

Unsealed Roads Training Course Outline DAY 1.

After this day, participants will understand the major aspects to gaining production and performance increases and also understand how these techniques deliver defined service levels to the community.

Suggested Participants: Operators, Supervisors and Managers.

Presenter Comments: Having all levels of staff at this day has been highly successful in helping staff understand the issues that relate to achieving best practice operational techniques. I would highly recommend that you send all three levels of staff to this training day.

ITEM	TIME	DETAILS
Registration	8.15-8.30am	
Introductions	8.30-9.15pm (0.75hr)	Group review of experience, expertise and group discussions on current practices. Introduction to the management of unsealed road networks.
Session 1- Best Practice Operational Techniques - <u>Grading Techniques</u>	9.15-10.30am (1.25hr)	Criteria for Successful Grading. Review of 4 Crew Grading Videos using Criteria. Open Forum Discussion on Techniques.
Morning Tea	10.30-11am	
Session 2- Best Practice Operational Techniques - Continuation	11-12.30 (1.5hrs)	Continuation of Grading Techniques Review. Equipment Review Discussion- Rollers, graders, water trucks and trucks.
Lunch	12.30-1.00pm	
Session 3-Gravel Quality, Water Management & Design	1.00-2.00pm (1hrs)	Review Gravel Quality Standards for Unsealed Roads. <u>Review soil test examples brought by individual councils.</u> Discussion on Water Management Techniques. Review of basic road design principles.
Session 4–Introduction to Service Levels	2.30-3.45 (1.25hr)	Introduction into the Practical Service Levels that Council Provide to the Community. Onsite Inspections of an Unsealed Road and Complete Service level Condition Reporting. Service Level 1: Running Surface Condition and intervention levels. Service Level 2: Gravel Pavement Condition and intervention levels Service Level 3: High Risk defects and intervention levels.
Afternoon Tea	3.45-4.15pm	
Session 5 – Service Levels continuation	4.15-5pm (1hr)	Reviewing inspection data

Unsealed Roads Training Course Outline DAY 2.

This day covers proven management techniques to help manage a network of unsealed roads in either a rural or urban setting.

After this day, participants will have completed live budgeting examples for their own council network (excel template provided) based on different service levels.

Participants will be shown examples of how to program works based on set intervention levels and review some standard procedures and business case templates.

Suggested Participants: Supervisors and Managers.

Presenter Comments: The budget model is a very useful tool in developing service level based budgets.

ITEM	TIME	DETAILS
Registration	8-8.30am	
Session 1 – Budgeting Model Development	8.30-10am (1.5hrs)	Review road classification of your network. Review standard operational activities descriptions. Review/develop unit rates for standard operational activities. First principle calculation review and Bench-mark review.
Morning Tea	10.00-10.30am	
Session 2- Budget Model Development	10.30-12.00pm (1.5hrs)	Service levels and relationship with operational standards and their frequency of use. Determine your estimated services levels and apply to model.
Lunch	12-12.30pm	
Session 3- Budget Model Development	12.30-2.00pm (1.5hrs)	Refine Budget Model to match current council budget. Develop improvement model. Education Process for successful implementation at your council.
Session 4 – Service Delivery Methods	2-3.30pm (1.5hr)	Delivery Method Introduction Condition Monitoring & Intervention Levels Education Process Programming by Condition Procedures
Afternoon Tea	3.30-4.00pm	
Session 5 – Recording and Reporting	4-5pm (1hr)	Standard Procedures, Record and Reporting History examples.