

## OPENING OF UNCONSTRUCTED ROADS PROCEDURE

### 1. Scope:

This Procedure applies to all unconstructed roads under the jurisdiction of Rockhampton Regional Council, but is not applicable to the opening of an unconstructed road required as a result of an application under the *Sustainable Planning Act 2009*.

### 2. Purpose:

This Procedure addresses the issue of the provision, and standard of construction, of capital improvements to unconstructed road reserves which provide access to properties with a dwelling and details the responsibilities for funding the capital improvements. The steps set out in this Procedure will be applied when exercising a discretionary power in making an administrative decision in relation to the provision of access to properties on unconstructed road reserves.

### 3. Related Documents:

#### Primary

Opening of Unconstructed Roads Policy

#### Secondary

*Environmental Protection Act 1994*

*Local Government Act 2009*

*Sustainable Planning Act 2009*

*Transport Operations (Road Use Management) Act 1995*

*Vegetation Management Act 1999*

*Work Health and Safety Regulation 2011*

ARRB Group Unsealed Roads Manual – Guidelines to Good Practice (3<sup>rd</sup> Edition March 2009)

Asset Management Policy

Design Standards for Roads Guideline – Appendix 1 Main Geometric Design Standards for Unsealed Roads

### 4. Definitions:

To assist in interpretation, the following definitions shall apply:

Authorised Officer	means the Chief Executive Officer of the Council or a person delegated by the Chief Executive Officer as being authorised
As Constructed Plans	Plans which show the dimensions and location of the

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	constructed asset.
Council	Rockhampton Regional Council
Dwelling	means a building or structure which has been approved for use as a habitable building or structure.
Dedicated Road	Has the same meaning as road in the Local Government Act 2009
Dwelling	means a building or structure which has been approved for use as a habitable building or structure.
Environmental Management Plan	means a document which addresses the environmental impacts of a project and determines appropriate strategies to control or avoid environmental harm. The Environmental Management Plan should address the following issues, if applicable: noise, traffic, dust, weed and pest management, vibration, water quality, erosion and sedimentation, acid sulfate soils, flora and fauna, cultural heritage, land contamination, waste and site clean-up, rehabilitation, emergency situation management and fire management.
Traffic Management Plan	means a document which addresses the provision for the safe movement of vehicular and pedestrian traffic, the protection of workers from passing traffic, the provision for access to properties, the provision of traffic controllers, the installation of temporary signs, road markings, lighting and safety barriers. It also covers maintenance of the existing road corridor, including the existing road and road shoulder that may be used for the temporary diversion of traffic.
Unconstructed road	includes: <ul style="list-style-type: none"> <li>• 'formed road' which means a dedicated road that does not have gravel paving, but which is formed using a grader so that stormwater will drain off laterally.</li> <li>• 'unformed road' which means a dedicated road that has been cleared and open to, and customarily used by the public.</li> <li>• 'unmade road' which means a dedicated road that has had no capital improvements including clearing, formation and gravel paving. Notwithstanding, an unmade road may be trafficable or untrafficable in all weather.</li> </ul>

## 5. Procedure:

All applications to construct a road in a road reserve shall be made in writing and considered by an Authorised Officer of Council. The application shall detail the reasons for the request and the extent of the road proposed to be constructed. The applicant is invited to make representations regarding the Heads of Consideration detailed in the Policy.

### 5.2 Approval

Should approval be granted for the applicant to construct the road (at their own cost), the applicant will be advised in writing. Such advice WILL NOT constitute approval to construct, but advise that the applicant must apply for a Permit for Major Works in Road Reserve to construct the road and sets out conditions that must be met prior to the issuance of such a permit. Such advice will also specify the standard to which the road must be designed and constructed.

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### **5.3 Application for a Permit for Major Works in Road Reserve**

An application for a Permit for Major Works in Road Reserve shall include the following

#### **5.3.1 Permit Application Fee**

The fee shall be as per Council's Fees and Charges Schedule.

#### **5.3.2 Provision of Plans**

The applicant shall submit plans for the proposed road construction. Such plans shall contain a longitudinal section, plan view and typical cross section of the proposed road, including vertical and horizontal curve radius details, any required drainage structures and all appropriate road signage.

The standard of construction of the road shall be as per the Design Standards for Roads Guideline – Appendix 1 Main Geometric Design Standards for Unsealed Roads.

A Traffic Management Plan is required to be submitted and approved by Council.

An Environmental Management Plan is to be submitted and approved by Council.

#### **5.3.3 Provision of Cost Estimates**

An estimate of the cost of construction is to be submitted with the plans.

#### **5.3.4 Surveyor Certification Evidence**

A licensed surveyor shall certify that the road as designed shall be contained wholly within the road reserve.

#### **5.3.5 Other Approvals/Permits**

Copies of relevant state government approvals, for example permits under the Vegetation Management Act.

### **5.4 Issuance of Permit for Major Works in Road Reserve**

Once the above conditions have been complied with to the satisfaction of Council, a Permit for Major Works in Road Reserve will be issued.

This permit will be subject to the following standard conditions:

- A set of the above approved plans are returned to the Applicant. The Applicant is to supply one approved set to the contractor to be retained on site at all times during construction.
- If after the issue of the permit for construction, errors, omissions or insufficient details are noted on the construction plans, such deficiencies

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are to be made good during construction and Council reserves the right to withhold approval of construction until such deficiencies are rectified.

- A pre-start meeting be held between the applicant, the principal contractor and Council prior to any commencement of construction. At this meeting the following information shall be presented to Council:
  - A copy of the Contractor's Public Liability Insurance Policy for the minimum amount required as per Council's current policies indemnifying Council against all claims resulting from the construction works.
  - Notification of the Principal Contractor for the works pursuant to Section 293 of the Work Health and Safety Regulation 2011 and evidence presented that the Portable Long Service Levy has been paid.
- Pursuant to Section 72 of the Transport Operations (Road Use Management) Act 1995 the Principal Contractor and the Principal Contractors employees shall be prescribed persons for the purposes of installation of official traffic signs'.
- All timber on road reserves is the property of the Crown. The Department of Natural Resources and Mines Management (Forest Products Branch) shall be contacted prior to the commencement of work to ascertain the existence or otherwise of millable timber in the area proposed to be cleared. Remaining vegetation which can not be mulched on site for use on these works or an approved place of use is to be disposed of at a suitable place. Burning will not be permitted in a residential area.
- All works shall be supervised by a competent person who is experienced in roadwork construction.
- All works are to be conducted in accordance with environmental best practises and in compliance with all Environmental Acts and Regulations.
- All works are to comply with the requirements ARRB Group – Unsealed Roads Manual - Guidelines to Good Practice (3<sup>rd</sup> Edition March 2009)

## 5.5 Inspection Requirements

Prior to the acceptance of the work, the applicant will be required to pay the required fees for Council inspections. Joint inspections with the applicant, contractor and Council are required. The inspection fee shall be as per Council's Fees and Charges Schedule

Council's minimum inspection program is as follows:

- Roadworks – All roads are subject to the following minimum inspections:
  - Subgrade;
  - Pavement;
  - On defects liability; and
  - Off defects liability.
- Drainage Works
  - Prior to backfill.

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## 5.6 As Constructed Requirements

As constructed plans are required to be submitted to Council for review a minimum of 48 hours prior to the inspection for placing the construction "On Defects Liability Period" and must satisfy the Authorised Officer. A Defects Liability Period of 90 days shall apply to the works.

A licensed surveyor shall certify that the road as constructed is contained wholly within the road reserve.

## 6. Review Timelines:

This Procedure is reviewed when any of the following occur:

1. The related is amended or replaced; or
2. Other circumstances as determined from time to time by the General Manager.

## 7. Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Procedure Owner	Strategic Manager Civil Operations
Procedure Quality Control	Corporate improvement and Strategy

**EVAN PARDON**  
**CHIEF EXECUTIVE OFFICER**

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**Adopted/Approved:** Adopted 12 March 2013  
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**Section:** Civil Operations

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