

1. Purpose

The *Local Government Act 2009* requires Council to prepare and maintain a register of all roads, including private roads within its Local Government Area. The Policy looks at the management of the road network encompassing the keeping of an accurate road register, allocation of road hierarchy and maintenance response times and service levels applicable to the road hierarchy. A defined road hierarchy will assist in the establishment of rational service levels for programmed and reactive maintenance.

This Policy replaces Road Management Policy Compliance Version 1 (IUS 771/1) adopted 30 March 2021.

2. Scope

The Policy sets out to achieve the following:

- Defining the requirements and responsibilities prescribed by legislation;
- Defining the Council maintained road network in accordance with Council's road hierarchy and service levels;
- Define the road hierarchy levels adopted for Hinchinbrook Shire Council's road network;
- Define the parameters for roads in how they meet the road hierarchy, particularly for unsealed lower order roads;
- Define the physical characteristics adopted for each road by aligning with a typical cross section; and
- Define levels of service for the road network in accordance with the hierarchy levels.

3. Responsibility

Mayor and Councillors

The Mayor and Councillors are responsible for adopting the defined road network, including the maintained road network.

Chief Executive Officer

The Chief Executive Officer has overall responsibility for the implementation and execution of the Policy.

Directors, Managers and Team Leaders

Directors, Managers and Team Leaders are responsible for making known the required standards and for enforcing these in accordance with this Policy.

Infrastructure Assets Department

The Infrastructure Assets Department is responsible for the management of the road register and hierarchy in accordance with this Policy.

Infrastructure Operations Department

The Infrastructure Operations Department is responsible for ensuring that the management of roads meets the service levels standards set out in this Policy.

4. Definitions

Access Road is a road constructed within a road area that is not listed as maintained on Council's road register. An Access Road is also a road that provides properties access to a higher order road.

Authorised Person is the Chief Executive Officer of the Council or a person delegated by the Chief Executive Officer as being authorised.

Formed for a road, means a road other than a gravelled pavement or sealed pavement road, formed so that stormwater drains from the road.

Gazetted Road is a road that has been named and published as a public road in the State Government Gazette.

Gravelled Pavement for a road, means a road surfaced with gravel, limestone or rubble and constructed by the use of a mechanical compaction process.

International Roughness Index (IRI) is the roughness index most commonly obtained from measured longitudinal road profiles. It is calculated using a quarter-car vehicle math model, whose response is accumulated to yield a roughness index with units of slope (m/km, etc.).

Level of Service is the asset's performance targets in relation to a number of factors including reliability, dimensions, quality, responsiveness, safety, capacity, environmental impacts and customer expectations.

Maintained Road is a road, which is listed as maintained on Council's Road Register.

Private Road is a road not on the Council's Road Register and not maintained by Council.

Road means:

- a) an area of land that is dedicated to public use as a road; or
- b) an area of land that -
 - i. is developed for, or has as one of its main uses, the driving or riding of motor vehicles; and
 - ii. is open to, or used by, the public; or
- c) a footpath or bicycle path; or
- d) a bridge, culvert, ford, tunnel or viaduct.

Road Hierarchy categorises roads according to their functions and capacities.

Roadworks Permit is an approval issued under Hinchinbrook Shire Council Subordinate Local Law No. 1 (Administration) 2011, Schedule 7 - Alteration or improvement to local government controlled areas and roads. Council does not condone or accept any responsibility for any work carried out within a road area without its written approval.

Sealed Pavement for a road, means a road with a surface of asphalt, bitumen, concrete or pavers.

Unformed for a road, means a road or track that:

- a) is not a formed, gravelled pavement or sealed pavement road; but
- b) is open to, and used by, the public.

Unmaintained Road is a road, which is listed as unmaintained on Council's Road Register.

5. Policy

5.1 Road Register

Hinchinbrook Shire Council (Council) owns public roads for the community to use under the *Local Government Act*. The Act confers a "right of passage" by a member of the public to pass along a public road, subject to such restrictions as are imposed by the Council or law.

This Policy sets out to accurately define Council's maintained roads and all other unmaintained formed and unformed roads within the gazetted road reserve.

5.1.1 Council's Road Register ("the Register") sets out the extent of Council's maintenance responsibility by defining all maintained roads and lengths within the Shire.

5.1.2 The Register sets out a list of Council unmaintained formed and unformed roads as required under the *Local Government Act*.

The Register does not contain a list of private roads as stated in Section 74 (1)(a) of the *Local Government Act* due to the sheer size and complexity of this task. Undertaking such a task is outside of the capabilities of the department due to limited resources.

5.1.3 The Register is intended to be used by all internal and external operational staff to ensure works are done within the limits set out in the Register.

5.1.4 Council funds designated for road infrastructure shall only be expended on roads and sections of roads included in the Maintained Register. Council is obligated to act on an unmaintained road, should these roads become unsafe. This will be demonstrated by acting on reported hazards and undertaking an inspection to determine a course of action which may include:

- a) warning signage, barricading of hazard until resources allow further works to be undertaken; and
- b) closing the road if there is alternative access for the properties.

The timeframe and course of action that is undertaken is subject to Council's limited funding and staff resources.

5.1.5 Roads can only be added to or removed from the Register upon a Council resolution; this includes any changes to the road's maintained length. In determining a revision to its Register, Council may have regard to the following:

- a) the extent of public use of the road proposed to be added/removed;
- b) the public benefit that would result from the addition/removal of the proposed road; and
- c) via addition of a road to the Register, the cost of upgrading the gazetted road to a standard suited to general public use and ongoing maintenance.

5.1.6 The Register shall be maintained and updated by the Infrastructure Assets Department. The Register is a working document and the Infrastructure Assets Department shall update the Register in line with a Council resolution to add or remove maintenance responsibility from a particular part of the road network.

5.1.7 All major amendments to the Register shall be referenced to a supporting Council resolution. A major amendment is considered to be the following:

- a) changes to road maintenance lengths;
- b) removal or addition of a road; and
- c) official spelling of a maintained road.

5.1.8 All minor amendments can be made without the need for a Council Resolution, provided the amendments are tracked in the Road Register addendum table. Minor amendments are considered to be the following:

- a) minor grammatical changes to the Register (but not including official spelling of maintained roads); and
- b) correct of minor errors, e.g. incorrect reference for road starting point.

5.1.9 The Infrastructure Assets Department shall provide details of any amendments to various working copies of the Register held throughout the organisation.

5.1.10 This Policy will be reviewed when any of the following occur:

- the related documents are amended or replaced; and
- other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

5.2 Road Hierarchy

The road network within the Hinchinbrook region has been defined into the following hierarchy levels:

Road Type	Hierarchy Level	Classification
Highways and Arterial Roads	Class 1	National Road Network
	Class 2	State Strategic Road Network
Link and Collector Roads	Class 3	Local Road of Regional Significance (LRRS)
	Class 4	Urban Collector/Industrial
	Class 5	Rural Collector
Access Road	Class 6	Urban Residential
	Class 7	Rural
Lower Order Roads (Low Volume)	Class 8	Lower Order Roads
Unformed	Class 9	Formed and Unformed Roads

Classification Criteria

Class 1 – National Road Network and Class 2 – State Strategic Road Network

- As defined on the North Queensland Region Map developed by the Department Transport and Main Roads (DTMR) available on the Maps and Guides page of the DTMR website www.tmr.qld.gov.au ; and
- These roads are state controlled and do not fall under Council's Level of Service.

Class 3 – Local Road of Regional Significance (LRRS)

A Local Road of Regional Significance is one that:

- provides a primary connecting function across more than one local government area within a regional road network;
- forms a key part of economic development strategies within local government areas (major access to rural, agricultural, industrial);
- plays a key role for regional industry and access to attractions of regional significance and major natural resources;

- d) connects shires, towns, cities and regions and provides travel time and distance savings to commuter routes;
- e) provides access from a higher order regional road to rail heads, freight depots, ports and major airfields;
- f) provides access to regionally significant institutions (community health, education, recreation, youth, aged care and entertainment facilities); and
- g) forms the only access to a remote community.

To make a change to the LRRS road listing the following must be undertaken:

- a) obtain a formal resolution from Council confirming the change request; and
- b) complete a LRRS Change Request Form signed by the Regional Road Technical Group (RRTG) chair, Technical Committee Chair and the Regional Director. The form is to be submitted to the Roads and Transport Alliance Board for endorsement.

Strategic Aims:

- Commitment to fully sealing the LRRS road network;
- Road reconstruction works are to be undertaken in accordance with the typical cross section on Council's Standard Drawing R022;
- Unsealed Roughometer Intervention Levels:
 - Urgent - IRI >12.9;
 - Meets intervention grade – IRI = 8.8 - 12.9;
 - Grade for Efficiency – IRI = 6.5 – 8.7; and
 - Do not Grade – IRI <6.5.

Class 4 – Urban Collector/Industrial

Major collector roads in urban areas that links major infrastructure i.e. schools, hospital, business centres.

Strategic Actions:

- Commitment to ensure in instances where kerb is present, road to be reconstructed full kerb to kerb seal, otherwise edge linemarking and sealed shoulder required; and
- Road reconstruction works are to be undertaken in accordance with the typical cross section on Council's Standard Drawing R006 and R022.

Class 5 – Rural Collector

- Major collector roads in rural areas in which those are critical for vehicle movements in rural areas. Generally services a number of access roads and is a significant contributor to providing access to rural properties; and
- Edge linemarking and sealed shoulder required. Road must have centre linemarking.

Strategic Actions:

- Road reconstruction works are to be undertaken in accordance with the typical cross section on Council's Standard Drawing R003 and R002;
- Unsealed Roughometer Intervention Levels:
 - Urgent – IRI >12.9;
 - Meets intervention grade – IRI = 8.8 - 12.9;

- Grade for Efficiency – IRI = 6.5 – 8.7; and
- Do not Grade – IRI <6.5.

Class 6 – Urban Residential

Roads that provide access to residential or village type allotments in an urban scenario.

Strategic Actions:

Road reconstruction works are to be undertaken in accordance with the typical cross section on Council's Standard Drawing R006.

Class 7 – Rural

- Roads that service the rural community, particularly for the use of agricultural production; and
- Undertake a 2 x planned maintenance grades yearly to meet demand of haulage season.

Strategic Actions:

- Road reconstruction works are to be undertaken in accordance with the typical cross section on Council's Standard Drawing R004;
- Unsealed Roughometer Intervention Levels:
 - Urgent - IRI >15.8;
 - Meets intervention grade – IRI = 10.7 – 15.7;
 - Grade for Efficiency – IRI = 7.9 – 10.6; and
 - Do not Grade – IRI <7.8.

Class 8 – Formed Roads

- Roads within the gazette corridor that do not have a defined pavement, but are recognised as a formed road under the *Local Government Act*;
- Maintenance grade only undertaken once every two years. Any maintenance works exceeding this is subject to approval by the Director Infrastructure and Utility Services;
- Any other costs associated with repairs to these roads to address safety concerns in addition to what cannot be fixed under the grading budget, for example pipe repairs, placement of signage will be sought from the roads operational budget upon written approval from the Director Infrastructure and Utility Services; and
- Inspections on these roads will be completed upon a Customer Request being lodged or as identified during the normal course of business.

Strategic Actions:

- Road reconstruction works are to be undertaken in accordance with the typical cross section on Council's Standard Drawing R004; and
- This class of road does not fall under the Roughometer Intervention Levels.

Class 9 – Unformed Roads

A road that is classed as not formed, gravelled pavement or sealed pavement but is open to and used by the public. These roads do not have any regular maintenance undertaken, but safety concerns are addressed using the quarantined budget allocated under the roads operational budget.

Road Hierarchy Review

The end of network mapping has been developed as the basis to the priority listing, which ultimately allocates hierarchies to the end of network roads. This mapping is static and is not regularly reviewed or updated as a result to changes in ownership, boundary realignments, etc. The review is to be undertaken on a three yearly basis and any changes as a result of the review are to be presented to Council.

Levels of Service

Intervention Level	Response Time (Days)							Routine Maintenance
	Class 3 LRRS	Class 4 Urban Collector	Class 5 Rural Collector	Class 6 Urban Residential	Class 7 Rural	Class 8 Lower Order Roads	Class 9 Formed and Unformed Road	
Unsealed Road - Includes corrugations, potholes, rutting, scouring. Timelines below excludes emergent works periods, ongoing works associated with Restoration of Public Assets (REPA) or isolated weather events due to the increase in CRMs.								
Inspect – visual, if unsure triggered by Roughometer Refer to section 5.2 for intervention levels.	4		7		7			
Make Safe - Signage	1		2		2	5	10	
Repair	14		14		14	30	30	
Sealed Roads								
Bleeding (not flushing)	2	2	2	7	14			Bind with sand or fine aggregate and light rolling.
Cracking	365	365	365	365	365			Crack sealing. Substantial works to be nominated as a capital bid.
Rutting/Shoving/Ponding	180	180	365	365	365			Pavement repair as required. Substantial works to be nominated as a capital bid.
Edge Failure – Edge break of >100mm wide	90	180	180	180	365			Repair as required.
Edge Failure – Edge drop of >75mm	90	180	180	180	365			Repair as required.

Intervention Level	Response Time (Days)							Routine Maintenance
	Class 3 LRRS	Class 4 Urban Collector	Class 5 Rural Collector	Class 6 Urban Residential	Class 7 Rural	Class 8 Lower Order Roads	Class 9 Formed and Unformed Road	
Potholes - >300mm diameter and 50mm deep	30	30	45	30	60			Repair as required.
Road Marking								
Painting Line Markings – 50% of line marking not visible	365	365	365	365	365			Repaint road line markings, place interim warning signs as part of programed maintenance works.
Raised Pavement Markers - >3 consecutive markers missing or not reflecting on curves or barrier lines.	180	180	180	365	365			
Road Signs and Roadside Furniture								
Warning (W), Regulatory (R) and Guide (G)								
Missing/illegible/faded sign	W 30 R 7 G 30	W 30 R 7 G 30	W 30 R 7 G 30	W 30 R 7 G 30	W 30 R 7 G 30	As approved by DIUS		
Damaged Sign	90	90	90	90	90			
Loss of Reflectivity	90	90	90	90	90			
Post Deteriorated	90	90	90	90	90			
Dirty Sign	90	90	90	90	90			
Post misaligned	90	90	90	90	90			
Guide Posts								
3 consecutive posts missing on straights, 2 consecutive posts missing on curves. Guide posts to be clean and easily visible.	180	270	270	365	365	As approved by DIUS		
Guardrails								
Damaged Guardrails	14	30	60	60	60	As approved by DIUS		Repair to make safe. Full repair to occur at a later date.
Roadside Drainage								

Intervention Level	Response Time (Days)							Routine Maintenance
	Class 3 LRRS	Class 4 Urban Collector	Class 5 Rural Collector	Class 6 Urban Residential	Class 7 Rural	Class 8 Lower Order Roads	Class 9 Formed and Unformed Road	
50% reduction in drain capacity. Applies to table drains, culverts, pipes, etc.	60	60	60	60	60	As approved by DIUS		
Trees, Branches and Bushes								
Fallen trees, branches and bushes causing an obstruction or hazard.	1	1	1	1	1	As approved by DIUS		
Overhanging branches and damaged trees or limbs	1	1	7	7	7			
Visibility Obstructing Vegetation	30	90	90	90	90			
Substance (e.g. oil) on Road	1	1	1	1	1			

6. Legal Parameters

- *Local Government Act 2009*;
- Regulations under the Act; and
- *Transport Operations (Road Use Management) Act 1995*.

7. Associated Documents

- Road Management Procedure;
- Road Register Tables and Mapping;
- End of Network Roads Mapping; and
- Road Hierarchy Mapping.

DOCUMENT HISTORY AND STATUS					
Action	Name		Position	Signed	Date
Approved by Council	Michelle Webster		CEO		28/08/2023
Policy Version	2	Initial Version Adopted	30/03/2021	Current Version Adopted	25/07/2023
Maintained By	Infrastructure and Utility Services			Next Review Date	01/07/2025
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