road Verges and any flood/storm damaged areas

At this level, actions are primarily aimed at improving the overall safety of the internal roads within communities and to prevent soil erosion and road deterioration. Appropriate materials for repairing the verges may be obtained locally, if available, or outsourced from a supplier.

Service Level Four Targets	Anticipated Time Frame	Completed (Y/N)
<i>Repair Road Verges</i>		
Acquire base materials for verge repairs (ie. scalps)	12 months	
Ensure appropriate plant and equipment is available for performing the repairs (truck, backhoe or loader, vibrating roller, etc.)	12 months	
Ensure there are sufficient tools to complete the job (shovels, metal rakes, etc.)	12 months	
Install appropriate temporary road works signs	12 months	
Repair the road verges and any flood/storm damaged areas	12 months	
<i>Staff Management</i>		
PPE (safety wear) for all staff	On-going	
Staff are trained in the appropriate skills	On-going	
Staff are trained in the appropriate use of temporary road works signs	On-going	

