



# Road Safety Audit Policy

<b>Policy Type: Council Policy</b> <b>Policy Owner: Manager Engineering</b>	<b>Policy No. CP- 034</b> <b>Last Review Date: 16 July 2024</b>
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## Policy Objectives

To set out the requirements for conducting Road Safety Audits in the City of Melville.

To improve the safety of the road network and developments in the City of Melville and ensure measures to eliminate or reduce road environment risks for all road users are fully considered with emphasis placed on fatal and serious crash risk.

To promote the development, design, and implementation of a safe road system through the adoption of formal road safety auditing principles and practices.

## Policy Scope

This Policy applies to road infrastructure projects and to qualifying projects that are subject to the Development Application processes.

The Policy applies to all roads under the care and control of the City of Melville.

## Definitions / Abbreviations Used in Policy

**Audit Team** means a team that shall comprise of at least two people, independent of the design team, including members appropriately experienced and trained in road safety engineering or crash investigation with knowledge of current practice in road design or traffic engineering principles who undertake the road safety audit.

**Audit Team Leader** means the person with appropriate training and experience with overall responsibility for carrying out the audit and certifying the report. An Audit Team Leader practising in Western Australia must be an IPWEA/Main Roads Accredited Senior Road Safety Auditor.

**Audit Team Member** means an appropriately experienced and trained person who is appointed to the Audit Team and who reports to the Audit Team Leader. An Audit Team Member practising in Western Australia must be an IPWEA/Main Roads Accredited Road Safety Auditor.

**Corrective Action Report (CAR)** means a tabular summary report prepared by the Audit Team to be completed by the Asset Owner, Project Owner, Project Coordinator, or delegated representative to respond to identified findings and recommendations detailed in the audit report.

**Crash investigation** means an examination of crashes to identify patterns and common trends that may have contributed to crash causation or crash severity. This can include the detailed investigation of a single crash.

**IPWEA** refers to Institute of Public Works Engineering Australasia.

**Main Roads** means Main Roads Western Australia.

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**Permanent change** means any permanent change to the road network, excluding like for like maintenance replacement works and temporary works.

**Public road** means a road either under the control of Main Roads, Local Government, or any other road accessible by the public (excludes private roads).

**Road Safety Audit** means a formal, systematic, assessment of the potential road safety risks associated with a new road project or road improvement project conducted by an independent qualified audit team. The assessment considers all road users and suggests measures to eliminate or mitigate those risks.

**Road safety engineering** means the design and implementation of physical changes to the road network intended to reduce the number and severity of crashes involving road users, drawing on the results of crash investigations.

**Road Safety Inspection** means a formal examination of an existing road or road related area in which an independent, qualified team report on the crash potential and likely safety performance of the location, (formerly known as an 'Existing Road Safety Audit').

**Safe System** means a road safety approach adopted by National and State Government to generate improvements in road safety. The Safe System approach is underpinned by three guiding principles: people will always make mistakes on our roads but should not be killed or seriously injured as a consequence; there are known limits to the forces the human body can tolerate without being seriously injured; and the road transport system should be designed and maintained so that people are not exposed to crash forces beyond the limits of their physical tolerance.

**Specialist Advisor** means a person approved by the client who provides independent specialist advice to the audit team, such as road maintenance advisors, traffic signal specialists, police advisors and individuals with specialist local knowledge.

## **Policy Statement**

This policy requires that the following commitments be adopted as part of a strategic framework for the implementation of road safety audit principles and practices in the planning and development of infrastructure within the City of Melville.

Include road safety audit goals and objectives in our Corporate Plan and Business Management Systems (BMS).

### **Background**

In accordance with the Australian National and the Western Australia State Road Safety Strategies this policy adopts a Safe System approach to the delivery of a road safety audit service by placing emphasis on fatal and serious crash risk.

The road safety audit process is an assessment of road engineering projects and as such the Safe System sphere of influence is limited to two of the four cornerstones of the Safe System approach, namely, Safe Roads and Roadsides, and Safe Speeds.

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This is to be achieved by focusing the audit process on considering safe speeds and by providing forgiving roads and roadsides. This is to be delivered through the Road Safety Audit process by accepting that people will always make mistakes and by considering the known limits to crash forces the human body can tolerate with the aim to reduce the risk of fatal and serious injury crashes.

A road safety audit is a formal examination of a future road or traffic project in which an independent qualified team reports on potential crash occurrence and severity which may result from the introduction of the project.

Road safety audits are a proactive process to prevent the occurrence of road crashes. The road safety audit process provides project managers with a powerful mechanism to identify potential crash risk in the delivery of infrastructure projects and aims to reduce the risk of trauma and crashes on the road network.

In the implementation of this policy the road safety audit approach to be taken is: that it is not acceptable that any human should die or be seriously injured on the Western Australia road network, and specific road safety audit findings shall be highlighted in this regard.

### **Application**

Road safety audits and road safety inspections must be conducted in accordance with the Austroads Guide to Road Safety Part 6: Road Safety Audit, and Main Roads Western Australia and Institute Public Works Engineering Australasia (WA division) complimentary checklists and procedures.

The road safety audit process must be completed using the Main Roads road safety audit report template provided on the Main Roads website.

All road safety audits must be repeated if the project design materially changes, if there are many minor changes which together could impact on road user safety, or if the previous road safety audit for the relevant stage is more than 3 years old. Should a project not begin the next stage in its development within 3 years of the completion of the previous audit, the project must be re-audited. This is to ensure that due consideration is given to the project's interface with the existing road network.

Relevant staff shall be trained in order to fulfil the training and experience requirements to achieve and maintain road safety auditor accreditation.

Where appropriate a reciprocal partnership agreement will be arranged with other local governments to create opportunities for road safety audit teams to include qualified independent team members from partnering local governments.

### **Road Safety Audit Team**

- All road safety audit teams must comprise a minimum of two members.
- All audit teams must be led by a suitably qualified and experienced Western Australia IPWEA/Main Roads Accredited Senior Road Safety Auditor and shall be listed on the Road Safety Audit Portal so that the maximum emphasis is placed on road safety engineering and Safe System principles,
- All audit team members must be Western Australia IPWEA/Main Roads Accredited Road Safety Auditors and shall be listed on the Road Safety Audit Portal.

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- Specialist advisors, such as, Police advisors or technical experts can assist the audit team by providing independent specialist advice on particular aspects of a project. There is no requirement for a specialist advisor to be an Accredited Road Safety Auditor. Specialist advisors shall be listed as an “Advisor” in the audit report and shall not be listed as a team member.
- The audit team shall include a Local Government officer, (they can be a specialist advisor).
- Team Leaders/Members shall excuse themselves from participation in the audit if:
  - They have had any involvement in planning, design, construction or maintenance activities for road infrastructure for the project.
  - They perceive any possibility of duress or coercion by their employer or employer’s staff in relation to the audit.
- Persons not accredited as a Road Safety Auditor or do not have relevant specialist skills may still participate as an observer if invited to do so by the Team Leader.

## **When to Audit**

### Black Spot Projects

Road Safety Audits shall be conducted on all Black Spot funded projects as per State Black Spot Program Development and Management Guidelines.

### Road projects with a project value $\geq$ \$1 Million

All road infrastructure projects that involve a permanent change to the City’s road network with an estimated project value  $>$  \$1 Million shall have a road safety audit undertaken at the following 3 stages as a minimum:

- Preliminary design
- Detailed design
- Pre-opening (when the project is substantially complete and prior to opening to the public) or Post-opening should the project be open to traffic during construction.

### Road projects with a project value $\geq$ \$150,000 and $<$ \$1 Million

All road infrastructure projects that involve a permanent change to the City’s road network with an estimated project value  $\geq$  \$150,000 and  $<$  \$1 Million shall have a road safety audit undertaken at the following 2 stages as a minimum:

- Detailed design
- Pre-opening (when the project is substantially complete and prior to opening to the public) or post-opening should the project be open to traffic during construction.

A detailed design road safety audit shall be carried out on a road project that involves a permanent change to the City’s road network with a project value  $<$  \$150,000 if it is considered complex and/or high risk at the discretion of the Manager Engineering.

## **Land Developments**

Road safety audits shall be conducted on land use developments that intersect the City of Melville Road Network in accordance with the requirements of this policy. The road project value warrants above shall be used to determine audit requirements, with the exception of projects with an estimated project value less than \$150,000 that meet any of the following warrants:

- Subdivisions of more than 20 lots.
- Car parks providing access for more than 50 vehicles.
- Developments that are likely to generate traffic movements in excess of 100 movements per day.
- Projects that are likely to generate increased pedestrian or cycle movements, or where significant numbers of pedestrians or cyclists are nearby; or
- Project locations where potential road safety risks are identified by the City of Melville.

Land use developments that involve a permanent change to the public road network with an estimated project value less than \$150,000 that meet any of the above warrants shall have a road safety audit undertaken at the following 2 stages as a minimum:

- Detailed design
- Pre-opening (when the project is substantially complete and prior to opening to the public) or Post-opening should the project be open to traffic during construction.

The road safety audit shall include the internal road network and parking area within the development.

## **Existing Roads**

Road safety inspections shall be undertaken for existing intersections or road sections where there is a traffic management or road safety concern, at the discretion of the Manager Engineering.

## **Close out**

The Asset Owner, Project Owner, Project Coordinator, or the delegated representative shall complete the Corrective Action Report within one calendar month and arrange for the completed and signed report to be recorded on the City's records system and a copy forwarded to the audit team leader.

The Asset Owner, Project Owner, Project Coordinator, or the delegated representative shall be responsible for the proposed actions and comments resulting from the Corrective Action Report.



### References that may be applicable to this Policy

Legislative Requirements:	N/A
Procedures, Process Maps, Work Instructions:	N/A
Other Plans, Frameworks, Documents Applicable to Policy:	Austrroads Guide to Road Safety Part 6: Road Safety Audit Climate Action Policy CP-120
Delegated Authority No:	N/A

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### ORIGIN/AUTHORITY

### Item No.

#### Reviews

Ordinary meeting of Council	20/12/2011	T11/3281
Ordinary Meeting of Council	10/12/2013	T13/3441
Ordinary Meeting of Council	17/11/2015	T15/3673
Ordinary Meeting of Council	21/11/2017	T17/3769
Ordinary Meeting of Council	19/11/2019	T19/3827
Ordinary Meeting of Council	17/03/2020	T20/3842
Ordinary Meeting of Council	19/04/2022	T22/3965
Ordinary Meeting of Council	16/07/2024	E24/40