Queensland Guide to Road Safety

Part 6: Road Safety Audit (2022)

November 2022

Queensland Government

Copyright

Licence

CC BY licence summary statement

In essence, you are free to copy, communicate and adapt this work, as long as you attribute the work to the State of Queensland (Department of Transport and Main Roads). To view a copy of this licence, visit: https://creativecommons.org/licenses/by/4.0/

Translating and interpreting assistance

The Queensland Government is committed to providing accessible services to Queenslanders from all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Transport and Main Roads on 13 74 68.

Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Feedback

Please send your feedback regarding this document to: tmr.techdocs@tmr.qld.gov.au

About this document

Austroads' *Guide to Road Safety* Part 6: *Road Safety Audit* provides practical guidance on the procurement, management and implementation of road safety audits. It has been established within the current operating environment for auditing, setting a series of key principles which establish good practice to shape a local road safety audit strategy / policy.

How to use this document

The Department of Transport and Main Roads has agreed to adopt the standards published in Austroads Guides as part of national harmonisation. The department seeks to avoid duplicating information addressed in national guidance and has developed documents instead that provide Queensland specific advice while following the structure established in Austroads Guides.

Queensland specific advice includes practices which vary from national practice because of local environmental conditions (such as geography, soil types, climate); different funding practices; local research; local legislation requirements; and to expand instruction on particular issues.

As such, this Part of the *Queensland Guide to Road Safety* (QGRS) takes precedence over the Austroads *Guide to Road Safety* Part 6: *Road Safety Audit* except where the Austroads *Guide* is accepted without changes.

This Part is designed to be read and applied together with Austroads *Guide to Road Safety* Part 6: *Road Safety Audit*. Readers must have access to the Austroads *Guide* to understand its application in Queensland.

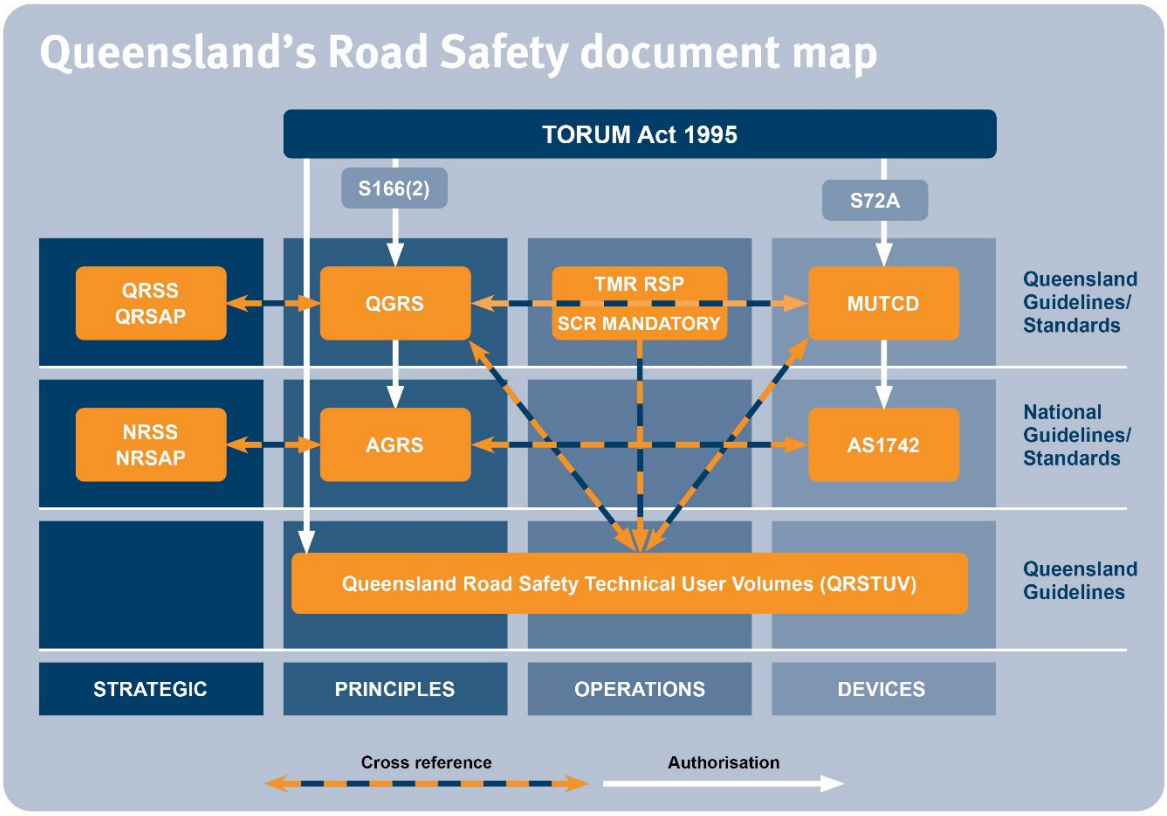
This document:

- sets out how the Austroads *Guide to Road Safety* Part 6: *Road Safety Audit* applies in Queensland
- has precedence over the Austroads *Guide to Road Safety* Part 6: *Road Safety Audit* when applied in Queensland, and
- has the same section numbering and headings as the Austroads *Guide to Road Safety* Part 6: *Road Safety Audit*.

The following table summarises the relationship between the Austroads *Guide to Road Safety* Part 6: *Road Safety Audit* and this document:

Applicability	Meaning
Accepted	The Austroads *Guide* section is accepted.
Accepted, with amendments	Part or all of the Austroads *Guide* section has been accepted with additions, deletions or differences.
New	There is no equivalent section in the Austroads *Guide*.
Not accepted	The Austroads *Guide* section is not accepted and does not apply in Queensland.

A summary of the documents relevant to road safety in Queensland, and their links, is provided following:



Definitions

The following general amended definitions apply when reading the Queensland *Guide to Road Safety* Part 6: *Road Safety Audit*.

Reference to…	Means
AGRS Part 6	Austroads *Guide to Road Safety* Part 6: *Road Safety Audit*, as amended by this document; for example, a reference to AGRS Part 6 means the reader must refer to the Austroads *Guide to Road Safety* Part 6: *Road Safety Audit*, and the *Queensland Guide to Road Safety* Part 6: *Road Safety Audit* (QGRS Part 6). Throughout AGRS Part 6, references are made to other Parts of the AGRS (for example, when reading AGRS Part 6, the reader may be referred to AGRS Part 3 for further information.) In such cases, the reader must refer to the equivalent Part within the *Queensland Guide to Road Safety* first. Check the applicability of the equivalent QGRS Part before referring to the referenced AGRS Part. Similarly, references may be made to other Austroads Guides (for example, when reading AGRS Part 6, the reader may be referred to the *Guide to Traffic Management* Part 3: *Transport studies and analysis methods)*. In such cases, the reader must refer to the equivalent Queensland Guide first, where such exist. Check the applicability of the equivalent Queensland Guide before referring to the referenced Austroads Guide Part.
AGRS	Austroads *Guide to Road Safety*
AS 1742	Australian Standard AS 1742 *Manual of Uniform Traffic Control Devices*

Reference to…	Means
NRSS	National Road Safety Strategy
NRSAP	National Road Safety Action Plan
QGRS	*Queensland Guide to Road Safety*
QRSS	*Queensland Road Safety Strategy*
QRSAP	*Queensland Road Safety Action Plan*
QRSTUV	*Queensland Road Safety Technical User Volumes*
TMR RSP	Queensland Department of Transport and Main Roads *Road Safety Policy*
TORUM Act 1995	*Transport Operations (Road Use Management) Act 1995* (Qld)
TRUM	Volume 2 of the *Traffic and Road Use Management* manual preceded this Part of the *Queensland Guide to Road Safety* and was withdrawn on publication of the corresponding QGRS Part.

References

QGTM section	Reference
All	www.legislation.qld.gov.au

Relationship table

Section		Title	Queensland application	Dept contact*
1.	**Introduction**			
	1.1	Road Safety Auditing and its Contribution	Accepted	Safer Roads
	1.2	Previous Austroads Guides	Accepted	Safer Roads
	1.3	Development of This Guide	Accepted	Safer Roads
	1.4	Guide Structure	Accepted	Safer Roads
	1.5	Who Should Use This Guide and How Should They Use It?	Accepted	Safer Roads
2.	**The Key Features of RSA**			
	2.1	Introduction	Accepted with amendments	Safer Roads
	2.2	Why Designing to Standards and Guidelines does not Guarantee Safety	Accepted	Safer Roads
	2.3	What are the Attributes of the Safest Roads?	Accepted	Safer Roads
	2.4	Legal Considerations	Accepted	Safer Roads
	2.5	Closing Summary of the Key Benefits of RSA	Accepted	Safer Roads
3.	**RSA Within a Road Safety Management Framework**			
	3.1	Introduction	Accepted	Safer Roads
	3.2	Explanation	Accepted	Safer Roads
	3.3	Verification of Designs	Accepted	Safer Roads
4.	**The Operating Environment**			
	4.1	Introduction	Accepted	Safer Roads
	4.2	The Two Guiding Concepts	Accepted	Safer Roads
	4.3	The Three Themes within the Operating Environment	Accepted	Safer Roads
	4.3.1	*Theme 1 – Raising Competency and Improving Outputs*	Accepted	Safer Roads
	4.3.2	*Theme 2 – Audit Coverage*	Accepted	Safer Roads
	4.3.3	*Theme 3 – Staying Relevant and Future Proofing*	Accepted with amendments	Safer Roads

Section		Title	Queensland application	Dept contact*
5.	**RSA within the Safe System**			
	5.1	Introduction	Accepted with amendments	Safer Roads
	5.2	Applying Safe System Principles in the RSA Process	Accepted	Safer Roads
	5.3	Identifying Risk Mitigation Measures Under the Safe System	Accepted with amendments	Safer Roads
	5.4	Safe System Assessments (SSA)	Accepted	Safer Roads
6.	**A Strategy for RSA**			
	6.1	Introduction		
	6.1.1	*New and Modified Road Infrastructure*	Accepted	Safer Roads
	6.1.2	*Existing Roads*	Accepted	Safer Roads
	6.2	Developing a Local Strategy/Policy	Accepted	Safer Roads
	6.3	What Can be Audited and When Should Audits be Undertaken?	Accepted	Safer Roads
	6.4	Developing an Audit Schedule – New/Modified Road Infrastructure	Accepted	Safer Roads
	6.5	Developing an Audit Schedule – Existing Roads	Accepted	Safer Roads
7.	**Types of RSA**		Accepted	Safer Roads
	7.1	Feasibility (Strategic/Concept)	Accepted	Safer Roads
	7.2	Preliminary Design	Accepted	Safer Roads
	7.3	Detailed Design	Accepted	Safer Roads
	7.4	Pre-opening	Accepted	Safer Roads
	7.5	Immediate Post-opening (Post-completion)	Accepted	Safer Roads
	7.6	Existing Road	Accepted	Safer Roads
	7.7	Other Considerations		
	7.7.1	*Interim and Repeat Audits*	Accepted	Safer Roads
	7.7.2	*Thematic (Road User Specific) Audits*	Accepted	Safer Roads
	7.7.3	*Road Safety Checks and Asset Management Inspections*	Accepted	Safer Roads
	7.7.4	*Traffic Management*	Accepted with amendments	Safer Roads
	7.7.5	*Road Related Areas*	Accepted	Safer Roads
	7.7.6	*Emerging Technology*	Accepted	Safer Roads
	7.7.7	*Maintainability Assessment*	Accepted	Safer Roads
8.	**The RSA Process**			
	8.1	Introduction	Accepted	Safer Roads
	8.2	Client and Audit Teams	Accepted	Safer Roads

Section		Title	Queensland application	Dept contact*
	8.2.1	*Client Team*	Accepted with amendments	Safer Roads
	8.2.2	*Audit Team*	Accepted	Safer Roads
	8.3	Communications	Accepted	Safer Roads
	8.4	The Responsibilities of the Client and Audit Teams	Accepted	Safer Roads
9.	**Commissioning Phase**			
	9.1	Introduction	Accepted	Safer Roads
	9.2	Preparing the Audit Brief	Accepted	Safer Roads
	9.3	Providing Background Information	Accepted	Safer Roads
	9.4	Selecting the Audit Team	Accepted	Safer Roads
	9.4.1	*Lead Auditor*	Accepted	Safer Roads
	9.4.2	*Auditor*	Accepted	Safer Roads
	9.4.3	*Additional Audit Attendees*	Accepted	Safer Roads
	9.5	Auditor Competency	Accepted with amendments	Safer Roads
	9.6	Independence of the Audit Team		
	9.6.1	*New and Modified Infrastructure*	Accepted	Safer Roads
	9.6.2	*Existing Roads*	Accepted	Safer Roads
	9.6.3	*Summary*	Accepted	Safer Roads
10.	**Conducting Phase**			
	10.1	Introduction	Accepted	Safer Roads
	10.2	The Commencement Meeting	Accepted	Safer Roads
	10.3	Analysing the Information Supplied	Accepted	Safer Roads
	10.4	Undertaking the Audit – Identifying and Assessing Safety Risk and Hazards	Accepted	Safer Roads
	10.4.1	*The Road as a System*	Accepted	Safer Roads
	10.4.2	*Prompt Lists and Front Loading*	Accepted	Safer Roads
	10.4.3	*Planning Site Inspections*	Accepted	Safer Roads
	10.4.4	*Considerations during the Site Inspection*	Accepted	Safer Roads
	10.4.5	*Practical Aspects of Site Inspections*	Accepted	Safer Roads
	10.4.6	*Practical Dilemmas when Conducting RSA*	Accepted	Safer Roads
	10.4.7	*Site Inspection De-brief Meeting*	Accepted	Safer Roads
	10.5	Expressing and Prioritising Risks and Hazards	Accepted	Safer Roads
	10.5.1	*Risk Assessment*	Accepted	Safer Roads
	10.6	Making Recommendations	Accepted	Safer Roads

Section		Title	Queensland application	Dept contact*
	10.7	The Audit Report	Accepted	Safer Roads
	10.8	Closing Summary – Conducting Stage	Accepted	Safer Roads
11.	**Completion and Implementation Phases**			
	11.1	Introduction	Accepted	Safer Roads
	11.2	Handover of Audit Report and the Completion Meeting	Accepted	Safer Roads
	11.3	Reviewing the Audit Findings	Accepted	Safer Roads
	11.4	Responding to the Audit Report	Accepted	Safer Roads
	11.5	Importance of 'Closing the Loop'	Accepted	Safer Roads
	11.6	Retention of Records	Accepted with amendments	Safer Roads
	11.7	Registration of Audits	Accepted	Safer Roads
12.	**Auditing at Local Government Level**		Accepted	Safer Roads
13.	**Closing Remarks**		Accepted	Safer Roads
References				
Appendices				
A	Key Terms		Accepted	Safer Roads
B	Legal Issues		Accepted	Safer Roads
	B.1	Key messages from this Section	Accepted	Safer Roads
	B.2	Context – Civil Claims against Road Agencies	Accepted	Safer Roads
	B.3	The Positive Contribution of RSA	Accepted	Safer Roads
	B.4	Procuring an Audit and 'Closing the Loop'	Accepted	Safer Roads
	B.5	Personal Professional Liability of Auditors	Accepted	Safer Roads
	B.6	The Future – Could RSAs Become Mandatory?	Accepted	Safer Roads
C	Example Local RSA Strategy/Policy		Accepted	Safer Roads
	C.1	State Road Agency Example	Accepted	Safer Roads
	C.2	Local Road Agency Example	Accepted	Safer Roads
D	Examples of Safety Risk and Hazards by Audit Type		Accepted	Safer Roads
	D.1	Design and Pre-opening Audits	Accepted	Safer Roads
	D.2	Existing Roads	Accepted	Safer Roads
E	Specimen Audit Brief		Accepted	Safer Roads
F	Specimen Audit Findings Proforma and Audit Report		Accepted	Safer Roads

Section		Title	Queensland application	Dept contact*
	F.1	Example Audit Finding Proforma (Top Table) and Case Study Learning Example (Bottom Table)	Accepted	Safer Roads
	F.2	Example Audit Report	Accepted	Safer Roads
G	Example Auditor Code of Conduct		Accepted	Safer Roads
H	Prompt Lists			
	H.1	Principles	Accepted	Safer Roads
	H.2	Prompt List for Front Loading	Accepted	Safer Roads
	H.3	Prompt List covering Local Alignment	Accepted	Safer Roads
	H.4	Prompt List covering General Aspects	Accepted	Safer Roads
	H.5	Prompt List covering Intersections	Accepted	Safer Roads
	H.6	Prompt List covering Walking and Cycling	Accepted	Safer Roads
	H.7	Prompt List covering Traffic Signs, Line Markings and Lighting	Accepted	Safer Roads
	H.8	Steep Routes Prompt List	New	Safer Roads
	H.8.1	Introduction	New	Safer Roads
	H.8.2	Steep routes safety audit	New	Safer Roads
	H.8.3	Road geometry	New	Safer Roads
	H.8.4	Safety barriers and clear zones	New	Safer Roads
	H.8.5	Safety ramps / exits	New	Safer Roads
	H.8.6	Vehicle check areas	New	Safer Roads
	H.8.7	Signing and delineation	New	Safer Roads
	H.8.8	Pavements and shoulders	New	Safer Roads
	H.8.9	Prompt List for Steep Routes	New	Safer Roads
I	Fact Sheets on Thematic Audits		Accepted	Safer Roads
	I.1	Pedestrians	Accepted	Safer Roads
	I.2	Cycling	Accepted	Safer Roads
	I.3	Motorcycle	Accepted	Safer Roads
J	Potential Ideas for the On-going Development of RSA		Accepted	Safer Roads

Departmental contacts:

- Safer Roads: Safer Roads Infrastructure, Engineering and Technology, Transport and Main Roads email SaferRoads@tmr.qld.gov.au.

Contents

2 The Key Features of RSA

2.1 Introduction

Difference

In Table 2.1, replace the first dot point related to *Who undertakes an audit?* with:

> An audit team – defined as preferably two to four auditors, with the skills relevant to the audit. An audit may be able to be undertaken by larger groups, or if undertaken by someone who has all the required skill sets, a single road safety auditor.

4 The Operating Environment

4.3 The Three Themes within the Operating Environment

4.3.3 Theme 3 – Staying Relevant and Future Proofing

Difference

Replace 'Draft National Road Safety Strategy 2021–2030' with 'Australian *National Road Safety Strategy* 2021-2030'.

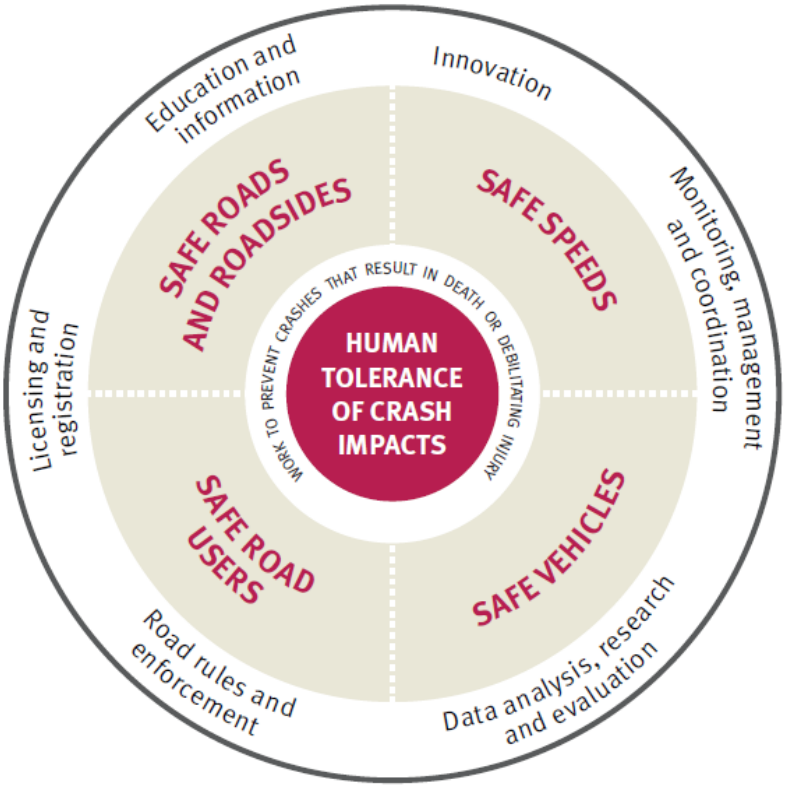
5 RSA within the Safe System

5.1 Introduction

Difference

Replace Figure 5.1 with:

Figure 5.1 – Safe System model



Source: Adapted from Queensland's Road Safety Strategy 2022-2031

5.3 Identifying Risk Mitigation Measures Under the Safe System

Deletion

Delete last sentence.

Difference

This process is mandatory in Queensland.

7 Types of RSA

7.7 Other Considerations

7.7.4 Traffic Management

Addition

Someone on the audit team will need to have a suitable level of knowledge / capability to assess the traffic management components. A Traffic Management Design qualification would be a minimum for this person, though the auditor does not necessarily need to hold this qualification themselves.

8 The RSA Process

8.2 Client and Audit Teams

8.2.1 Client Team

Deletion

Delete:

> The pertinent road agency or road operator is the client for audits of existing roads.

9 Commissioning Phase

9.5 Auditor Competency

Difference

Replace 'Austroads *Guide to Road Safety Part 8: Treatment of Crash Locations'* with 'Austroads *Guide to Road Safety Part 2: Safe Roads*.'

11 Completion and Implementation Phases

11.6 Retention of Records

Difference

Replace 'documentarian' with 'documentation'.

Appendix H Prompt Lists

H.8 Steep Routes Prompt List

H.8.1 Introduction

New

The purpose of this section is to provide guidance and a checklist for conducting road safety audits of steep routes.

Roads with long steep grades and very steep grades are potentially hazardous for drivers. The hazard potential is greatly increased if the standard of design, construction or maintenance of the road is too low or inappropriate for the type of road environment.

The following checklist may be used when conducting a road safety audit of potentially hazardous steep routes.

H.8.2 Steep routes safety audit

New

In conjunction with the checklist, the following issues should be considered when conducting a safety audit of a steep route.

H.8.3 Road geometry

New

Horizontal and vertical geometry

Factors such as speed difference between successive curves and combinations of horizontal and vertical geometry should be considered.

Cross section elements

Lane and shoulder widths and superelevation should be appropriate for the traffic volumes and dimensions of vehicles using the road. In assessing superelevation, two aspects need to be considered – the minimum superelevation required for faster-moving light vehicles and the maximum superelevation allowable for slow-moving vehicles with shifting loads or high centres of gravity.

Sight distance

In assessing appropriate sight distance, consideration should be given to such factors as the likelihood of large speed differentials and the longer stopping distance required on steep downgrades.

Intersection design

Intersections and property accesses on steep routes can be hazardous due to restricted visibility, longer stopping distances and adverse superelevation while turning. Locations and layouts need to be carefully considered. Additional warning signs may be warranted.

H.8.4 Safety barriers and clear zones

New

The potential for vehicles to leave the roadway on steep grades increases when variations in the operating speeds of horizontal curves also occur. The problem can be compounded if drivers adopt inappropriate speeds or if the drivers are distracted by the scenic nature of the country in which steep grades are often located.

Existing safety barriers must be checked for appropriateness of location and also for effectiveness of operation, for example, correct design, including offset, height, strength and end terminal treatment.

H.8.5 Safety ramps / exits

New

Runaway vehicles are a particular problem on steep grades. If there are no natural escape routes that could be used by an out-of-control vehicle, consideration should be given to whether safety ramps are required. The locations of existing and proposed safety ramps must be carefully considered; for example, ramps may not be appropriate following a sharp curve which a runaway vehicle would not be able to negotiate and a runaway vehicle should not be required to cross the path of oncoming traffic to enter a safety ramp. As well as being accessible, the ramps must be effective in operation – that is, they must be capable of bringing a runaway vehicle to a stop.

H.8.6 Vehicle check areas

New

Vehicle check areas are desirable to help promote vehicle safety awareness among drivers.
Two types of vehicle check areas should be provided on steep routes whenever possible:

- brake check areas prior to steep descents, and
- brake rest areas or brake cooling areas on the descents.

Desirably, sufficient areas should be available to store several semi-trailers, depending on the traffic volumes. Existing areas should be checked for appropriateness of location and for effectiveness of operation.

H.8.7 Signing and delineation

New

Long steep grades and very steep grades require special signing considerations. Drivers must be adequately informed of the presence and nature of the steep grade that they are approaching. Where necessary, drivers should be advised of alternative routes. In extreme circumstances, it may be necessary to prohibit the entry of certain classes of vehicles.

The provision of steep grade warning signs does not remove the need for other warning signs and devices that may be warranted because of other characteristics of the road.

The location, condition and effectiveness of all existing signing and delineation should be checked for all likely operating conditions, for example, day, night, rain and fog. The need for additional signing and delineation should also be considered.

H.8.8 Pavement and shoulders

New

The crash potential on a steep route can be increased if the pavement surface does not have an adequate skid resistance. Where necessary, skid resistance testing should be carried out to assess the adequacy of the surface.

Particular attention should be paid to locating pot holes and sections of road with edge drop-off as these have the potential to be particularly hazardous on steep routes. The implications of losing vehicle control due to these conditions must be considered.

Shoulders provide a recovery area for errant drivers, and act as emergency stopping areas. The shoulders need to be trafficable in all weather conditions.

The potential for sheet flow of water along or across the pavement surface requires particular consideration on steep grades.

H.8.9 Prompt List for Steep Routes

New

Table H.8.9 provides a prompt list for steep routes.

Table H.8.9 – Prompt List for Steep Routes

Issue	Yes	No	Comment
Road geometry			
Are the combinations of horizontal and vertical alignments considered safe?	☐	☐	Click or tap here to enter text.
Are sight distance requirements satisfied?	☐	☐	Click or tap here to enter text.
Are lane and shoulder widths appropriate for the volume and type of traffic?	☐	☐	Click or tap here to enter text.
Is the superelevation appropriate for all classes and likely speeds of vehicles?	☐	☐	Click or tap here to enter text.
Is adverse superelevation appropriate where used?	☐	☐	Click or tap here to enter text.
Are the intersections adequate for the type of traffic and volume?	☐	☐	Click or tap here to enter text.
Safety barriers and clear zone			
Are existing guardrails adequate (for example, type, height, post spacing, end treatments and so on)?	☐	☐	Click or tap here to enter text.
Are all hazardous roadside objects within the clear zone shielded?	☐	☐	Click or tap here to enter text.
Can the required clear zone widths be provided by removing obstacles or flattening embankment slopes?	☐	☐	Click or tap here to enter text.
Is the clear zone trafficable in all weather conditions?	☐	☐	Click or tap here to enter text.
Safety ramps / exits			
Are existing safety ramps and emergency exits in appropriate locations and effective in operation?	☐	☐	Click or tap here to enter text.
Are there sufficient safety ramps or emergency exits?	☐	☐	Click or tap here to enter text.
Are there any suitable locations for addition safety ramps or emergency exits?	☐	☐	Click or tap here to enter text.
Vehicle check areas			
Are existing brake check areas and brake cooling areas in appropriate locations and of adequate size?	☐	☐	Click or tap here to enter text.
Are there sufficient brake check areas or brake cooling areas?	☐	☐	Click or tap here to enter text.

Issue	Yes	No	Comment
Are there any suitable locations for additional brake check areas or brake cooling areas?	☐	☐	Click or tap here to enter text.
Signing and delineation			
Are speed limits compatible with the road geometry and sight distance?	☐	☐	Click or tap here to enter text.
Where intersections are poorly located, are appropriate warning and guide signs erected?	☐	☐	Click or tap here to enter text.
Do the direction signs adequately cater for the drivers directional needs on the route?	☐	☐	Click or tap here to enter text.
Where necessary, are curves clearly delineated with chevron alignment markers?	☐	☐	Click or tap here to enter text.
Are all signs clearly visible (that is, not obstructed by vegetation, and so on)?	☐	☐	Click or tap here to enter text.
Are guide posts correctly positioned and spaced?	☐	☐	Click or tap here to enter text.
Are all guide posts clearly visible?	☐	☐	Click or tap here to enter text.
Are all necessary pavement markings present and in satisfactory condition (for example, centrelines, edge lines, continuity lines, pavement arrows, and so on)?	☐	☐	Click or tap here to enter text.
Are locations defined by reflective raised pavement markers or delineators where necessary?	☐	☐	Click or tap here to enter text.
Are delineation and signing adequate and effective in all conditions (day / night, wet / dry, fog / mist, and so on)?	☐	☐	Click or tap here to enter text.
Have the requirements of the steep grades signing set out in the Queensland *Manual of Uniform Traffic Control Devices* (Queensland MUTCD) been applied where appropriate?	☐	☐	Click or tap here to enter text.
Are drivers advised of alternate routes if necessary?	☐	☐	Click or tap here to enter text.
Pavement and shoulders			
Is the pavement in good condition (for example, roughness, rutting, potholes and so on)?	☐	☐	Click or tap here to enter text.
Does the pavement appear to have adequate skid resistance with no sections that require testing?	☐	☐	Click or tap here to enter text.
Is the drainage of water from the pavement satisfactory (that is, there is no evidence of ponding)?	☐	☐	Click or tap here to enter text.
Is shoulder in good condition (for example, edge drop, edge wear and so on)?	☐	☐	Click or tap here to enter text.
Are the shoulders trafficable in wet conditions?	☐	☐	Click or tap here to enter text.