	ADMINISTRATIVE POLICY	
	Conditions for Approval, Installation and Maintenance of Stock Control Structures in Public Roads	
	POLICY NO	063
	DEPARTMENT	Engineering & Commercial Infrastructure
	PROGRAM	Technical Services
APPROVED BY CEO	29 August 2017	

1.0 Scope

This policy relates to the requirements for approval of permits for gates and grids issued under Local Law No. 1 (Administration), Mackay Regional Council Gates and Grids (Application of Continuing Local Law) Local Law 2011 and Subordinate Local Law No. 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011).

2.0 Purpose

- (a) To provide direction and requirements for permit applications;
- (b) Requires compliance with Mackay Regional Council (MRC) Standards;
- (c) Adopt conditions detailed in the Local Law & Subordinate Local Law including conditions relating to transfer of permit.

Note: A gate built as part of a Grid or Ramp is not a Public Gate for the purpose of this guideline.

3.0 Reference

- Mackay Regional Council Local Law No. 1 (Administration);
- Mackay Regional Council Subordinate Local Law No. 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011);
- Mackay Regional Council Gates and Grids (Application of Continuing Local Law) Local Law 2011.

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Council shall mean the Mayor and Councillors of Mackay Regional Council.

Local Road shall mean a non-classified road under the management and control of MRC.

Motor Bypass shall mean Grids or Ramps within the road reserve positioned as a continuation of the carriageway within an unfenced road reserve.

MRC shall mean Mackay Regional Council.

Public Gates shall mean Gates positioned at any location within any unfenced road reserve.

Road Reserve shall mean the area of land between adjacent private property boundaries.

Stock Control Structure shall mean any Structure established within the Road Reserve specifically to control the movement of stock such as a motor grid, gate or stock race.

Works and Structures shall mean Stock Races positioned within the road reserve.

5.0 Background

Requirements for approval of permits for gates and grids under Local Law No. 1 (Administration), Mackay Regional Council Gates and Grids (Application of Continuing Local Law) Local Law 2011 and Subordinate Local Law No. 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011).

6.0 Policy Statement

6.1 Form of Application

Every application to erect a grid or gate across a public road shall be in writing accompanied by a plan of the road showing where such gate or grid is proposed to be erected.

6.1.1 Requirement for Public Notice

Should it be considered necessary to assess the impacts of the application for a gate or grid, MRC may require that, before deciding such application, the applicant place a public notice by advertisement in a local newspaper. Such advertisement shall: -

- (a) Give a clear description of the road, and the location of the grid / gate / fence to be erected by the applicant; and
- (b) State that the application may be inspected at the MRC office and that objections to the granting of the licence may be lodged with MRC on or before the date specified in the advertisement which date shall be no earlier than thirty (30) days after the publication of such advertisement.

6.1.2 Specification of Gates and Grids

The holder of a permit for a grid or gate issued under the Local Law must ensure that the grid or gate is constructed and maintained in accordance with MRC's Standards as indicated in the guideline "*Conditions for the Approval, Installation and Maintenance of Stock Control Structures in Public Roads (Public Gates, Grids and Ramps)*".

6.1.3 Requirements to Erect Gate

MRC may require the erection of a gate in addition to a grid where circumstances warrant, e.g. traffic volumes, over dimension vehicles. This may also include construction of an access road through the gate.

6.1.4 Restrictions to Applicants

An application to erect a gate/grid will only be considered on rural access roads or unconstructed roads.

6.1.5 Conditions of Permit

A permit issued for a grid or gate shall be subject to the conditions included in Local Law No. 1 (Administration), Mackay Regional Council Gates and Grids (Application of Continuing Local Law) Local Law 2011 and Subordinate Local Law No. 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011).

6.2 Transfer of Permit

A permit for a grid or gate may not be transferred upon change in ownership of the relevant land. A new application must be submitted at the time of the change in ownership for consideration although the advertising requirements of the processing may be negated.

7.0 Review of Policy

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. The Chief Executive Officer can vary all administrative policies at any given time.


Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

Attachment

Conditions for the Approval, Installation and Maintenance of Stock Control Structures in Public Roads (Public Gates, Grids and Ramps)

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New Policy		CEO	29.08.17



Conditions for the Approval
Installation and Maintenance
of Stock Control Structures
in Public Roads
(PUBLIC GATES, GRIDS AND RAMPS)

Version 5 | June 2016

Conditions for Approval, Installation and Maintenance of Stock Control Structures in Public Roads (Public Gates, Grids and Ramps)

Amendment List

No.	Date Adopted	Minute No.	Date Commenced	Notified in Local Paper

INTRODUCTION

This policy statement defines the approval process and the requirements for the installation and maintenance of Stock Control Structures namely Gates, Stock Grids, Ramps and Stock Races within Public Roads within the Mackay Regional Council Local Government Area.

The requirements of this policy relate specifically to conditions for Local Roads under Local Law No. 1 (Administration) and Subordinate Local Law No. 1.15 (Gates and Grids).

APPLICATION OF THE POLICY

This policy applies to all public roads within the Mackay Regional council local government area where the stock control structures exist or are intended to be built.

Applications for new stock control structures will be determined by the Chief Executive Officer in accordance with the elements of this policy. The applicant may have the matter referred to Council for consideration should the application be refused by the Chief Executive Officer under delegated authority.

DEFINITIONS

In regard to the requirements of this policy the following definitions shall be deemed to apply:-

"Licence Agreement"	shall mean a Deed of Agreement issued under Local Law 1 and Subordinate Local Law 1.16 indicating responsibilities for ongoing maintenance and liability associated with the existence of the structure within the public road area
"Local Road" shall mean	a non-classified road under the management and control of MRC
"Public Gates" shall mean	Gates positioned at any location within any unfenced road reserve
"Public Road" shall mean	Public road means an area of land, whether surveyed or unsurveyed (a) dedicated, notified or declared to be a road for public use; or (b) taken under an Act, for the purpose of a road for public use. and listed on the Local Governments road register indicating it has ongoing maintenance and liability responsibility for such public road
"Motor Bypass" shall mean	Grids or Ramps within the road reserve positioned as a continuation of the carriageway within an unfenced road reserve
"Road Reserve" shall mean	The area of land between adjacent private property boundaries

“Stock Control Structure” shall mean any Structure established within the Road Reserve specifically to control the movement of stock such as a motor grid, gate or stock race

“Works and Structures” shall mean Stock Races positioned within the road reserve.

Note: A gate built as part of a Grid or Ramp is not a Public Gate for the purpose of this policy.

PURPOSE

This policy has been compiled to inform residents of MRC's approval processes, and the installation and maintenance requirements for stock control structures in public roads. In addition, the policy will enable MRC to:

- Fulfil its statutory obligations in this regard;
- Regulate the installation and maintenance of stock control structures;
- Ensure that stock control structures are installed and maintained to standards which minimise safety risk to public road users.

MRC has an objective of deleting all stock control structures, wherever reasonably possible, from all public roads within the Shire and to encourage the installation of stock fencing along the boundaries of all roads.

FEES

The application form for the approval to install a Stock Control Structure must be accompanied by the appropriate fee as shown in MRC's listing of Fees and Charges within its Management Plan.

NEW STOCK CONTROL STRUCTURES

The approval Authority for stock control structures in local roads is the MRC. Applications must be forwarded to MRC on the “Application Form - Erection of Stock Control Structure”. See Attachment 1.

Following submission of the application MRC shall advertise in the local print media, as per Attachment 2, to determine if any local objections exist to such a structure.

Grids may be approved subject to their characteristics and design meeting the standards attached to this policy and the safety of road users being maintained at all times.

Grids must be located on the prolongation of the external property boundaries. Approval will not be issued for other locations including boundaries which are created by the sublease of existing properties.

If new grids and stock races are approved, the applicant must enter into a **licence agreement** with MRC to undertake the maintenance and repair of these items at no cost to MRC. The licence agreement must be executed prior to the start of construction of the grid or stock race. The form of the legal agreement is attached to this policy, as Attachment 3.

EXISTING STOCK CONTROL STRUCTURES

Maintenance

The property owner is responsible for the maintenance of all Stock Control Structures. If maintenance is not carried out regularly and effectively, MRC may perform the maintenance and recoup these costs from the landowner(s).

Where MRC considers that an increased volume of traffic, safety issues or other considerations require changes to existing structures, the MRC may direct that the structure be relocated, widened or replaced by a widened or replaced by a wider structure of improved standard.

RECONSTRUCTION OF ROADS

If reconstruction of a Local Road is required in the vicinity of a grid or stock race, MRC may approach landowners to discuss the removal of the grid. MRC may consider providing assistance to property owners to install stock fencing along road boundaries if none exists. The removal or adjustment of the grid or stock race shall be carried out by MRC with the installation cost being borne by Council.

DIMENSIONS AND LAYOUT OF NEW GRIDS

Grids

New grids shall have a minimum clear width of 6.0 metres on unsealed roads and 8.0metres on sealed roads between side fences to reflect the minimum desirable width of the formation of the MRC roads. Length of grids is to suit the requirements of the applicant.

The applicant will also be responsible for the costs of providing and installing the required warning signs and grid width signage.

Grids shall be constructed generally in accordance with Queensland Department of Transport and Main Roads Technical Note 18 “Design Criteria for Motor Grids <https://www.tmr.qld.gov.au/-/media/busind/techstdpubs/Technical-notes/Bridges-other-structures/TN18MotorGrids.pdf?la=en> and although alternative grid construction options may be submitted for approval provided the structure meets the minimum requirements of AS 5100 “Bridge Design”. A certificate to this effect, issued by a Certified Structural Engineer, must be submitted with the application for approval of non-standard grids.

Two (2) ‘grid’ signs to Queensland Department of Transport and Main Roads specifications referenced in the Manual of Uniform Traffic Control Devices(MUTCD) W5-16A shall be installed. The signs shall be located adjacent to the approach lane at a distance of between 180 and 250 metres from the grid subject to visibility requirements.

Posts and chevron markers shall be installed at each corner of the grid structure, and connected to the longitudinal boundary fencing with ‘ringlock’ steel mesh or approved equivalent. The bypass gate shall be installed to suit drainage and shoulder formation requirements.

All grids shall be installed with a 5 metre length, measured along the centreline of the approach and departure roadway, of bitumen seal applied to an adequate pavement on both the approach and departure sides of the grid. Initial construction costs and ongoing maintenance costs of this seal will be the property owner's responsibility. Prior to the seal being undertaken MRC's representative shall approve both the pavement underlying the seal and the seal design. Nominally the bitumen seal shall be a C170 cutback bitumen spray seal with double aggregate applied of 14 mm and 10 mm nominal dimensions

MAINTENANCE REQUIREMENTS FOR GRIDS ON MRC ROADS

MRC will inspect the structures periodically to identify the effectiveness of the maintenance works being carried. Where the maintenance is ineffective, MRC may direct that additional maintenance shall be carried out and if not carried out effectively within (2) weeks of MRC's advice, MRC may carry out such work and charge the landowner or occupant. Details of inspection procedures are contained in Attachment 4.

Grids

Maintenance works shall include the following items:

1. Ensuring that all warning signs and components of the grid are in a sound condition and the replacement of all defective parts is carried out quickly. This includes upgrading of existing signage to current Manual of Uniform Traffic Control Devices (MUTCD) standards.
2. Removing all silt, debris and rubbish from the drain under the grid and keep the outflow drains clear.
3. Maintaining the height of grass and vegetation in the area of the grid to a maximum of 200mm.
4. Repainting fence posts in white on a regular basis.
5. Repairing potholes in gravel pavements for a distance of five (5) metres either side of the grid for currently unsealed approach and departure legs or maintenance of the spray seal for new installations.
6. For all situations where the assessed risk associated with a hazard existing at a structure is greater than minor, MRC shall notify the Owner and require the repair to be undertaken within the following timelines:
 - (1) Minor and below hazards – Fourteen (14) days
 - (2) Above Minor Hazards – Seven (7) days during which time a suitable sidetrack shall be operable and maintained. This sidetrack shall be established under the control of a Licenced Traffic Controller following the submission of an application for a '*Permit to Work in the Road Reserve*'.

RESPONSIBILITY FOR LIABILITY

This approval for the erection of a Stock Control Structure is not transferable. In the event of a change of ownership of the land to which the stock control structure related the owner shall advise the MRC in writing as to: -

- i) The date on which their interest in the Stock Control Structure will cease; and
- ii) The name and address of the new owner of the relevant land.

In the absence of such advice and the subsequent cancellation of approval the previous owner shall remain liable for the responsibilities for the structure.

The Approved Person shall indemnify the MRC against any claim, action, demand or process for any damage whatsoever including personal and/or property damage and legal costs which arise during the erection of the gate or grid and associated markers and warning signs, and shall keep indemnified the MRC against any claim, action or process for any damage

whatsoever including personal and/or property damages and legal costs which arise from the existence of the grid and any associated markers and warning signs by their omission or location in relation to the grid.

The Approved Person shall also take out and maintain at all times public liability insurance of not less than \$20,000,000 (or such other amount as may be determined from time to time) against any claim for personal injury and property damage arising from the installation of the gate or grid. The policy shall be endorsed to the effect that it shall not be cancelled unless fourteen (14) days prior notice of such proposed cancellation is given to the MRC. The Approved Person shall provide evidence that such insurance has been effected prior to the gate or grid being constructed.



ATTACHMENT 1



APPLICATION TO INSTALL GATE AND ASSOCIATED GRID

a. Road Name:

b. Location:
(reference to property boundary or distance from nearest cross road)

A plan of the road and locality where the gate/grid is proposed is attached.

c. Property Name and real/leasehold property description of property benefiting:

d. Name of registered proprietor ("the approved person")

e. Type of grid proposed if not standard main road grid type:

f. Property Description Where Work is to be Carried Out: Type Size

Structural Engineers Certification Attached: YES NO

I hereby apply to install a gate and associated grid at the above location. I further acknowledge receipt of a copy of the Conditions for approval, installation and maintenance of stock control structures in public roads. I agree to be bound by such conditions and hereby grant to MRC the required Indemnity.

Signed: _____ DATE: ____/____/____

(SIGNATURE OF APPROVED PERSON OR AGENT EXPRESSLY AUTHORISED IN WRITING)

PRIVACY DISCLAIMER:
Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required to by law.

Office Use Only:

Receipt: _____ Date: _____ Assessment: _____	Lat: _____ Long: _____
Installation Satisfactory: _____ <i>Maintenance Manager</i> _____ <i>Date</i>	Evidence of insurance sighted and rates log entered: _____ <i>Rates Clerk</i> _____ <i>Date</i>



ATTACHMENT 2



APPLICATION FOR LICENCE TO ERECT FENCE, GATE AND GRID ACROSS ROAD

(SAMPLE ADVERTISEMENT FOR INSERTION IN NEWSPAPER)

APPLICATION FOR LICENCE TO ERECT FENCE, GATE AND GRID ACROSS ROAD

In accordance with Chapter 3 Part 3 Section 60 of the Local Government Act, notice is hereby given of intention to apply for a licence to erect a fence, gate and grid across (LOCATION) between (LOT NUMBERS).

The application may be inspected at the offices of the Mackay Regional Council and objections to the granting of the licence may be lodged with the Chief Executive Officer on or before (INSERT DATE *must be two (2) weeks from date of advertisement).

Any such objection shall be in writing, shall be addressed to the Chief Executive Officer and shall set out the grounds of objection and the facts and circumstances relied on by the objector in support of those grounds.

(APPLICANT)



ATTACHMENT 3



LICENCE AGREEMENT FOR THE INSTALLATION OF STOCK CONTROL STRUCTURES IN PUBLIC ROADS

OWNERSHIP: FREEHOLD

AGREEMENT made this.....

(date)

BETWEEN.....

(name)

of

.....(addr

ess)

in the State of Queensland (Hereinafter called 'the Owner' which expression shall include their heirs, executors, administrators and assigns) of the one part and Mackay Regional Council (Hereinafter called 'the Council', which expression shall include assigned successors) of the other part

WHEREAS the Owner is the registered owner of the property known as.....

(name)

at.....

(address)

in the State of Queensland through which passes an unfenced public road being.....(name

of road)

and **WHEREAS** the Owner has requested permission to construct

.....(description of

items)

as hereinafter provided on.....(road

name)

at (location of items)

WITNESS that in consideration of the Council granting permission for the erection of such

.....(description of

items)

as aforesaid **IT IS HEREBY AGREED** by and between the parties hereto as follows:

1. The Owner shall at his/her own cost construct (description of Items) in accordance with plans supplied or approved by Council.

2. The Owner shall be responsible for maintenance of the structures, signs and their replacement when it is considered necessary by the Council.

3. The Owner shall maintain at his/her own cost the said (description of items) to the satisfaction of the Council and shall repair the same when requested by written notice from the Council.

4. The Owner shall save harmless and indemnify and keep indemnified the Council and Government of Queensland from and against all claims and demands howsoever caused and whensoever arising through any act of omission on the part of the Owner in and about the construction, reconstruction, repairs or failure to repair the said (description of Items) whether arising out of any direction of the Council.

5. The Council may at any time by written notice require the Owner to remove within six (6) months from the date of such notice the said structures and thereupon all such structures shall be removed from the said road/roads by the Owner within the time so stated and no compensation or expense whatsoever shall be payable by the Council in respect of any matters relating to or arising from such removal, restoration of the area or notice.

6. If the Owner shall refuse or neglect to comply with any notice order or direction given by the Council pursuant to this Agreement it shall be lawful for the Council without further notice to cause such notice order or direction to be given effect to and all costs, charges and expenses incurred by the Council shall be recoverable from the Owner as a debt and the Owner hereby expressly agrees to indemnify the Council from in respect of all actions claims damages and demands arising out of any work undertaken pursuant to this Agreement.

7. Nothing herein shall affect any obligation imposed by the *Local Government Act 2009* and the *Transport Infrastructure Act 1994*, and the Owner shall be bound by the provisions thereof.

In **WITNESS**, whereof the parties hereto have set their hands on the day, year first herein before written.

SIGNED by the said)
 _____)
 In the presence of:)
)
) _____
A Justice of the Peace/Commissioner for Declarations

SIGNED by Mackay)
 Regional Council)
 In the presence of:)
)
) _____
A Justice of the Peace/Commissioner for Declarations



LICENCE AGREEMENT FOR THE INSTALLATION OF STOCK CONTROL STRUCTURES IN PUBLIC ROADS

OWNERSHIP: LEASED HOLDING

AGREEMENT made this (date)

BETWEEN

(name)

of

(address)

in the State of Queensland (Hereinafter called 'the Occupant' which expression shall include their heirs, executors, administrators and assigns) of the one part and Mackay Regional Council (Hereinafter called 'the Council', which expression shall include assigned successors) of the other part

WHEREAS the Occupant is in occupation of the property known as.....

(name)

at.....

(address)

in the State of Queensland through which passes an unfenced public road being.....(name

of road) and **WHEREAS** the Occupant has requested permission to construct

..... (description of items)

as hereinafter provided on(road name)

at (location of grid)

WITNESS that in consideration of the Council granting permission for the erection of such (description of items)

as aforesaid IT **IS HEREBY AGREED** by and between the parties hereto as follows:

1. The Occupant shall at his/her own cost construct (description of items)
in accordance with plans supplied or approved by Council.

2. The Occupant shall be responsible for maintenance of the structures, signs and their replacement when it is considered necessary by the Council.

3. The Occupant shall maintain at his/her own cost the said
 (description of Items)
 to the satisfaction of the Council and shall repair the same when requested by written notice from the Council.

4. The Occupant shall save harmless and indemnify and keep indemnified the Council and Government of Queensland from and against all claims and demands howsoever caused and whensoever arising through any act or omission on the part of the Occupant in and about the construction, reconstruction, repairs or failure to repair
 the said
(description of Items)
 whether arising out of any direction of the Council.

5. The Council may at any time by written notice require the Occupant to remove within six (6) months from the date of such notice the said structures and thereupon all such structures shall be removed from the said road/roads by the Occupant within the time so stated and no compensation or expense whatsoever shall be payable by the Council in respect of any matters relating to or arising from such removal, restoration of the area or notice.

6. If the Occupant shall refuse or neglect to comply with any notice order or direction given by the Council pursuant to this Agreement it shall be lawful for the Council without further notice to cause such notice order or direction to be given effect to and all costs, charges and expenses incurred by the Council shall be recoverable from the Occupant as a debt and the Occupant hereby expressly agrees to indemnify the Council from in respect of all actions claims damages and demands arising out of any work undertaken pursuant to this agreement.

7. Nothing herein shall affect any obligation imposed by the *Local Government Act 2009* and the *Transport Infrastructure Act 1994*, and the Occupant shall be bound by the provisions thereof.

In **WITNESS**, whereof the parties hereto have set their hands on the day, year first herein before written.

SIGNED by the said)
 _____)
 In the presence of:)
)
) _____
A Justice of the Peace/Commissioner for Declarations

SIGNED by Mackay)
 Regional Council)
 In the presence of:)
)
) _____
A Justice of the Peace/Commissioner for Declarations



ATTACHMENT 4



STOCK CONTROL STRUCTURES INSPECTION CHECKLIST

Road: _____

Location/Chainage: _____

Licence: _____

Licence

No.:

Condition Assessment

Abutments	Type	Condition				
		1	2	3	4	5
Piers						
Bearers						
Rails						
Welds/Fixtures						
Warning signs						
Width Markers						
Adjacent Fence/Gate						
Ride-ability						
Alignment with Road						
Effect on Drainage						

Overall Comments and Recommendations

Ratings Matrix

Rating	Condition	Description
1	Full Compliance	Meets all requirements
2	Substantial Compliance	Meets most engineering standards and is visibly sound in all areas
3	Limited Compliance	Does not meet any engineering standards but is visibly sound in all areas
4	Very Limited Compliance	Does not meet any engineering standards and is not visibly acceptable but is not dangerous or unsafe
5	Dangerous/Unsafe	Is dangerous and unsafe and requires immediate action



Stock Control Structures

HAZARD INSPECTION CHECKLIST

Road Name:.....	Road No:	Licence No:
.....		
Inspected By:	Chainage:	
.....		
Signature:	Structure	
Owner:.....		
Date of Inspection"/...../.....	Time:AM/PM	GPS
Location.....		

**PURPOSE:
CALCULATOR**

RISK

ASSESSMENT

The purpose of this document is to provide guidelines for the identification of Hazards and Risks in accordance with MRC Risk Management Policy.

Risk Process <i>Identify</i> A Issues <i>Control</i> C	CONSEQUENCES				
	Insignificant <i>Minority, 0-10%</i> \$ loss	Minor <i>First Aid Injury</i> Low medium \$ loss	Moderate <i>Medical Treatment</i> medium High \$ loss	Major <i>Serious injuries</i> major \$ loss	Catastrophic <i>Death, major injury</i> \$ loss
Likelihood					
Almost Certain <i>is expected to occur at most times</i>	H	H	E	E	E
Likely <i>will probably occur at most times</i>	M	H	H	E	E
Possible <i>might occur at some time</i>	L	M	H	E	E
Unlikely <i>could occur at some time</i>	L	L	M	H	E
Rare <i>may occur in rare circumstances</i>	L	L	M	H	E

DEFINITION

Hazard: A hazard is a source of potential harm or a situation with the potential to cause loss.

Risk: A change that an event will occur which will result in personal injury or loss to the MRC

Code: E - Extreme Risk, H – High Risk, M – Moderate Risk, L – Low Risk

INSPECTION PROCEDURES:

- Use this checklist to inspect for hazards at Stock Control Structures
 - Persons are to inspect for hazards as per the "Hazard Inspection Matrix".
 - For any 'N' ticked, conduct a risk assessment using the 'Risk Assessment Calculator' and write down the risk level on the checklist. (Any code **E** or **H** risks must be immediately reported to the Manager Maintenance so a formal documented risk assessment may be conducted).
 - Add up all the boxes ticked "NO" and the number of each different risk level and indicate in the table at the end of the checklist.
 - When completed, transfer all hazards that can't be rectified immediately to the 'Rectification Action Plan'.
 - Forward the Checklist and Action Plan to the /structure Owner and the Manager Maintenance for further action (if required) and sign-off.
- Note:** When recommending control/corrective actions, always consider both short term and long-term control options
- Forward the Checklist and Action Plan to the Manager Maintenance for further action (if required) and sign-off.
 - Always conduct a risk assessment before any controls are implemented and a risk assessment after the controls are implemented too ensure the risk has been reduced.

NOTE: All questions should be answered by marking the appropriate column with a (✓).

(Y) = Yes (N) = No (NA) = Not Applicable



GATES AND GRIDS HAZARD INSPECTION

No	Items to Check	Y	N	NA	Risk	Comment
1. Visual Inspection						
1	Are Width markers in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Are Width Markers straight (not laying over, bent)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Is the road in good condition for a distance 5 metres either side of the grid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Is the Grid perpendicular to the centre line of the road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Is the grid clearly identified with signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	Are signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	Is grid well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	Is grid clearly visible? (day and night)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Is a 6.0 gate adjacent to grid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10	Are rails in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11	Are there any visible cracks or breaks to rails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12	Is grid secured to abutments (no broken bolts)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13	Are fence posts 800mm from the grid edge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14	Does grid interfere with natural drainage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15	Are approach ramps in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16	Is grid registered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17	Are grid dimensions suitable for Road Hierachy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Collation:
Add up all the boxes ticked "NO" and the number of each different risk level

"NO"

"E" "H" "M" "L" Not Assessed

Supervisor

Name:	Signature:	Date:
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Comments

Gates and Grids Hazard Inspection

Manager

Name:	Signature:	Date:
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Comments

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Rectification Action Plan (RAP)

No.	Hazard / Non-Compliance	Risk Level before Control	Control / Corrective Action <i>Short or Long Term Control Indicate S/T/LT</i>	S/T/LT	Risk Level after Control	Officer Responsible	Proposed Completion Date	Actual Completion Date	Verified By

Authorised Person Signature _____ Date: __/__/__