

## Council Policy UNSEALED ROADS POLICY

### 1. INTRODUCTION

This policy sets out the principles by which Council manages the unsealed road network.

Council currently maintains approximately 450km of unsealed road network and, in accordance with Roads Act 1993, holds the responsibility for the management of all public roads vested in Council.

### 2. POLICY STATEMENT AND SCOPE

This policy applies to all unsealed roads, both formed and unformed, throughout the Local Government Area (LGA). The scope of this policy includes the management of Council's unsealed road network within the bounds of Council's available resourcing.

This policy does not include the management of Crown roads except where the road is listed on Council's Road Asset Register for maintenance.

#### 2.1 Road Classifications

Unsealed roads are classified into 5 typical classifications:

Road Category	Description
Major Roads	<p>Traffic count generally more than 100 vehicles/day.            Generally through roads which connect to significant local community centres or destinations - Main traffic flow with many branches/feeder roads.            The running surface is generally 6.5 – 8.0 metres wide (including shoulders) with two lanes for traffic.            Road is formed and generally drained to Council standards.            Significant rain events may cause temporary closure.            Pavement material may be either imported gravel, local gravel, recycled materials suitable for road use, in-situ material or a combination of these.            Roads typically have guideposts located adjacent to culverts and limited advisory signage</p>
Local Roads	<p>Traffic count generally less than 100 vehicles/day.            Generally through roads which distribute to a Major Road (unsealed) but can be no through roads - Limited flow with occasional branches/feeder roads including Access Tracks.            The running surface is generally 3 – 6.5 metres wide (including shoulders) with one or two lanes for traffic.            Road is formed and generally drained to Council standards            Significant rain events may cause temporary closure.</p>

Road Category	Description
	<p>Pavement material may be either imported gravel, local gravel, recycled materials suitable for road use, in-situ material or a combination of these.</p> <p>Roads typically have guideposts located adjacent to culverts and limited or no advisory signage</p>
Access Tracks	<p>Generally an access track with infrequent traffic use and less than 10 vehicles/day and may provide a connection to Forestry NSW areas or National Parks.</p> <p>Typically “no through” roads that are open to the public and provide access to a limited number of properties.</p> <p>Generally have no standard formation, are undrained and their make-up consists of naturally occurring material, however may contain a small percentage of imported materials.</p> <p>Accessible by 4WD vehicles.</p> <p>It is probable that water will cross the road in minor rain events and significant rain events and may cause temporary closure and road scour.</p>
Unformed/Paper Road	<p>These are unformed “paper” roads, which are indistinct, inactive or not regularly used as a vehicle access track.</p> <p>No road formation exists as the road is only identified as such on a map.</p>
Unsealed Car Parks	<p>Unsealed car parks are generally constructed partly on a road and partly on other property, but can be completely on non-road property.</p> <p>Generally located close to public reserves, however can also be found in other urban locations.</p> <p>Unsealed car parks are a low speed environment and typically hold low risks when compared to the rest of the road network.</p>

## 2.2 Management Principles

Council will manage the unsealed roads using the following principles:

Classification of Roads	<p>Roads will be categorised, as outlined in the previous section, based on multiple factors including:</p> <ul style="list-style-type: none"> <li>○ traffic volumes</li> <li>○ number of premises accessed</li> <li>○ school bus routes</li> <li>○ regional tourism value</li> <li>○ regional economic value</li> <li>○ network and community connectivity.</li> </ul> <p>The classification of a road defines the level of service provided by Council in maintaining that road.</p>
Resource Allocation	<p>Allocation of available resources across the entire unsealed road network will be reflective of the classification of the road, community safety, and risk, and include:</p> <ul style="list-style-type: none"> <li>○ scheduled grading program</li> <li>○ scheduled gravel re-sheeting program</li> <li>○ reactive maintenance to high risk issues identified during programmed works or by the public.</li> </ul>

Sealing of Unsealed Roads	Council will not routinely program activities to seal unsealed roads. The sealing of unsealed roads will only be undertaken through defined special purpose projects identified by resolution of Council within the Operational Plan subject to available funding such as Grant Funding.
Upgrading of Existing Roads	<p>Council will not routinely program activities to upgrade existing roads, including changes to alignment (vertical and horizontal), upgrading of existing road safety treatments, changes to pavement width and drainage, and changes to creek crossings such as fords, causeways, culverts, bridges, or other crossing types.</p> <p>Upgrades of this nature will only be undertaken through defined special purpose projects identified by resolution of Council within the Operational Plan subject to available funding such as Grant Funding.</p>
Transfer of Roads (and associated assets) to Council	Council will not accept the transfer of private roads or assets, unless required through conditions of development consent or via Crown Road transfer under the Roads Act 1993.
Enclosure Permits	Council may consider applications for the enclosure of a Public Road (typically unformed/paper roads) for lease where there is no adverse effect upon current or potential road users or adjoining properties. A public road cannot be enclosed without Council consent.
Sale of Roads	Council may consider applications from an adjoining owner(s) where there is no adverse effect upon current or potential road users or adjoining properties.
Installation of Cattle Grids and Public Gates	<p>Council may consider applications from an adjoining owner(s) where there is no adverse effect upon current or potential road users or other adjoining properties.</p> <p>Installation and maintenance of a cattle grid(s) or a public gate(s) is solely the responsibility of the benefiting land owner(s).</p> <p>Council shall only consider applications for the erection of a Public Gate(s) on a Major or Local Road when applied for by the last property owner at the end of a no through road. Council, at its sole discretion, may alter the road Classification and lower the Level of Service beyond the Public Gate subject to the consent conditions.</p>
Driveways / Road Crossings	Maintenance and upkeep of driveways / road crossings (including pipe crossings) is entirely the responsibility of the benefiting land owner(s).
Crown Road Maintenance	Council will not undertake maintenance activities on Crown land, unless the road is listed on Council's Road Asset Register.
Private Works on Public Roads	Council may accept an adjoining owner(s) to pay for the cost of upgrading an unsealed road, or for additional maintenance, via private works agreement. This does not commit Council to regular maintenance activities on the road.

## 2.3 Level of Service

Unsealed road classifications, extent and maintenance intervals:

Road Classification	Grading Interval	Gravel Resheeting Frequency	Current Extent of Network
Major Roads	6 months.	3 km p.a. or (2.78% of the major road network)  1km per 36 yrs	108km
Local Roads	12 months.	3 km p.a. or (0.87% of the local road network)  1km per 115yrs	346km
Access Tracks	On an as-needs basis where impassable by a standard 4WD vehicle.	0 km	Estimated at 50 km.
Unformed	No pavement maintenance.	0km	Estimated at 100 km
Unsealed Car Parks	On an as-needs basis following risk assessment.	Ad-Hoc pothole filling.	93 car parks

- Grading intervals and gravel re-sheeting as stated above is the Level of Service that Council can provide within current resourcing at time of policy adoption.
- The Level of Service will be reviewed where there is a significant change in network composition, condition and/or budget allocation.
- Vegetation Management on Rural Roads is covered under separate policy that covers not only unsealed roads but sealed roads as well.
- Approval of a dwelling, shed, business, or any other activity or structure on a property which gains access via an unformed road or access track does not commit the Council to the construction of a formed road or to the regular maintenance of that road or access track.
- Works shall be allocated in accordance with the above mentioned programs, supported by risk based reactive maintenance focused on addressing community safety issues and in line with guidance from Council's insurer.

### 3. RESPONSIBILITIES AND AUTHORITIES

Council is the Road Authority for all roads vested in fee simple to Council (meaning that it has absolute ownership of the land) as described within the Roads Act 1993.

Council as the governing body is responsible and accountable for:

- Adopting the Unsealed Roads Policy.
- Oversight of the implementation.

The General Manager and Directors are responsible and accountable for:

- Implementing and communicating this policy
- Monitoring compliance of this policy
- Ensuring the policy is reviewed and updated to meet current legislative requirements
- Ensuring appropriate delegations are in place with regard to exercising Road Authority functions.

The Group Manager Transport and Stormwater Network is responsible and accountable for:

- Implementing and communicating this policy.
- Monitoring compliance of this policy.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.
- Ensuring appropriate procedures are developed, implemented and monitored to meet the principles of this policy.

Operations Manager and Operations Engineers, Transport and Stormwater Network are responsible and accountable for:

- Implementing and communicating this policy and any associated procedures.
- Monitoring compliance of this policy and any associated procedures.

Coordinators, Transport and Stormwater Network are responsible and accountable for:

- Implementing and communicating this policy and any associated procedures.

All Council Officers are responsible and accountable for following this policy and any associated procedures.

#### **4. REFERENCES**

This policy must be followed by all Council staff. All significant changes to this policy will be tabled at a future meeting of Council for consideration.

Legislative References include:

- Roads Act (1993)
- Local Government Act (1993)
- Civil Liability Act (2002)
- Work Health and Safety (Mines) Act (2013)
- Work Health and Safety (Mines) Regulation (2014)
- Work Health and Safety Act (2011)
- Work Health and Safety Regulation (2017)
- Environmental Planning and Assessment Act (1979)
- National Parks and Wildlife Act (1974)
- Biodiversity Conservation Act (2016)
- Fisheries Act (1994)
- State Environmental Planning Policy (SEPP) Infrastructure (2007)
- Road Transport Act (2013)

Other references:

- Making a Council Policy
- Public Gates “Cattle grids” Policy
- Unsealed Roads Scheduled Grading Programme
- Unsealed Roads Gravel Resheeting Programme
- Statewide Mutual Best Practice Manual – Roads
- Australian Road Research Board (ARRB) – Unsealed Roads Manual
- Unsealed Roads Pavement Management– Position Paper
- Council’s Asset Management Policies

## **5. DEFINITIONS**

A definition of key terms referred to in the policy.

Councillor: An elected member of Council

General Manager: 1st tier management position and titled as such

Director: 2nd tier management position and titled as such

Group Manager: 3rd tier management position and titled as such, asset custodian

Operations Engineer: Specific professional engineering staff within Council

Coordinator: Supervisor of outdoor staff

Council officer: A member of Council staff

Fee Simple: Absolute ownership of land

## **6. PROCESS OWNER**

The Group Manager Transport and Stormwater Network is the process owner. The process owner should be contacted for any information in relation to this policy.

## **7. AMENDMENTS**

Nil. This is a new Council Policy.