

2285 Register of Roads

Governance Policy

PURPOSE

- 1) This policy supports Councils statutory obligation to prepare and maintain a register and map of every road within the local government area, pursuant to section 74 of the *Local Government Act 2009*.

SCOPE

- 2) This policy applies to all Roads within the North Burnett Regional Council's area.

DEFINITIONS

Term	Definition
Council	means North Burnett Regional Council
Formed Road	means for the purposes of this policy, a road, other than a paved or sealed road, formed so that stormwater drains from the road.
Paved Road	means for the purposes of this policy, a road surfaced or pavement that is of a durable surface material laid down on an area intended to sustain vehicular or pedestrian traffic.
LGA	means <i>Local Government Act 2009</i> (Qld)
LGR	means <i>Local Government Regulation 2012</i> (Qld)
Road	means an area of land that is: (a) dedicated to public use as a road; (b) is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles and is open to, or used by, the public; (c) a footpath or bicycle path; or (d) a bridge, culvert, ford, tunnel or viaduct. For the purposes of this policy, a Road does not include a State-controlled road or a public thoroughfare easement, but does include a private road.
Road Register	means a Register of all roads, including maps of every road, as required by section 74 of the LGA.
Sealed Road	means for the purposes of this policy, a road with a surface of asphalt, bitumen, concrete or pavers.
Unformed	means a road or track that is not a formed, gravelled pavement or sealed pavement road, but is open to, and used by, the public.

POLICY

OBJECTIVES

- 3) The objective of this policy is to outline Council's statutory requirements for the preparation and ongoing maintenance of a current Roads Register which includes the details required to be contained in the register and making the register available for inspection by the public.

PRINCIPLES

- 4) Council is committed to complying with its statutory obligations by ensuring it maintains a current Road Register.
- 5) Whilst Council acknowledges and adheres to the obligation to maintain a current Road Register under the LGA, Council is not responsible for the construction, maintenance and improvement of all roads

listed in the Register. Council's Road Network Management Policy contains further information outlining Council's responsibilities for those roads.

POLICY STATEMENT

- 6) Council is required to keep a current register of all roads within its local government area and a map of every road, including private roads.
- 7) The Road Register must include:
 - (a) the category of every road;
 - (b) the level of every road that has a fixed level;
 - (c) the length of every road, including unformed roads;
 - (d) if a formed road, paved or sealed, the length and width of the formed, paved or sealed part of the road; and
 - (e) if a road consists of a through road and an adjacent road, the width of each as if it were a separate road;
 - (f) measurements for each road so that:
 - (i) the length is measured in kilometres;
 - (ii) the width is measured in metres; and
 - (iii) the width of a divided road is the total width of all sections of the divided road that are formed, paved or sealed.
- 8) The category of Road will be determined by the surface of each road, as required by section 73 of the LGA, and similarly to the specifications listed under the LGR, being:
 - (a) Formed;
 - (b) Gravelled Pavement (paved);
 - (c) Sealed Pavement (sealed); and
 - (d) Unformed.
- 9) Additional roads approved and accepted by Council following development approval under the *Planning Act 2016* (Qld), will be added to the Road Register annually.
- 10) A copy of Councils Road Register and mapping will be available for inspection by the public at all Council Customer Contact Centres.
- 11) Subject to application and payment of the required fee fixed by Council's annual fees and charges, a person may obtain a copy of:
 - (a) a map or register of roads; or
 - (b) a certificate signed by an authorised officer of Council for the purposes of:
 - (i) the category, alignment and levels of roads in its area; or
 - (ii) the fact that the alignment or level of a road in its area has not been fixed.
- 12) Any certificate provided by Council pursuant to section 74(4)(b) of the LGA, will be endorsed with a disclaimer that the information supplied within the certificate is to comply with Council's obligation under that section and that it is not supplied with the intention that it be relied upon by any person for the purpose of making decisions with financial or legal implications.
- 13) Should it be considered that a road has been incorrectly categorised or otherwise identified, a request for review or revision should be made in writing to the Chief Executive Officer stating the:
 - (a) details of the data considered to be in error or requiring review;
 - (b) proposed amendment sought; and
 - (c) justification for the requested amendment.

ROLES AND RESPONSIBILITIES

14) General Manager of Works

The Register of Roads will be maintained and updated on an annual basis by the General Manager of Works or their delegate. Any amendments to the Register will be undertaken following a supporting Council resolution.

15) Civil Works Manager

The Civil Works Manager or delegate will:

- provide details of any amendments to various copies of the Register held throughout the organisation;
- Following receipt of a request for amendment, will inspect the nominated road and provide a recommendation to Council for consideration.
- Issue an addendum to update the Register, should the request for amendment be endorsed by Council. The addendum will detail the change required and resolution number. Any endorsed change will not be incorporated to the Register until the time of annual review of the Register.

APPLICABLE LEGISLATION AND REGULATION

16) Applicable legislation and regulation:

- a) *Local Government Act 2009*
- b) *Local Government Regulation 2012*

RELATED DOCUMENTS

17) Related documents are:

- a) Asset Management Policy
- b) Road Network Management Policy

RESPONSIBLE OFFICER

General Manager Works

APPROVAL DATE

28 October 2021

REVIEW DATE

October 2025 (Standard four year term)

REVISION HISTORY

Version	General Managers	Approval Date	History
1	General Manager Works	28 October 2021	New