



ROAD MANAGEMENT BOOKLET

The Road Management Policy and Procedure establishes Council's intention, strategic direction and levels of services for the management of public roads within the shire. A suite of supporting documentation has been developed or revised as part of the development of the Road Management Policy and is included in this booklet.

TABLE OF CONTENTS

SECTION 1 - ROAD MANAGEMENT POLICY

SECTION 2 – ROAD MANAGEMENT PROCEDURE

SECTION 3 – END OF NETWORK BOOKLET

SECTION 4 – ROAD HIERARCHY BOOKLET

SECTION 5 – STANDARD DRAWINGS FOR TYPICAL CROSS SECTIONS

SECTION 1 - ROAD MANAGEMENT POLICY



1. Policy Statement

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 hierarchy to a road and the 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 the following:

- ISD-PO-004 Road Register Policy
- ISD-PO-006 Maintenance of Gravel Roads Policy
- Road Hierarchy adopted by Council in 2015

2. Scope

This policy sets out to achieve the following:

- Defining the requirements and responsibilities prescribed by legislation; and
- Defining the council maintained road network, maintained in accordance with Councils 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.
- Define levels of service for the road network in accordance with the hierarchy levels.

3. Responsibility

- 3.1 The Assets and Infrastructure Department is responsible for the management of the road register and hierarchy in accordance with this policy.
- 3.2 The Works Department is responsible for ensuring that the management of roads meets the service levels standards set out in this policy.
- 3.3 Supervisors/Managers and Executive Managers are responsible for making known the required standards and for enforcing these in accordance with this policy.
- 3.4 The Chief Executive Officer has overall responsibility for the implementation and execution of the policy.
- 3.5 The Mayor and Councillors are responsible for adopting the defined road network, including the maintained road network.

4. Definitions

Road Hierarchy	Categorises roads according to their functions and capacities.
Level of Service	The assets performance targets in relation to a number of factors including reliability, quantity, quality, responsiveness, safety, capacity, environmental impacts and customer expectations.
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.).
Access road	A road constructed within a road area that is not listed as maintained on councils road register. Is also a road that provides properties access to a higher order road.
Authorised Person	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	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.
Maintained Road	A road, which is listed as maintained on council's road register.
Private road	A road constructed outside a road area
Road	Means <ul style="list-style-type: none"> (a) an area of land that is dedicated to public use as a road; or (b) an area of land that— <ul style="list-style-type: none"> (i) is developed for, or has as 1 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.
Roadworks Permit	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: <ul style="list-style-type: none"> (a) Is not a formed, gravelled pavement or sealed pavement road; but (b) Is open to, and used by, the public.

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.

- 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.
- 1.2 The Register sets out a list of Council unmaintained formed and unformed roads as required under the Local Government Act.
- 1.3 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 task is outside of the capabilities of the department due to limited resources, but is to be considered in future policy reviews.
- 1.4 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.
- 1.5 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.
 - 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.
- 1.6 Roads can only be added to or removed from the register upon a Council resolution; this includes any changes to the roads 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.
- 1.7 The Register shall be maintained and updated by the Infrastructure and Assets Department. The Register is a working document and the Infrastructure and Assets Department shall update the Register from time to time, generally following a Council resolution to add or remove maintenance responsibility from a particular part of the road network.
- 1.8 All major amendments to the Register shall be referenced to a supporting Council resolution. A major amendment is considered to be the following:
 - Changes to road maintenance lengths.
 - Removal or addition of a road.
 - Official spelling of a maintained road.

1.9 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 is considered to be the following:

- Minor grammatical changes to the register (but not including official spelling of maintained roads).
- Correct of minor errors, e.g. incorrect reference for road starting point.

1.10 The Infrastructure and Assets Department shall provide details of any amendments to various working copies of the register held throughout the organisation.

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

- The related documents are amended or replaced.
- 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 of Transport and Main Roads (DTMR) available at:
- 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.
- Connects shires, towns, cities and regions and provides travel time and distance savings to commuter routes.
- Provides access from a higher order regional road to rail heads, freight depots, ports and major airfields.
- Provides access to regionally significant institutions (community health, education, recreation, youth, aged care and entertainment facilities).
- Forms the only access to a remote community.

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

- Obtain a formal resolution from Council confirming the change request.
- 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.

Class 4 – Urban Collector/Industrial:

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

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.
- 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 road and is a significant contributor to providing access to rural properties.
- 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.
- Unsealed Roughometer Intervention Levels.

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.
- 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.

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 undertake once every two years. Anything greater is subject to approval by the Executive Manager Infrastructure Services Delivery.
- 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 Executive Manager Infrastructure Services Delivery.
- 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.
- This class of road does not fall under the Roughometer Intervention Levels.

Class 9 – Unformed Roads

Is a road that is classed as not formed, graveled 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 set maximum 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 (3) yearly basis and any changes as a result of the review are to be presented to Council.

6. Legal Parameters

Local Government Act 2009

Regulations under the Act

Transport Operations (Road Use Management) Act 1995

7. Associated Documents

- Road Register Table
- Road Register Maps
- End of Network Roads Prioritisation Ranking
- Road Hierarchy Mapping
- Defect Response Times

DOCUMENT HISTORY AND STATUS					
Action	Name		Position	Signed	Date
Policy Version	1	Initial Version Adopted		Current Version Adopted	
Maintained By	Infrastructure Services Delivery		Next Review Date		
File Location	E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents				

