

Unsealed Council Road Policy

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Directorate	Infrastructure Services
Responsible Branch	Transport & Facilities

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1 OUTCOMES

- 1.1 To establish guidelines for the carrying out of road work on Unsealed Council Roads.

2 SCOPE OF THE POLICY

- 2.1 All unsealed Public Roads for which Council is the roads authority under the NSW Roads Act 1993 (the Roads Act 1993).

3 DEFINITIONS

- 3.1 **Council** – means Queanbeyan-Palerang Regional Council.
- 3.2 **Policy** – means Council's Unsealed Council Road Policy.
- 3.3 **Road work** – has the same meaning as under the Roads Act 1993.
- 3.4 **Carry out road work** – has the same meaning as under the Roads Act 1993.
- 3.5 **Public Road** – has the same meaning as under the Roads Act 1993.
- 3.6 **Unsealed Council Road** – means an unsealed Public Road for which Council is the roads authority under the Roads Act 1993.
- 3.7 **Actual Asset Condition** – means the physical condition of an Unsealed Council Road which Council considers to be the existing state of a road at the time of assessment for the road, as determined by Council.
- 3.8 **Intended Asset Condition** – means the physical condition of an Unsealed Council Road which Council considers to be the intended state or condition of a road at the time of assessment for the road, as determined by Council.
- 3.9 **Category** – means the various groups of Scheduled Roads with regular inspection and, depending on Actual Asset Condition, subsequent Maintenance and Grading Schedule.
- These are listed in Council's Unsealed Local Roads List – Scheduled, as updated from time to time.
- 3.10 **Scheduled Road** – means any Unsealed Council Road as listed in Council's Unsealed Local Roads - Scheduled Maintenance List as updated from time to time.
- <https://www.qprc.nsw.gov.au/Services/Roads-and-Footpaths#section-4>
- For the avoidance of doubt, Scheduled Roads have planned road work routinely carried out at a scheduled and/or as needs frequency dependent upon Council's condition assessment inspections and need based on Actual Asset Condition as determined.
- 3.11 **Unscheduled Road** – means any Unsealed Council Road not listed in the currently named Council's Unsealed Local Roads – Scheduled Maintenance List including, for example and without limitation, unimproved road reserves or paper roads.

For the avoidance of doubt, Unscheduled Roads will not have planned road work routinely carried out, however may have reactive road work undertaken at the discretion of Council following condition assessment inspections and/ or reports by the public.

Some of these roads are listed on the Unsealed Local Roads – Unscheduled Maintenance List.

The term Unscheduled Roads includes those previously referred to by Council as Category 10 (not maintained) roads.

3.12 **AADT** – means the estimated Average Annual Daily Traffic volume for determining inspection and grading frequency for Scheduled Roads.

3.13 **VPD** – means vehicles per day as a measure of traffic load for AADT purposes.

4 GENERAL

4.1 Council is the roads authority under the Roads Act 1993 for a significant length of unsealed Public Roads within the Local Government Area.

4.2 The Roads Act 1993 (Section 71) provides that Council may carry out road work on any Public Road for which it is the roads authority, and on other land under its control.

4.3 The objective of the Policy is to provide guidance in determining the appropriate level of management for Unsealed Council Roads having regard to Council's resourcing constraints and the intended Asset Condition of any road as determined by Council.

4.4 The application of the Policy is subject to the circumstances of each Unsealed Council Road, and Council retains discretion in relation to whether or not to carry out road work; which may be subject to the undertaking of an inspection, condition and risk assessment.

4.5 For many roads, this will include Scheduled Maintenance, while others will be outside the Scheduled Program and will only be maintained when Council determines the need for this to occur based on evaluation of Actual Asset Condition and resources.

4.6 Council acknowledges that there are existing Unsealed Council Roads, whilst not meeting the Minimum Construction Standards, the Actual and Intended Asset Condition is appropriate.

4.7 Council may authorise a person to carry out road work on an Unsealed Council Road under Section 139 of the Roads Act 1993 and a person may apply for consent to carry out road work under Section 138.

4.8 For the avoidance of doubt, road works undertaken by Council; or others as approved on an Unsealed Council Road, under Section 138 of the Roads Act 1993, may not (necessarily) be required to meet Council's minimum construction standards.

5 MINIMUM CONSTRUCTION STANDARDS

5.1 Council retains discretion as to whether or not to add any Unsealed Council Road into its Scheduled Road network. Council will not generally add any non-Council owned unsealed road into its Unsealed Council Roads, Scheduled Road network unless the road is first constructed to the following minimum standard:

- Minimum gravel pavement width of 6.0 metres.
- Minimum gravel pavement depth of 125 mm.
- The road is entirely contained within a Public Road reserve, as confirmed by a detailed survey plan.

- Longitudinal drainage a minimum of 1.0 metre outside the road pavement as open v shaped drains and includes adequate mitre drains designed to drain water away from the road pavement to natural drainage/water courses.
- Longitudinal drainage with a long section slope of 5% or greater is lined with rock or concrete.
- Transverse drainage is designed to accommodate a 1 in 20 storm event at all locations where storm water crosses the new road. All drainage structures are constructed from concrete and include concrete headwalls.
- Sufficient warning signs and guideposts are installed to meet the relevant Australian standard.
- All watercourse culverts, crossings, weirs, causeways and bridges are constructed to relevant standards and approvals.

6 SCHEDULED ROADS

- 6.1 Council may prepare a work plan for Scheduled Roads to guide the carrying out of road work having regard to the intended Asset Condition and Council's constrained resources.
- 6.2 Road work which Council carries out on Scheduled Roads may include inspection and grading, with an indicative frequency (on average) for each Category determined by estimated AADT as set out in Table 1.

Table 1: Indicative Inspection and Grading Frequency for Scheduled Roads

Category	Indicative Frequency	Criteria
1	Once every month	AADT > 440 vpd
2	Once every 2 months	340 vpd < AADT < 460vpd
3	Once every 3 months	240 vpd < AADT < 360vpd
4	Once every 4 months	180 vpd < AADT < 260vpd
5	Once every 6 months	80 vpd < AADT < 200 vpd
6	Once every 12 months	50 vpd < AADT < 100 vpd
7	Once every 18 months	20 vpd < AADT < 60 vpd
8	Once every 2 years	10 vpd < AADT < 40 vpd
9	Once every 3 years	AADT < 20 vpd

- 6.3 At its discretion, Council staff may adjust the Category of a Scheduled Road, if the adjustment is a minor change to its Intended Asset Condition. A minor change is of less than three (3) category levels. Any adjustment must be in accordance with Council's operational procedures and may be undertaken having regard to updated traffic volume data and estimated AADT.
- 6.4 In determining whether and when to carry out road work on Scheduled Roads, Council may consider condition reports of damage, hazards or impediments to safe passageway which have been verified by Council, having regard to the intended Asset Condition and Council's constrained resources.

7 UNSCHEDULED ROADS

- 7.1 Road works on Unscheduled Roads will generally only be carried out in response to damage, hazards or impediments to safe passageway which have been verified by Council.
- 7.2 The Council has discretion as to whether, when and how it will investigate and verify the condition of an Unscheduled Road, having regard to its constrained resources.
- 7.3 In determining whether to carry out road works on an Unscheduled Road, Council will have regard to its constrained resources.
- 7.4 In determining whether and when to carry out road works on Unscheduled Roads, the Council may also consider:
- Council's Intended Asset Condition for the Unscheduled Road.
 - The estimated cost of carrying out road works.
 - Whether or not the Unscheduled Road is constructed to Council minimum standards as defined in this Policy.
 - Whether or not the physical road alignment falls entirely within Public Road reserve boundaries, including as evidenced by a registered surveyor.
 - Whether or not the Unscheduled Road has any environmental or cultural considerations, including but not limited to ecology, Indigenous or European heritage.
 - The extent of any damage, hazard or impediment to safe passageway to the Unscheduled Road and the level of risk as assessed by Council, including following inspection and condition reports.
 - The number of dwellings and other developments served by the Unscheduled Road and estimated AADT as applicable.
 - Other considerations at the discretion of Council.

8 UNSEALED COUNCIL ROAD NETWORK

- 8.1 At its discretion, the Council may make a major change in the Council's management of any Unsealed Council Road within its network, as assessed and in accordance with the QPRC Transport Investment Framework.
- 8.2 The following major changes in the Council's management of Unsealed Council Roads will be determined by the elected Council by resolution:
- Adjustment between Categories for Scheduled Roads where the change from the current category to the proposed category is equal to or exceeds three (3) category levels.
 - Transfer from Unscheduled Road to Scheduled Road status (or vice versa), having regard to:
 - The estimated cost of undertaking the activities, and the available resources of the Council.
 - Whether or not the Unscheduled Road is constructed to Council minimum standards as defined in this Policy.
 - Whether or not the physical road alignment falls entirely within Public Road reserve boundaries, including as evidenced by a registered surveyor.

- Whether or not the Unscheduled Road has any environmental or cultural considerations, including but not limited to ecology, Indigenous or European heritage.
- Whether or not the Unscheduled Road was maintained by Council as at 1 April 2018.
- The number of dwellings and other developments served by the Unscheduled Road and estimated AADT as applicable.
- Other considerations at the discretion of Council.

9 LEGISLATIVE PROVISIONS AND/OR RELEVANT STANDARDS

9.1 Roads Act 1993 (NSW)

9.2 Council's Asset Management Policy and Standards

9.3 QPRC Transport Investment Policy and Framework

10 REVIEW

10.1 This policy will be reviewed every four (4) years or earlier as necessary if:

- Legislation requires.
- Council's functions, structure or activities change.