

# Council Meeting

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## Agenda

**Tuesday, 26 August 2025**

Civic Centre, 15 Anderson Street, Lilydale  
and via Videoconference

## Information for Councillors and the community

### ACKNOWLEDGEMENT OF COUNTRY



Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nation peoples as the Traditional Owners and Custodians of these lands and waterways.

We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region.

We proudly share custodianship to care for Country together.

### COUNCIL VISION

Whether you live here or visit, you will see how much we care for country, how inclusive and connected our communities are, and how sustainable balanced growth makes this the best place in the world.

### VALUE OF HISTORY

We acknowledge that history shapes our identities, engages us as citizens, creates inclusive communities, is part of our economic well-being, teaches us to think critically and creatively, inspires leaders and is the foundation of our future generations.

### COUNCILLOR COMMITMENT

We'll be truthful, represent the community's needs, be positive and responsive and always strive to do better.

### OUR COUNCILLORS

**Billanook Ward:** Tim Heenan

**Chandler Ward:** Gareth Ward

**Chirnside Ward:** Richard Higgins

**Lyster Ward:** Peter McIlwain

**Melba Ward:** Mitch Mazzarella

**O'Shannassy Ward:** Jim Child

**Ryrie Ward:** Fiona McAllister

**Streeton Ward:** Jeff Marriott

**Walling Ward:** Len Cox OAM

### CHIEF EXECUTIVE OFFICER & DIRECTORS

**Chief Executive Officer,** Tammi Rose

**Director Built Environment & Infrastructure,**  
Hjalmar Philipp

**Director Communities,** Leanne Hurst

**Director Corporate Services,**

Vincenzo Lombardi

**Director Planning and Sustainable Futures,**  
Kath McClusky

### GOVERNANCE RULES

All Council and Delegated Committee meetings are to be conducted in accordance with Council's Governance Rules, which can be viewed at: <https://www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Governance-rules>

### PUBLIC PARTICIPATION IN MEETINGS

Members of the community can participate in Council meetings in any of the following ways:

- making a verbal submission for up to 5 minutes on matters not listed on the agenda.
- submitting a question.
- speaking for up to 5 minutes to a specific item on the agenda. For planning applications and policy issues, the Chair will invite one person to speak on behalf of any objectors and one person to speak on behalf of the applicant. For other matters on the agenda, only one person will be invited to address Council, unless there are opposing views. At the discretion of the Chair, additional speakers may be invited for items of large interest.
- speaking for up to 5 minutes to a petition to be presented at a meeting.

For further information about how to participate in a Council meeting, please visit: <https://www.yarraranges.vic.gov.au/Council/Council-meetings/Submissions-questions-petitions-to-Council>

## **LIVE STREAMING AND RECORDING OF MEETINGS**

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A person in attendance at the meeting must not operate film, photographic, tape-recording or other equipment to reproduce sound and/or images at any meeting without first obtaining the consent of the Chair.

The Minutes produced after each Council Meeting form the official record of the decisions made by Yarra Ranges Council.

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## **EVACUATION PROCEDURES**

In the case of an emergency during a meeting held at the Civic Centre, 15 Anderson Street, Lilydale, you should follow the directions given by staff and evacuate the building using the nearest available exit. You should congregate at the assembly point at Hardy Street car park.

## **CONTACT US**

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**Agenda**

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## **YARRA RANGES COUNCIL**

**AGENDA FOR THE 630<sup>TH</sup> COUNCIL MEETING TO BE HELD ON TUESDAY  
26 AUGUST 2025 COMMENCING AT 7.00PM IN COUNCIL CHAMBER, CIVIC  
CENTRE, ANDERSON STREET, LILYDALE / VIA VIDEOCONFERENCE**

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### **1. MEETING OPENED**

## 2. ACKNOWLEDGEMENT OF COUNTRY



Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nation peoples as the Traditional Owners and Custodians of these lands and waterways.

We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region.

We proudly share custodianship to care for Country together.



### **3. INTRODUCTION OF MEMBERS PRESENT**

#### **OUR COUNCILLORS**

Billanook Ward: Tim Heenan  
Chandler Ward: Gareth Ward  
Chirnside Ward: Richard Higgins  
Lyster Ward: Peter McIlwain  
Melba Ward: Mitch Mazzarella  
O'Shannassy Ward: Jim Child  
Ryrie Ward: Fiona McAllister  
Streeton Ward: Jeff Marriott  
Walling Ward: Len Cox OAM

#### **CHIEF EXECUTIVE OFFICER & DIRECTORS**

Chief Executive Officer, Tammi Rose  
Director Built Environment & Infrastructure, Hjalmar Philipp  
Director Communities, Leanne Hurst  
Director Corporate Services, Vincenzo Lombardi  
Director Planning & Sustainable Futures, Kath McClusky

#### **4. APOLOGIES AND LEAVE OF ABSENCE**

There were no apologies received prior to the commencement of this meeting.

## 5. CONFLICTS OF INTEREST

*In accordance with Chapter 7, Rule 4, of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

*The Local Government Act 2020 defines two categories of conflict of interest:*

- *a general conflict of interest, which is defined as "...a relevant person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty", and*
- *a material conflict of interest, which is defined as "...a relevant person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit may arise or the loss incurred (a) directly or indirectly; or (b) in a pecuniary or non-pecuniary form."*

*In accordance with section 130 of the Local Government Act 2020, a conflict of interest must be disclosed in the manner required by the Governance Rules and the relevant person must exclude themselves from the decision-making process.*

No Conflicts of Interest have been received prior to the Agenda being printed.

**6. MAYORAL ANNOUNCEMENTS**

**7. CONFIRMATION OF MINUTES**

**RECOMMENDATION**

***That the Minutes of the Council Meeting held Tuesday 12 August 2025, as circulated, be confirmed.***

## **8. QUESTIONS AND SUBMISSIONS FROM THE PUBLIC**

*In accordance with Chapter 3, Rules 57 and 59, of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

A person may make a submission to Council on matters that are not listed on the Agenda. A submission may be on any matter except if it:

- (a) is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance;
- (b) is substantially the same as a submission made to a Council meeting in the preceding 12 months;
- (c) relates to confidential information as defined under the Act;
- (d) relates to the personal hardship of any resident or ratepayer; or
- (e) relates to any other matter which the Council considers would prejudice the Council or any person.

There were no Submissions from the Public received prior to the Agenda being printed.

## 9. PETITIONS

*In accordance with Chapter 3, Rules 60, of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

A person may submit a petition to Council on matters that are not listed on the Agenda. Every petition or joint letter submitted to Council must:

- a) identify a 'Lead Petitioner' who Council can correspond with;
- b) be legible and in permanent writing;
- c) be clear and state on each page the matter and action sought from Council. Every page of a petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter;
- d) not be derogatory, defamatory or objectionable in language or nature;
- e) not relate to matters outside the powers of Council; and
- f) clearly state the names and addresses of at least seven (7) people who live, work, study or do business in the Municipal district.

## PETITION TO COUNCIL

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Report Author: Senior Governance Officer  
Responsible Officer: Director Corporate Services  
Ward(s) affected: All Wards;

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*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.*

## CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

## SUMMARY

The following general petition be received:

General Petition

1. Adoption of Temporary Tiny Homes on Wheels Resolution

Request that Council adopt Professor Dix's resolution to permit temporary use of Tiny Homes on Wheels and use this as an interim measure while working on longer-term housing.

17 valid signatures.

## RECOMMENDATION

***That Council receives and notes the "Adoption of Temporary Tiny Homes on Wheels Resolution" petition in accordance with the Governance Rule and refers this petition to the appropriate officers for investigation and response.***



## CT7826 STREET & PARK LITTERBIN COLLECTION & MAINTENANCE SERVICES

Report Author: Manager Resilient Environment  
 Responsible Officer: Director Planning and Sustainable Futures  
 Ward(s) affected: (All Ward);

*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.*

### CONFIDENTIALITY

Confidential information is contained in the attachments to this report. This information relates to contractual matters and contains commercially sensitive information including, but not limited to, the name of tendering parties, the evaluation panel members, the tendered prices, and the evaluation of the tenders received against the published evaluation criteria. The Attachments are confidential in accordance with Section 3(1)(g)(i)(g)(ii) of the *Local Government Act 2020*. This report provides details regarding approval to award a contract that complies with Section 108 of the *Local Government Act 2020*.

### SUMMARY

This report aims to present the findings of the Tender Evaluation Panel for tender CT7826, concerning the Street & Park Litterbin Collection & Maintenance Services, which closed on 09 May 2025. Additionally, it seeks approval to award Contract CT7826 Street & Park Litterbin Collection & Maintenance Services to the preferred tenderer, as recommended in the Confidential Attachment to this Recommendation Report.

### RECOMMENDATION

#### *That*

- 1. Council enters into a contract with Lever Waste Services Pty Ltd for the Street & Park Litterbin Collection & Maintenance Services for an initial period of five and a half years for an estimated value \$5,287,039 as indicated in the Confidential CT7826 - Financial Summary Attachment.**
- 2. The Director of Planning and Sustainable Futures be delegated authority to sign the deeds and any related contract documentation.**
- 3. The Director of Planning and Sustainable Futures be delegated authority to extend the contract term by one period of one year to a maximum term of six and a half years.**
- 4. The Confidential Attachments to this report remains confidential indefinitely as it relates to matters specified under section 3(1)(g)(i)(g)(ii) of the Local Government Act 2020.**

## RELATED COUNCIL DECISIONS

There are no related Council decisions relevant to this item.

## DISCUSSION

### *Purpose and Background*

The purpose of this report is to award Contract CT7826 for Street & Park Litterbin Collection & Maintenance Services. A tender process was conducted to establish a new contract for the collection and maintenance of these services. To ensure a comprehensive evaluation of tenders, a cross-organisation Tender Evaluation Panel was formed. The Panel included representatives from various Council services and was established in line with the Council's Procurement Guidelines with an independent Probity Advisor overseeing the process. The panel consisted of subject matter experts, probity and procurement consultants, in addition to other Council representatives.

Council has 914 street and park litterbins across the municipality. These consist of wheelie bins in metal/timber surrounds (cabinets) individual wheelie bins attached to pedestals as well as bins at sporting facilities. Depending on the location of the bins and the usage, bins can be collected between one and seven times per week, increasing during peak season. This equates to 3,148 bin collections per week between the periods of May - October and with an additional 330 bin collections per week in the peak season between the period of November - April where collection is increased in specific areas equating to approximately 3,478 collections.

The contract also allows for adding or removing bins based on need, particularly where there is an increase in tourism numbers and the need to adjust bin ratios. It also permits adjusting the collection frequency throughout the year and adding temporary bins during peak seasons

The contractor is responsible for maintaining and cleaning all litterbins, as well as picking up any litter within three metres of a litterbin. Since the CDS Basket trial involves street and park litterbins that fall within the three-metre range, the contractor is also required to maintain and monitor CDS baskets.

### *Options considered*

The procurement method for this tender was a single-stage competitive open tender. An advertisement inviting tenders was published on the Council's online e-tendering portal and in The Age newspaper on Saturday, 12 April 2025. The tender period closed on Friday, 09 May 2025, with two tenders received.

The tender process was conducted in accordance with the Council's Procurement Policy. Tenders were assessed for conformity with the tender documents. A summary of these tender submissions is included in the confidential attachment to this report. The evaluation panel scored the tenders based on the pre-established criteria outlined in the tender document.

A summary of the evaluation criteria follows:

Scored Criteria	Weighting
<b>Price</b>	<b>30%</b>
Schedule of Prices	30%
<b>Non- Priced Criteria</b>	<b>70%</b>
Capability, Planning and Methodology	25%
Capacity	25%
Reporting, Information Management Systems and Technology	10%
Innovation	5%
Community Benefit	5%

The attachments to this report contain confidential information related to contractual matters and commercially sensitive details. This includes, but is not limited to, the names of the tendering parties, the evaluation panel members, the tendered prices, and the evaluation of the tenders against the published criteria.

The Contract will be for an initial period of five and a half (5.5) years with an option to extend the contract for an additional period of one (1) year to a maximum Contract term of six and a half (6.5) years from the Commencement Date.

### ***Recommended option and justification***

Following a comprehensive evaluation process, including consultations with subject matter experts and probity advice, and in line with the Evaluation Matrix, the panel recommends awarding the contract to Tenderer Lever Waste Services Pty Ltd.

### **FINANCIAL ANALYSIS**

The contract pricing for Street & Park Litter Bin Collections is based on a schedule of rates for the contract term, including indices and transport rate adjustments, which incorporate CPI.

The landfill disposal cost is covered by the Council under a separate contract and is not included in this contract.

The total contract value under Lever Waste Services Pty Ltd is \$6,392,578M for the maximum contract term of 6.5 years. Year one the cost estimation is \$885,093 which is included within the Waste Charge of the 25/26 operational budget.

For additional financial details, please refer to the confidential document titled 'CT7826 – Financial Summary Attachment'.

## **APPLICABLE PLANS AND POLICIES**

The recommendation of this report contributes to the following strategic objective(s) in the Council Plan:

- Protected & Enhanced Natural Environment
- High Performing Organisation

Other key Policies and Plans include:

- Community Waste and Resource Recovery Plan 2023 – 2030
- Resource Recovery and Waste Services Policy 2023
- Council's Procurement Policy

## **RELEVANT LAW**

This report seeks Council approval to award a contract that complies with the Section 108 of the *Local Government Act 2020*. The works and outcomes associated with this report relate directly to the requirements outlined in the State Governments Recycle Victoria – A New Economy Policy. The services identified under this tender align with the Council's Community Waste Resource Recovery Plan.

## **SUSTAINABILITY IMPLICATIONS**

### ***Economic***

Investing in a street and park litterbin service can lead to substantial economic benefits while fostering a cleaner, safer, and more vibrant community. By preserving infrastructure and reducing cleanup costs, these services ensure that public spaces remain well-maintained and inviting.

Enhanced public safety is another key advantage, as properly managed waste reduces hazards and promotes a healthier environment, potentially lowering healthcare costs. Additionally, clean and attractive public areas can draw in tourists and businesses, boosting local economies and increasing revenue. This investment not only supports the well-being of residents but also contributes to the overall economic prosperity of the community.

### ***Social***

Street and park litterbins are essential in fostering healthier, safer, and more connected communities. By providing convenient disposal options, they help keep public spaces clean and free from litter, reducing pollution and promoting environmental stewardship. These bins also contribute to public safety by minimizing the hazards that discarded waste can create. Moreover, well-maintained and

accessible litterbins encourage community pride and responsibility, making shared spaces more enjoyable for everyone. In essence, litterbins are small but vital components that support the well-being and unity of our neighbourhoods.

### ***Environmental***

Waste Management and Resource Recovery Services are vital to our sustainability efforts, playing a crucial role in protecting our environment. By adhering to strict contract specifications and obligations, these services are designed to minimise environmental impacts, ensuring that waste is managed responsibly and resources are recovered efficiently. This approach not only reduces pollution and conserves natural resources but also promotes a circular economy where materials are reused and recycled. Through these efforts, we can create a cleaner, greener future for our communities, fostering a sense of environmental stewardship and collective responsibility.

### **COMMUNITY ENGAGEMENT**

No specific community engagement has occurred directly associated with this confidential tender process.

### **COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT**

Due to differing litterbin collection service types being undertaken across councils and differing contract timeframes, a joint procurement collaboration model was deemed not viable.

From an innovation perspective the trial and future expansion of the CDS baskets is aimed at reducing recycling items entering the landfill stream. In turn contributing to Councils waste reduction targets as outlined in the Community Waste and Resource Recovery Plan.

### **RISK ASSESSMENT**

The procurement process undertaken in line with the Council's Procurement Policy has a strong focus mitigating risk to Council risk with strong processes and systems that support the procurement and tender evaluation process.

### **CONFLICTS OF INTEREST**

All members of the Evaluation Panel signed the Conflict of Interest and Confidentiality Declaration.

Upon receiving the Secondary Conflict of Interest Declaration after the tender closed but before submissions were released to the Evaluation Panel, two Evaluation Panel members disclosed their day-to-day operational interactions with a tenderer and a prior working relationship with the former incumbent.

Council subsequently recorded the declarations and the associated mitigation strategy

in the Conflict-of-Interest Register. Following consultation with the Council's probity advisor, and an assessment of the panel members' commitment to adhere to the prescribed business-as-usual (BAU) protocol throughout the procurement process, it was determined that both panel members could continue in their roles within the evaluation process.

### **CONFIDENTIAL ATTACHMENTS TO THE REPORT**

1. Confidential CT7826 – Council Evaluation Report
2. Confidential CT7826 – Financial Summary Attachment
3. Confidential CT7826 – Probity Report

Confidential Item

Confidential Item



Confidential Item

## DOMESTIC ANIMAL RELEASE FEES

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Report Author: Manager Community Wellbeing  
 Responsible Officer: Director Communities  
 Ward(s) affected: (All Wards);

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### CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

### SUMMARY

While running the process to tender and appoint a provider for pound services, officers identified that pound release fees were not included in the fees and charges adopted by Council. It is appropriate that Council adopt the fees and charges for transparency.

### RECOMMENDATION

***That Council adopt Fees and Charges for Pound Release Fees as indicated in Attachment 1.***

### RELATED COUNCIL DECISIONS

There are no related Council decisions to this item

### DISCUSSION

#### ***Purpose and Background***

Council currently contracts a service provider to provide pound and shelter services to animals which are impounded pursuant to the Domestic Animals Act 1994. Owners recovering animals which have been impounded are required to pay a fee, set by the Council, and collected by the service provider.

This is a standard practice in the industry and is used to partially offset the cost to Council for impounding the animal.

Yarra Ranges Council annually sets a schedule of fees and charges, which are adopted by Council, along with the budget. The pound release fees for dogs and cats are not currently included within that schedule.

For transparency, it is recommended that Council publicly affirm these fees and include them in the budget process ongoing.

These fees relate to dogs and cats – other animals and impound costs are already included in the fees and charges adopted by Council.

### ***Options considered***

No other options have been considered.

### ***Recommended option and justification***

For transparency, it is recommended that Council publicly affirm these fees and include them in the budget process ongoing.

This also assists Council in ensuring that these fees are indexed accordingly, as well as allowing the community to provide feedback on those fees, as part of the engagement for development of the budget.

## **FINANCIAL ANALYSIS**

Council received around \$50,000 in pound release fees in the previous financial year, which were charged to owners recovering animals from Council's pound provider.

These fees should be reviewed as part of the 2026/2027 budget process, as we will be in the first year of the new pound services contract term.

## **APPLICABLE PLANS AND POLICIES**

Not applicable.

## **RELEVANT LAW**

- *Domestic Animals Act 1994*

## **SUSTAINABILITY IMPLICATIONS**

### ***Economic Implications***

In the previous financial year Council received around \$50,000 in fees from owners recovering animals. This is significantly less than the overall cost of the contract and animal management service.

### ***Social Implications***

These fees are already in effect, but this process will provide transparency to the community.

***Environmental Implications***

Not applicable.

**COMMUNITY ENGAGEMENT**

No community engagement has been undertaken in preparing this report and recommendation. As the fees will be included in the budget moving forward, they will be subject to community consultation as part of that process.

**COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT**

In line with our commitment to continuous improvement, the omission of these items in the fees schedule was detected as part of an internal audit.

**RISK ASSESSMENT**

There is a risk of public concern that these fees were not included in the 2025/2026 budget engagement process, however, this has now been identified and will be included in subsequent years.

**CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

**ATTACHMENTS TO THE REPORT**

1. Proposed Fees and Charges

Attachment 1 – Pound Release Fees

<b>Yarra Ranges Release Fees (Cats &amp; Dogs) – Inclusive GST</b>		
<b>Fees to Public</b>	<b>Registered</b>	<b>Unregistered</b>
Release Fee up to 48 hours	\$133	\$199
Release Fee 3-5 days	\$199	\$288
Release Fee 6-8 days	\$262	\$355
Release Fee per day > 8 Days	\$40	\$40
Seized Animal Per day	\$40	\$40
Microchipping	\$63	\$63
Vet Fees	As Incurred	As Incurred

## CT7784 ANIMAL POUND SERVICES CONTRACT

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Report Author: Manager Community Wellbeing

Responsible Officer: Director Communities

Ward(s) affected: (All Wards);

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*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.*

### CONFIDENTIALITY

Confidential information is contained in Attachment 1. This information relates to contractual matters and contains commercially sensitive information including, but not limited to, the name of tendering parties, the evaluation panel members, and the evaluation of the tenders received. If a discussion of any of this confidential information is required, the Council is recommended to resolve that item by having it deferred to the confidential section of the agenda when the meeting is closed to members of the public in accordance with Section 3(1), g(i)g(ii) of the *Local Government Act 2020*.

### SUMMARY

This report summarises the tender evaluation process taken for the provision of the Animal Pound Services contract and seeks Council noting.

An advertisement calling for tenders was placed in the Age newspaper on Saturday 15 February 2025.

Tenders closed Wednesday 3 March 2025, and one (1) submission was received.

The recommendation in this report has been formally endorsed by the tender evaluation panel.

The Contract will be for an initial period of three (3) years, Council having the solo option to extend the Contract for an additional two (2) periods of one (1) year each.

## RECOMMENDATION

### *That*

1. ***Council enters into a contract with Victorian Animal Aid Trust to deliver the pound services for an estimated contract value of \$3,126,678.50 (inclusive of GST) and inclusive of all possible extension options.***
2. ***The Director Communities be delegated authority to sign any related contract documentation for the initial period of three (3) years.***
3. ***The Director Communities be delegated authority to extend the contract term by two periods of one year.***
4. ***The Confidential Attachment to this report remain confidential indefinitely as it relates to matters specified under section 3(1)(g)(i)(g)(ii) of the Local Government Act 2020.***

## RELATED COUNCIL DECISIONS

There are no related Council decisions relevant to this item.

## DISCUSSION

### ***Purpose and Background***

In order to fulfill its obligations under the *Domestic Animals Act 1994*, Council must have the capacity to seize and impound nuisance domestic animals (in particular dogs and cats). Under Section 84Y of the Act, Council may engage a 3rd party to fulfill that function, and this is an attractive solution, given the extensive regulation and codes of practice that must be adhered to by an entity holding domestic animals.

Under these provisions Council (or a Council contracted service provider) must provide a means of holding impounded animals and ensuring their care until such time the animal can be claimed, rehomed or, if necessary, euthanized. It is also necessary to collect and impound animals after hours and as such the following services are required:

- Provision and maintenance of a high quality, readily accessible, responsive animal pound facility
- Ensuring that the pound meets the requirements of the Code of Practice for the Management of Dogs and Cats in Shelters and Pounds
- Secure impoundment and care of animals
- The correct release or disposal of impounded animals
- Registration of animals

- Keeping of accurate records of animals received, held and disposed of from the pound
- Collection and banking of fees and charges
- Provision of an after-hours animal collection service which satisfies Council's statutory obligations and objectives outlined in the Domestic Animal Management Plan
- Promotion of responsible pet ownership and public education.

The cost of animal impoundment is partially offset by the charging of fees prior to the release of animals back to their owners. This most typically occurs when an animal is impounded after being found wandering, or when a dog is impounded following a dog attack.

Most eastern metro Councils use a single provider, and there is limited market for alternatives. During the tender process, one (1) tender was received, which was considered favourably by the panel.

### ***Options considered***

The procurement method for this tender was a single stage competitive open tender.

An advertisement calling for tenders was placed in the Age newspaper on Saturday 15 February 2025. Tenders closed Wednesday 3 March 2025, and one (1) submission was received.

The tender process has been carried out in accordance with the requirements of Council's Procurement Policy and the endorsed evaluation plan. The tender was assessed for conformity with the tender documents. A summary of the tender submission is contained within the confidential attachment to this report. The evaluation panel scored the tender against the pre-established evaluation criteria, as published in the tender document.

A summary of the evaluation criteria follows

- Tendered Price – 35%
- Capability & Capacity - 25%
- Methodology – 15%
- Quality Management – 20%
- Commitment to Sustainability (including community benefit) - 5%

### ***Recommended option and justification***

Following an extensive evaluation process as detailed in the Confidential attachment, the tender evaluation panel are unanimous in their decision to recommend the tender from Victorian Animal Aid Trust.



## FINANCIAL ANALYSIS

Through the tender process, one (1) submission was received with an annual cost proposal of \$625,335 (inclusive of GST) and annual increase/s in line with CPI proposed by the tender applicant resulting in an estimated contract value of \$3,126,678.50 (inclusive of GST) and inclusive of all possible extension options.

The last year of the current contract was valued at \$266,778 (inclusive of GST). Yarra Ranges has enjoyed a favourable, ten-year contract which has now concluded.

In the 23/24 FY, Council charged \$50,328 in recovery fees charged to owners who are recovering animals from the Shelter, which helps offset the spend.

Officers will review this fee structure in line with the annual fees and charges budget process and will undertake benchmarking of other Councils fees to ensure we are maximising our cost recovery opportunity.

It should be noted that the tender includes an “incentive” financial clause, designed to incentivise Council to reduce the intake of animals into the shelter.

The fee structure is effectively a lump sum payment based on Council’s four (4) year average intake of animals.

In the first year, Council has no cap of intake of animals. In the second year, Council must reduce its intake to 90% of the four (4) year average or attract additional fees per animal. In the Third year, Council must reduce its intake to 80% of the four-year average.

If Council exceeds those thresholds, the fees are charged per animal as follows –

Cat/Kitten - \$266

Dog/Puppy - \$509

## APPLICABLE PLANS AND POLICIES

This report contributes to the following strategic objective(s) in the Council Plan: Connected and Healthy Communities

## RELEVANT LAW

**Local Government Act 2020** – compliance with Section 108 and 109 relating to the procurement and tender process

**Domestic Animals Act 1994, Section 84Y** – Council must either operate a pound or contract with an approved provider for pound services including custody, sale, or destruction of seized animals

***Prevention of Cruelty to Animals Act 1986*** – ensuring appropriate animal welfare standards in pound operations

## **SUSTAINABILITY IMPLICATIONS**

### ***Economic Implications***

Through this tender process and awarding of the Animal Pound Services Contract, Council has an opportunity to support a local not-for-profit organisation who employ and engage with our local community.

### ***Social Implications***

The tender review and review of the Victorian Animal Aid Trust has outlined the positive social implications of awarding the tender to a local organisation, used by neighbouring Councils to provide animal pound services. These include but are not limited to, that Victorian Animal Aid Trust;

- Have significant experience operating Animal Pound Services (40 years.)
- Have appropriately qualified staff to manage the facilities.
- Provide extended operating hours including after-hours/on-call services.
- Advocate for adoption over destruction of surrendered or uncollected animals.
- Are located within the municipality (Coldstream).
- Employ staff who reside within the municipality.
- Are a Not-for-Profit organisation.
- Engage in the following socially sustainable practices:
  - Conduct group visits for people with disabilities to interact with animals;
  - Place studying veterinarians;
  - Engage volunteers; and
  - Foster responsible pet ownership at community events.
- Have committed to improve security of the existing facilities.

### ***Environmental Implications***

Yarra Ranges Council and Victorian Animal Aid Trust have previously partnered to acquire and make available an 'animal emergency management trailer' to be deployed during emergency events at relief centres.

The geographic location and ease of access for the Yarra Ranges community increases the likelihood of responsible pet surrender, in circumstances where increased travel time may result in situations of animals being abandoned or otherwise harmed.

Partnering with a local not-for-profit also offer direct support for responsible pet ownership programs and rehoming of cats and dogs to protect and ensure the sustainability of our natural environment and wildlife.

## **COMMUNITY ENGAGEMENT**

Not applicable.

## **COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT**

Community Safety team engaged with multiple neighbouring and similar Councils to identify past, current and future options in this space with the identification that Victorian Animal Aid Trust are utilised by several neighbouring Councils due to their capacity and capability.

## **RISK ASSESSMENT**

Risks were considered as part of the tender evaluation process and reflected in both commentary and supported scoring.

A significant risk of delaying the awarding of this contract is the unmanaged and unknown costs which could be incurred by Council in any interim period not covered by a contract. This risk is mitigated through the progression of this process to ensure Council is in a financially stable position.

Council Officers are committed to a range of measures to reduce intake of animals to ensure we reduce the risk of increasing costs.

This includes steering feral cats away from the pound system, exploring a holding facility, and reviewing collection and return practices of officers.

Further, Officers have commissioned a report by an experienced consultant to explore short and long-term options for services into the future, including collaborations with other Councils to seek savings and ensure the long term.

The contract includes a clause which provides Council the opportunity to inspect the facility to ensure compliance with the contract and relevant codes of practice.

Council is also the issuing authority of the domestic animal management permits for both the shelter and boarding businesses, and conducts annual inspection of the site before issuing the permit.

## **CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

## **ATTACHMENTS TO THE REPORT**

1. CT7784 Animal Pound Services (Confidential Attachment)

Confidential Item

## **TREE ON MT EVELYN AQUEDUCT TRAIL, REAR OF 88-90 BIRMINGHAM ROAD, MOUNT EVELYN**

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Report Author: Trees Coordinator  
 Responsible Officer: Director Built Environment & Infrastructure  
 Ward(s) affected: Billanook;

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*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.*

### **CONFIDENTIALITY**

This item is to be considered at a Council meeting that is open to the public.

### **SUMMARY**

Council has a request to remove three (3) trees at the rear of 88-90 Birmingham Road, Mt Evelyn on the Aqueduct Trail. The resident's main concern is that the three trees are dangerous and will fall onto their property. The trees are assessed by arborists as low risk. Council has one recorded Public Liability claim for this property.

The trees are exotic, not indigenous to the area. The details of the trees are in the attached Arborist Assessment Report. The reserve is in a Green Wedge Zone (GWZ1) and is also subject to Bushfire Management Overlay (BMO). As the trees are listed environmental weeds, a Planning Permit is not required if the trees are approved by Council for removal.

### **RECOMMENDATION**

***That Council retains the three (3) trees on the Aqueduct Trail, at the rear of 88-90 Birmingham Road, Mt Evelyn.***

### **RELATED COUNCIL DECISIONS**

There are no related Council decisions relevant to this item.

## DISCUSSION

### *Purpose and Background*

In accordance with Council's adopted Tree Management Policy, which can be found at <https://www.yarraranges.vic.gov.au/Our-Council/Corporate-documents/Policies-strategies/Trees-Policy>) the resident has asked the Ward Councillor to escalate this matter. Council's Tree Management Team has recommended not removing three trees as they are assessed as low risk. The resident is concerned about future branch fall, risk of uprooting and the potential damage to the property and risk to children.

### *Options considered*

There are three options to deal with the request:

1. Remove all the trees.
2. Heavily prune the trees.
3. Leave the trees at this time.

Option 1 has the advantage that all risks would be removed. However, there would be a loss of environmental and amenity value, and it would take many years to grow replacement trees to a similar size. Removal of trees at residents' request that have been assessed as low risk by an arborist will also place pressure on Council's limited resource and budget.

Option 2 may manage the risk in the short term. However, heavily pruning mature trees exposes them to new wind forces and may increase the risk of branch failure. Heavy pruning also risks killing the trees.

### *Recommended option and justification*

While accepting that option 3 does not meet the resident's wishes and does not remove risk entirely, it is recommended that no action is undertaken with the three trees. A qualified arborist has assessed the trees and recommended that they remain. The process taken by staff is in accordance with Council's Tree Policy and follows the normal processes for any requests from the community for inspection of a tree(s). This option is also the most beneficial from an environmental and local amenity perspective.

Under this option, the trees would be inspected, and any recommended action carried out, if their condition significantly changed in the future.

## FINANCIAL ANALYSIS

If Council decides to remove the trees, the cost is normally met through operating budget. An approximate cost to remove the three trees is \$25,000.

If the trees are retained, any ongoing maintenance costs will also be covered by the operating budget.

## **APPLICABLE PLANS AND POLICIES**

This report contributes to the following strategic objective(s) in the Council Plan: Protected & Enhanced Natural Environment.

No regional, state or national plans and policies are applicable to the recommendation in this report.

## **RELEVANT LAW**

Not applicable.

## **SUSTAINABILITY IMPLICATIONS**

### ***Economic Implications***

It is generally accepted that well-treed streets can have an increase in property values as they add value to the neighbourhood character and local amenity.

### ***Social Implications***

It is generally accepted that well-treed streets improve the amenity of the neighbourhood.

### ***Environmental Implications***

The trees are not indigenous and are a listed environmental weed. However, they do contribute to the environmental value of the area.

Trees can store atmospheric carbon as biomass. Trees are composed largely of carbon and continue to take in carbon as they grow. By fixing carbon during photosynthesis and storing it as biomass, growing trees act as a sink for CO<sub>2</sub>. The carbon that is removed from the atmosphere by trees contributes to a more stable climate.

Trees can play an important role in reducing the urban heat island effect. Leafy tree canopies cool their surroundings by shading hard surfaces and transpiring. Scientific studies conducted in inner Melbourne have demonstrated that street trees can reduce daytime summer air temperatures by between 1.5°C and 4°C.

Trees provide valuable habitat and food sources for indigenous fauna. While the subject trees do not have hollows, they may provide a food source for indigenous fauna, especially cockatoos.



## **COMMUNITY ENGAGEMENT**

Not applicable.

## **COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT**

Not relevant

## **RISK ASSESSMENT**

Council's Coordinator Tree Management Team has assessed the trees and rated them low risk using the risk analysis matrix in section 3.5 of Council's 2016 Tree Policy. The risk matrix is based on the method set out by the International Society of Arboriculture.

The Risk Management Team has checked all claims records and has located one claim from the resident for fence damage related to these trees in 2024.

It is accepted that if the trees are retained there is a risk that further branches may fall and potentially uproot. However, this is experienced widely across the municipality with the assessment of trees where they are retained. Arborists cannot guarantee that any tree will not drop branches or fail at some stage of its life.

If the trees are retained and did cause damage to the resident's property, there is a risk of an insurance claim being made against Council.


## **CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

## **ATTACHMENTS TO THE REPORT**

1. Arborist Assessment Report

## TREE INSPECTION REPORT

<b>Report number:</b> 146630	<b>Site address of tree:</b> Rear of 88-90 Birmingham Road, Mount Evelyn	
<b>Date of inspection:</b> 16/02/2025	<b>Melway:</b> 38 K12	
<b>Name:</b> [REDACTED]	<b>Address:</b> [REDACTED]	<b>Phone:</b> [REDACTED]
<b>Recommended action:</b> No works		
<b>Reasons for recommended action:</b> <p>The tree is a large Monterey Pine, it is in fair health, the upper canopy is thinning. The ground is covered in debris and Ivy so I could not tell if there was any ground based instability. The trunk is on a ~5° lean, I have inspected the tree multiple times, there is no noticeable change. There have been several branch failures although none look recent. Target ratings in the rear of the yard are considered low.</p> <p>This is the third inspection being June 2017 (78268) and March 2024 (91869).</p>		
<b>Risk &amp; works priority:</b> Low		<b>Site conditions &amp; equipment required:</b>
<b>Map:</b> 		

<b>Age:</b> Mature		<b>Common name:</b> Monterey Pine		<b>Botanical name:</b> <i>Pinus radiata</i>	
<b>Tree No.</b> 1	<b>Height (m)</b> 30	<b>Spread (m)</b> 14		<b>DBH (mm)</b> 1100	
<b>Roots condition:</b> Not observed, covered in Ivy and garden debris			<b>Trunk condition:</b> Good, near vertical, ~5° lean		
<b>Limbs condition:</b> Fair, several failures, none appear recent			<b>Foliage condition:</b> Fair, some decline		
Amenity value: High			<b>Habitat:</b> <i>Part of habitat corridor:</i> No <i>Hollow bearing:</i> No <i>Native Fauna Use:</i> whitewash at tree base		
<b>Distance to building (m):</b> 20 (shed), 30 (house)		<b>Do branches overhang buildings?</b> No		<b>Targets</b>  wire fence, rear yard, aqueduct trail	
<b>Company:</b> Ryder Consulting		<b>Name:</b> [REDACTED]		<b>Date report written up:</b> 16/02/2025	



Photo 1



Tree 1 with previous branch failures shown

## DRAFT ROAD MANAGEMENT PLAN FOR COMMUNITY CONSULTATION

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Report Author: Executive Officer Infrastructure Maintenance  
 Responsible Officer: Director Built Environment & Infrastructure  
 Ward(s) affected: (All Wards);

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*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.*

### CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

### SUMMARY

Council has legislative obligations to review its Road Management Plan (RMP) every four years. The RMP outlines Council's role and responsibilities in relation to maintaining Council roads.

This 2025 update is based on a thorough review of the current 2021 Plan, legal advice, internal audits, and benchmarking with other councils. It also follows guidance from the Ministerial Code of Practice and the MAV Insurance Road Management Plan documents.

Given Yarra Ranges' large rural and semi-rural road network, the updated RMP adopts a hybrid approach, combining the existing framework with a rural-focused model. This ensures a practical, cost-effective strategy for managing low-traffic roads in natural and hilly areas.

Key improvements include:

- Updated inspection frequencies and intervention levels to reflect the Yarra Ranges' road network characteristics
- Enhanced documentation and auditing of inspection processes.
- Clarified responsibilities for vehicle crossovers and shared paths.
- Integration of insurance claim data to inform risk mitigation strategies.

The proposed service levels are designed to be achievable within current budgets processes, with the improvements expected to enhance safety.

A period of community feedback is now proposed as part of the public consultation process, for a 28 day period commencing 27 August 2025, in line with legislative requirements, under Section 54(6) of the Road Management Act 2004.

## RECOMMENDATION

### *That Council*

1. ***Endorse the public consultation process for the Draft Road Management Plan 2021, in accordance with the Road Management Act 2004, Section 54(6) & Road Management (General) Regulations 2016 (Regulation 11) for the purpose of public exhibition.***
2. ***Receives a further report to consider public submissions ahead of finalising the Road Management Plan.***

## RELATED COUNCIL DECISIONS

- Council Meeting 23 November 2021 – Council endorsed the Road Management Plan 2021.
- Council Meeting 23 January 2018 – Council endorsed the Road Management Plan 2017.

## DISCUSSION

### *Purpose and Background*

Yarra Ranges is serviced by an extensive network of sealed and unsealed roads and associated infrastructure. The vast size of the municipality, along with increasing intensity and severity of storm events and community expectations poses challenges in inspection and repair of defects within effective timeframes.

The *Road Management Act 2004* was introduced with a primary objective “... to establish a coordinated management system that will promote safe and efficient road networks...”

A Road Management Plan is an essential document to communicate how Yarra Ranges Council will effectively discharge its responsibilities for asset management and risks associated with road asset inspection, maintenance and repair. Council also provides a register of public roads within the municipality, as required by the Act. This register lists every road within the municipality that Yarra Ranges Council is responsible for maintaining.

The Road Management Act 2004 requires a road authority to conduct a review of its Road Management Plan at prescribed intervals. A review of the Road Management Plan 2021 has been completed in accordance with the Road Management Act 2004 and Road Management (General) Regulations 2016.

The organisation advising councils to adopt the Municipal Association of Victoria (MAV) Road Management Plan Template is MAV Insurance, which is part of the

Municipal Association of Victoria MAV Insurance provides public liability and professional indemnity insurance for local councils across Victoria and Tasmania.

The MAV Insurance Road Management Plan Template 2025 provides a structured and legally defensible framework to support Victorian councils in meeting their obligations under the Road Management Act 2004. The template is designed to reduce liability exposure by promoting clear, consistent, and reasonable standards for the inspection, maintenance, and repair of municipal road assets.

The MAV template encourages councils to adopt measurable and achievable service levels, benchmarked against peer councils and tailored to available resources. It includes comprehensive guidance on:

- Road and asset hierarchies
- Inspection frequencies
- Defect intervention thresholds, and
- Repair response timeframes.

Separate benchmarks are provided for metropolitan and regional councils to reflect differing operational contexts and risk. The Metro (Urban) template is designed for councils with higher population density, traffic volumes, and resources, requiring more frequent inspections and faster response times. The Rural template accommodates larger geographic areas, lower traffic volumes, and limited resources, allowing for more flexible standards while still maintaining legal defensibility.

Council may choose to either fully adopt the MAV template or integrate its key components into the existing RMP. However, full adoption is strongly recommended by MAV Insurance to avoid inconsistencies and to maximise the benefits of standardisation. This process should include updates to asset management systems, internal reviews, stakeholder engagement, and formal endorsement of the revised plan.

Where deviations from MAV benchmarks are necessary, they should be clearly documented and supported by evidence, such as local risk assessments, engineering advice, or financial constraints.

A compliance audit has been completed on Council's Road Management Plan (RMP) by our internal auditors HLB Mann Judd (HLB) as part of the 2024/25 Internal Audit Plan. The audit concluded that Yarra Ranges Council has an adequate and appropriate road management framework in place.

#### Review of Yarra Ranges Council's RMP

A review of Yarra Ranges Council's current Road Management Plan (RMP) against the MAV template was also undertaken. This review identified several areas where existing standards may be:

- Overly conservative, potentially leading to inefficient resource allocation,
- Ambiguous, creating uncertainty in operational implementation, or
- Inconsistent with industry benchmarks and legal expectations.

To enhance compliance, risk management, and operational efficiency, the following updates have been made to the 2025 RMP:

- Reduced inspection intervals (increase inspection frequency) for high-use footpaths to better reflect usage and risk,
- Shortened repair timeframes for common defects such as potholes and kerb/channel deterioration,
- Clear vegetation management standards established to address visibility and safety concerns.

The draft Yarra Ranges Council 2025 Road Management Plan (Draft) highlighted broader strategic and operational opportunities, including:

- The need for a standardised inspector manual to ensure consistency in defect identification and condition rating,
- Clarification on whether MAV's intervention levels are supported by engineering standards and legal precedent,
- The importance of understanding claims history and liability trends to inform service level decisions,
- The integration of non-road assets (e.g., shared trails crossing road reserves) into the RMP framework to manage interface risks.

The review identified most of the processes with respect to road management activities (i.e. planning inspection, recording outcome, reporting) are built into Council's current systems – YRConnect Enterprise System.

The specific controls that should be implemented and/or enhanced to address the identified areas for improvement and potential exposures are noted below: :

#### 1. Template Alignment

The Draft 2025 Road Management Plan adopts a hybrid approach, combining elements of the 2021 Plan with an enhanced Rural Template. This reflects Yarra Ranges' extensive rural and semi-rural road network. The Rural Template provides practical, cost-effective standards for managing dispersed, low-traffic roads in natural terrain, including inspection frequencies, intervention levels, and response times. The updated framework offers a consistent and defensible approach tailored to local conditions.

#### 2. Inspection Processes



The review recommends consistently documenting the current inspection and condition assessment activities undertaken by both Council Officers and contractors. This will provide clear evidence that proactive auditing practices are in place and support compliance with the Road Management Plan (RMP).

Operational practices should be regularly reviewed and aligned with the RMP to maintain adherence to inspection schedules and promptly resolve any deviations.

### 3. Hierarchy Simplification:

Road and pathway hierarchies remain simplified to two levels (Collector and Local), diverging from the MAV template's more detailed classifications.

Council has adopted a simplified road hierarchy consisting of Collector and Local roads to support consistent service delivery, operational clarity, and alignment with available resources. While some councils use more detailed classifications aligned with land use planning schemes, this approach can introduce complexity and ambiguity in applying inspection frequencies, intervention levels, and maintenance standards. The two-tier system used by Council reflects actual service delivery practices and asset usage patterns, enabling a more practical and cost-effective framework for managing road assets.

### 4. Inspection Frequencies:

New proactive and reactive inspection intervals are proposed for roads, footpaths, bridges, and other assets. Some intervals are shorter or longer than MAV recommendations, requiring Council confirmation.

### 5. High Use Footpaths:

Council has maintained a 3-year inspection cycle for general footpaths and increased inspections for high-use footpaths from 12 to 6 months. This proactive adjustment balances asset management needs with available resources.

### 6. Defect Intervention Levels:

Adjustments to thresholds have been made for potholes, edge breaks and depressions. These proposed defect intervention levels and response timeframes have been reviewed in detail and are considered both practical and technically sound, supported by engineering rationale and sector benchmarking.

### 7. New Defect Types:

The Draft RMP 2025 introduces the inclusion of previously unlisted defects such as loose pavers, missing tactile indicators, guardrails and damaged pit lids, with defined response times.

### 8. Vegetation Management:

Vegetation clearance is managed through Council's Tree Canopy Plan and Local Laws, rather than the Road Management Plan.

Council's Local Law 12.4 sets clear obligations for property owners regarding vegetation encroachment, and the Tree Canopy Plan outlines clearance zones and operational practices. This separation ensures clarity of responsibility, aligns with sector practice, and supports a risk-based, resource-efficient approach to vegetation management.

#### 9.Shared and Bicycle Paths:

Shared and bicycle paths located within the road reserve and recorded in Council's Asset Management System as General Use or High Use footpaths will be included in the Road Management Plan (RMP). These assets will be subject to inspection frequencies and intervention levels that align with the standards outlined in the Paths and Trails Strategy, ensuring consistency across Council's operational framework.

Paths located outside the road reserve will continue to be managed under the Paths and Trails Policy supported by appropriate procedures. This integrated approach ensures clarity, legal defensibility, and alignment with sector practice.

#### 10.Proactive Response Schedules for condition

Proactive inspections are conducted according to a structured, programmed schedule to assess whether road assets meet the service levels defined in the Road Management Plan. These inspections are carried out by a dedicated Plan Inspector, using a slow-moving vehicle for roads and on foot for other asset types.

To enhance responsiveness and community engagement, it is recommended that Council implement Proactive Response Schedules—such as targeted maintenance campaigns or the use of smart technologies to triage and prioritise works. These initiatives allow for early identification and resolution of emerging issues, particularly in high-risk or high-use areas.

Where recurring or widespread issues are identified—such as defects affecting areas greater than 10 square metres—these are flagged for condition monitoring under a “watch and act” approach. This ensures that such areas are tracked over time and addressed through strategic maintenance planning rather than reactive patching alone.

#### 11. Vehicle Cross-over

Council considers the entire vehicle crossover, including the footpath infill, to be the property owner's responsibility. This position is supported by the Road Management Act 2004, which states that councils are not responsible for private driveways on road reserves or private roads.

To ensure clarity, Council publishes this information on its website using consistent language and diagrams. Council does not proactively inspect or maintain crossovers unless the footpath section is part of a high-use pedestrian corridor, or a hazard is reported that poses an immediate safety risk.

In such cases, Council may implement temporary risk mitigation measures and notify the property owner of their obligation to undertake permanent repairs. This

approach aligns with Council policy, local laws, and practices of other municipalities. While the footpath portion may serve a public function, maintenance remains the property owner's responsibility.

### ***Recommended option and justification***

The review and update of the Road Management Plan 2025 and advent of the MAV development of a standardised template has highlighted opportunities to improve a key risk management document to ensure it provides greater transparency to the community, clarity to staff to implement, and more efficient and responsive delivery of a high priority service.

A revision of the Road Management Plan 2021 is based on outcomes of an internal audit of the existing Plan that was deemed to be an adequate and appropriate road management framework and the MAV Rural Template that aims to align Council's Road management practices with sector benchmarks and legal standards has now been completed incorporating the findings and recommendations of the review.

A review of insurance claims indicates that a moderate increase in service levels would be the most appropriate path to balancing financial risk while improving safety.

It is recommended that Council support review process for the Draft Road Management Plan 2025 pursuant to the requirements of the *Road Management Act* and associated Regulations, leading to adoption by Council of an amended Road Management Plan.

## **FINANCIAL ANALYSIS**

The Draft Road Management Plan 2025 will deliver relevant services within Council's existing budget allocations and procedures. The proposed Levels of Service (inspection and maintenance) have been based on what Council is able to achieve within existing budgetary constraints and priorities.

## **APPLICABLE PLANS AND POLICIES**

The Road Management Plan responds to the requirements of the *Road Management Act 2004* and conveys Council's commitment to the community in relation to the inspection, repair and maintenance of road and road related infrastructure.

## **RELEVANT LAW**

In addition to the *Road Management Act 2004*, the Plan also considers the following Acts, regulations and codes of practice:

- *Local Government Act 2020*

- *Ministerial Codes of Practice*
- *Road Management (General) Regulations 2016,*
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Safety Act 1986*
- *Wrongs Act 1958*

## **SUSTAINABILITY IMPLICATIONS**

### ***Economic Implications***

The economic impacts of the Road Management Plan relate most strongly to consequences of improving safety and reducing insurance claims, and setting minimum levels of service for the inspection, maintenance and repair of the roads Council is responsible for.

Tourism growth in the Yarra Ranges continues to place increasing pressure on local road infrastructure, particularly in high-traffic scenic and recreational areas. To ensure safe and reliable access for both visitors and residents, Council will strengthen its road asset management approach by identifying tourism-intensive routes, applying minimum service standards to these priority township corridors, and engaging proactively to forecast seasonal demand and align maintenance schedules accordingly. This targeted strategy will support economic development while preserving road quality and safety.

### ***Social Implications***

The increases to service outlined within the Draft Road Management Plan 2025 focus on community safety. The objective of the Road Management Plan is to help deliver a safe and efficient road network.

### ***Environmental Implications***

Climate change is accelerating road degradation through increased rainfall and extreme heat. The Road Management Plan (RMP) addresses this challenge by prioritising proactive inspections and timely maintenance to prevent costly rehabilitation.

To enhance road resilience and safety, Council will continue to strengthen road asset management by integrating asset condition assessments and defect reporting into inspection regimes and investing in predictive maintenance strategies to reduce long-term costs and improve service levels.

The RMP also acknowledges exceptional circumstances - such as floods, fires, and storms that may necessitate suspension or adjustment of inspection and maintenance schedules.

Implications for the RMP:

- Embed proactive planning for climate-related damage into asset management strategies.
- Expand the use of predictive maintenance and condition-based inspections to improve safety and cost-efficiency.
- Integrate climate resilience measures—such as improved drainage and surface treatments—especially for unsealed roads.

## COMMUNITY ENGAGEMENT

As part of the formal Gazette Process, it is recommended that the community is notified of amendments to the Road Management Plan and provided 28 days to comment as detailed in The Road Management (General) Regulations 2016 (Regulation 10). The Draft Road Management Plan consultation process includes:

- Advertised in the Victorian Government Gazette August 2025,
- Advertised in the weekly publication of the Star Mail online and in six printed editions,
- Printed copies of the Draft Road Management Plan were made available at all Community Link locations,
- A Shaping Yarra Ranges page is to be established to provide further information and enable collection of public submissions, and
- A notice to be published on the Council Facebook page on August 2025.

A summary of the Road Management Plan 2025 objectives has been provided in Attachment 2.

The schedule for Reporting is as follows:

Report Title	Meeting	Scheduled Dates
Final Draft Road Management Plan 2025	Council	26/8/2025
Gazette Road Management Plan 2025	Public Notification	28 days
Draft Road Management Plan Review Community Feedback	Forum	07/10/2025
Road Management Plan Review Endorsement	Council	28/10/2025

## COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

Internal consultation from the audit of the Road Management Plan and benchmarking of other Council Road Management Plans was referenced for the review. A legal review of the Draft Road Management Plan was completed by

Special Counsel, at Russell Kennedy. They advised there were no concerns from a legal perspective.

## **RISK ASSESSMENT**

A risk-based approach has been utilised to assess the possible impacts of changes to levels of inspection and maintenance regimes as part of the review and subsequent revision of the Road Management Plan.

## **CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

## **ATTACHMENTS TO THE REPORT**

1. Draft Road Management Plan 2025
2. Summary Road Management Plan 2025



# ROAD MANAGEMENT PLAN

VERSION 6 - 2025



### **Acknowledgement of Country**



Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nations as the Traditional Owners and Custodians of these lands and waterways.

We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region. We proudly share custodianship to care for Country together.

DRAFT



## Governance

<b>Responsible Service / Department:</b>	<b>Built Environment and Infrastructure</b>
<b>Adoption authorised:</b>	Council
<b>Date of adoption:</b>	<<date>>
<b>Date of effective from:</b>	<<date>>
<b>Enterprise Content Manager Ref:</b>	
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<b>Annual desktop review date:</b>	<<date>>
<b>Review date:</b>	<<date>>
<b>Completion date:</b>	<<date>>
<b>Version number:</b>	6
<b>Stakeholder review and engagement:</b>	
<b>Relevant Legislation:</b>	
<b>Associated Strategic Direction #:</b>	
<b>Associated instruments:</b>	
<b>Supersedes:</b>	Version 5, 23/11/2021

## Review history 2004 to 2025

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## Definitions

Arterial Road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head Transport for Victoria (as the co-ordinating road authority).
Co-ordinating road authority	The organisation which has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Refers to the Yarra Ranges Council
Demarcation agreement	An agreement between Council and another organisation that defines areas of responsibility for boundary roads.
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road(s)	Road for which the municipal council is the co-ordinating road authority. The Road Management Act 2004 imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities, or providers of public transport.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.
Pathway	Where located in road reserve treated as a general or high use footpath. Where located outside the road reserve treated as a trail under Paths and Trails Plan.
Plan	Refers to this Road Management Plan.
Public Road	As defined by the Road Management Act 2004 and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the Act and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.
Road	Has the same meaning as in the Road Management Act 2004, being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of that Act or forming part of a public highway or ancillary area.

Road infrastructure	Refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Road Reserve	Refers to the area of land that is within the boundaries of a road. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.
Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.
Roadway	Refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

## Introduction

### 1.1 Purpose of this Plan

Section 50 of the Road Management Act 2004 sets the following objectives for a municipal road management plan:

- 1) To establish a system for our road management functions, which is based on policy, operational objectives and available resources.
- 2) To set a performance standard for our road management functions.

Although termed a 'plan' in the Road Management Act 2004, it is functionally an operational protocol, describing the systems and rules used to make decisions and meet objectives within our available resources. The plan forms part of Council's larger Asset Management Framework related to maintenance and operations.

This Plan is the Road Management Plan for the purposes of s.39 of the Road Management Act 2004.

### 1.2 Legislation guiding this Plan

In addition to the Road Management Act 2004, this Plan also has regard to the following legislation, regulation and codes of practice:

- Local Government Act 2020
- Ministerial Codes of Practice under the Road Management Act 2004
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety Act 1986
- Wrongs Act 1958.

### 1.3 What is covered in this Plan?

The Plan is divided into six sections:

1. Introduction.
2. Rights and Responsibilities – Legislation and local laws relevant to road management.
3. Road Management Systems - How we classify roads, streets and footpaths – known as our asset hierarchy – and the plans and processes we use to maintain roads and road-related infrastructure.
4. Register of Public Roads – What it contains, how to access and the process for making changes.
5. Technical References.
6. Attachments:
  - a. Attachment 1, Road Hierarchy – Urban Roads
  - b. Attachment 2, Road Hierarchy – Rural Roads
  - c. Attachment 3, Pathway Hierarchy
  - d. Attachment 4, Inspection Requirements
  - e. Attachment 5, Inspection Frequencies
  - f. Attachment 6, Defect Intervention Levels and Repair Timeframes

## 1.4 Updating the Plan

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary. The review process must follow the steps as set out in the Road Management (General) Regulations 2016 Part 3 – Road Management Plans.

These changes will be made in accordance with the processes prescribed by the Road Management Act 2004. To assist with version control, these changes must be numbered as follows:

- by whole numbers – for example, from Version 1.00 to 2.00;- or.
- by decimals – for example, from Version 1.00 to 1.01.

## 1.5 Exceptional Circumstances

Council will endeavour to meet its described tasks under this Plan.

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the Plan. These include but are not limited to: natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

### 1.5.1 Suspension of the Plan

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to Section 83 of the Wrongs Act 1958, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

### 1.5.2 Reinstatement of the Plan

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the Plan, to determine which parts of Council's Plan are to be reactivated and when.

### 1.5.3 Communication and documentation around Plan suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- How the work that will be done has been prioritised; and
- The period for which it is likely to be affected.

This information will be provided by the Council on its website where this Plan is located and other media as appropriate.

Where Council has suspended, in part or whole, the operation of this Plan, associated documents, concerning such suspension (for example communications, meeting minutes, schedules) will be recorded and stored.

#### 1.5.4 Inspections and repairs during suspension

The suspension of this Plan will not necessarily mean that all inspections and repairs halt. However, it may mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, taking into account the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to Council and the accessibility of each asset.

#### 1.6 Responsibility for the Plan

The Council Officer responsible for administering and implementing is the Director Built Environment and Infrastructure or a person acting in the role, or a renamed version of that role.



## Rights and Responsibilities

### 2.1 Public Roads

Public roads are defined in the Road Management Act 2004 as including:

- a freeway
- an arterial road
- a road declared under section 204(1) of the Local Government Act 1989
- a municipal road declared under section 14(1) of the Road Management Act 2004
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

### 2.2 Key stakeholders

Key stakeholders impacted by this Plan include:

- the general community (for recreation, sport, leisure and business)
- residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Country Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

### 2.3 Coordinating & Responsible Road Authority

Section 35 of the Road Management Act 2004 provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the Road Management Act 2004 outlines which road authority is the coordinating road authority, namely:

*If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.*

However, there are instances where several authorities are responsible for parts of the road within the road reserve. Section 37 of the Road Management Act 2004 identifies who is the responsible road authority in particular circumstances.

## 2.4 General Functions of a Road Authority

The general functions of a road authority are described within Section 34 of the Road Management Act 2004.

## 2.5 Rights of the Road User

The rights of public road users, which are legally enforceable, are set out in Sections 8 to 10 of the Road Management Act 2004.

## 2.6 Obligations of Road Users

### 2.6.1 General Usage

The common law requires that a road user must take reasonable care for their own safety (see *Ghantous v Hawkesbury City Council*)

The *Road Safety Act 1986* sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

- (a) physical characteristics of the road
- (b) prevailing weather conditions
- (c) level of visibility
- (d) the condition of any vehicle the person is driving or riding on the highway
- (e) prevailing traffic conditions
- (f) the relevant road laws and advisory signs
- (g) the physical and mental condition of the driver or road user.

Section 17A of the *Road Safety Act 1986* also requires that a road user must take reasonable care:

- (a) to avoid any conduct that may endanger the safety or welfare of other road users.
- (b) to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve.
- (c) to avoid conduct that may harm the environment of the road reserve.

### 2.6.2 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council. Where warranted (which will be on most occasions) Council will investigate and report the claim for insurance purposes.

Section 110 of the Road Management Act 2004 provides Council is not liable for property damages where the value of the damage is equal to or less than the adopted Threshold Amount.

In cases where the claim relates to assets Council does not own or is not responsible for in or on the road reserve, the person intending to make the claim must be advised and that person may choose to make such claim to the relevant person or authority.

### 2.6.3 Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a 'works within road reserve' permit. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

Local laws also require property owners to apply for a vehicle crossing permit if they plan to build a driveway.

In both cases, a fee applies to cover the costs of the administration and inspection of the work.

### 2.6.4 Obligation of others

There are several assets within the road reserve that Council does not have an obligation to inspect and/or maintain. These include:

- **Non-road infrastructure** – This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities, or providers of public transport.
- **Vehicle driveways** – This includes the crossover (and footpaths), together with associated drainage, pipeline and culverts located between the carriageway and the property boundary. This is the responsibility of the adjoining property owner.
- **Single property stormwater drains** – for drains constructed within the reserve that carry water from a single property to an outlet in the kerb, or other drain.
- **Utilities** – including, but not limited to; telecommunication, power, water, gas and rail authority assets.
- **Roadside** – as per Section 107 of the Road Management Act, Council has no *"statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside"*, described as *"any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway"*. This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.



**Figure 1. Responsibilities within the road reserve**

On sealed roads the Council is responsible for the maintenance of:

- Footpath
- Kerb & channel
- Road surface
- Councils' drainage assets (excluding private property stormwater pipes within the road reserve)
- Guard rails, speed humps, signage, line marking and vegetation.

The property owner/occupier is responsible for:

- Construction, repair, replacement and maintenance of crossover
- Drainage (including pipes) under or within the crossover area
- Culverts
- Maintenance of naturestrip
- Private property stormwater pipes within road reserve to the point of discharge.
- Construction and maintenance of any footpaths to match existing footpaths.





**Figure 3. Operational Responsibility on unsealed roads**

On unsealed roads the Council is responsible for the maintenance of:

- Road surface
- Open drain and other Council drainage assets (excluding private property stormwater pipes within the road reserve)
- Guard rails, speed humps, signage, line marking and vegetation.

The property owner/occupier is responsible for:

- Construction, repair, replacement and maintenance of driveway crossover from the edge of the road to the property boundary including the culvert pipe, culverts and end walls
- Construction and maintenance of any footpaths to match adjacent footpath

Where Council becomes aware of a hazard created by the defective condition of assets / infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject also to Council's available resources),
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.

- Where repairs are not completed by the responsible party within the timeframe specified, Council may, subject to requirements, complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with s.104 of the Road Management Act 2004.

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# Road Management Systems

## 3.1 Background and Process

Road asset management involves managing both physical assets, and uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- the road – pavement and surface, as well as footpaths, kerb and channel
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- Other references, as listed in Technical References.

The system is designed to set the direction for our asset management activities. It is also linked to the annual business planning cycle.

## 3.2 Asset Hierarchies – Municipal Road Network

Roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account how they are used, who uses them and how often. The hierarchy classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses. The three levels in the hierarchy are:

### 1. Urban road & street network

Urban roads and streets are located in built up areas predominantly used for residential, commercial and industrial purposes.

This is further divided into two sub-categories:

- Category 1: Local Access, less than 1,000 vehicles per day
- Category 2: Collector

See Attachment 1 for more information

### 2. Rural road network

Rural roads and streets are those that are not urban roads and streets as defined in Section 1 above.

This is further divided into two sub-categories:

- Category 1: Local Access, less than 1,000 vehicles per day
- Category 2: Collector

See Attachment 2 for more information

### 3. Pathway network

This is divided into two sub-categories, as follows:

#### Footpaths

- Category 1: General Use Areas
- Category 2: High Use Areas

Trodden paths and non-constructed paths are not Council assets and are not subject to the Road Management Plan.

#### Shared and Bicycle Pathways

Shared and Bicycle pathways are not subject to the Road Management Plan, unless located on a road reserve. These are managed in accordance with Council's Paths and Trails Strategy.

### 3.3 Our Road Network

More information about the Council's Road network is shown in the tables below.

*Table 3.1 – Road length by hierarchy – date last updated: 5/05/2025*

Hierarchy	Length (km)	% of Network
Category 1: Local Rural	745.5	42.5
Category 1: Local Urban	503.5	28.7
Category 2: Collector Rural	388.6	22.1
Category 2: Collector Urban	115.3	6.6
Local Boundary Road	0.3	0.0
Local Not Applicable	1.7	0.1
Local Road Reserve	0.4	0.0
<b>Total</b>	<b>1755.3</b>	<b>100.0</b>

*Table 3.2 – Road Length by Surface Type – date last updated: 5/05/2025*

Surface Type	Length (km)	% of Network
Sealed	1061.1	60.4
Unsealed	694.2	39.6
Without road pavement	0.0	0
<b>Total</b>	<b>1755.3</b>	<b>100.0</b>

### 3.4 Maintenance Management System

#### 3.4.1 Maintenance Management

Council has responsibilities to road users and the community to maintain public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:



### **Routine maintenance standards**

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

Defect intervention levels have been established using the *VicRoads Standard Specification Section 750* and adapting it to local conditions.

The standards will be reviewed periodically to make sure they are adequate (see section 1.4).

### **Repair and maintenance works**

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed (see section 1.4).

### **Temporary mitigation measures**

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

### **Emergency works**

Works that result from emergency incidents and must be undertaken immediately, for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

## **3.4.2 Asset Management Plans**

Our asset management plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.

## **3.4.3 Maintenance Surveys and inspections**

A three-tier regime is used to inspect our road network assets. It covers safety issues, incidents, defects and condition inspections.

### **1. Reactive inspections (Request for Service or RFS)**

These inspections are conducted in response to requests from the community. The inspection is carried out by both Council generally and Contractors and assessed according to the Hazard intervention levels, contained within Attachment 6.

## 2. Proactive Inspections

Regular timetabled inspections that are scheduled depending on traffic flow, the types of defects likely to impact the asset and the perceived risks of these defects.

## 3. Condition Inspections

These inspections identify structural integrity issues which, if untreated, are likely to adversely affect the network overall. These issues may impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

Condition inspections are carried out on a three yearly schedule for roads and footpath assets.

### 3.4.4 Maintenance responsiveness and performance targets

The following information is recorded when Council receives a Request for Service (RFS) from the community:

- Date request received
- Name of person making the RFS
- Details of request, including location and nature of reported hazard/defect (including any specific measurements provided) and copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the target response times specified in Attachment 6); and
- After completion the date when the RFS was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works).

By recording this information, Council can monitor compliance against target response times – that is, the time it takes from receiving an RFS to carrying out an inspection and ultimately completing necessary works.

An RFS will be inspected and assessed in accordance with timeframes specified in Attachment 6. Following are some possible outcomes from an RFS:

- If a defect identified exceeds a *Description / Intervention Levels* specified in Attachment 6, a work order will be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the complete works can be undertaken, this also subject to available resources.
- If the defect is assessed as below the *Description / Intervention Level* specified in Attachment 6, it will be recorded (including assessment level) and remedial action, such as a pre-emptive grind of a footpath joint, may or may not be conducted.

In all cases, the action taken must be recorded against the original RFS.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 1.5.

### 3.5 Asset Levels of Service

Five elements are taken into account when determining appropriate levels of service for the road network. These are:

- Community expectations;
- Technical standards;
- Organisational capacity;
- Performance measures and targets;
- Safety of road and footpath users.

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## Register of Public Roads

Council maintains a register of public roads – called the Register of Public Roads – with the details of all public roads for which we are responsible. Ancillary areas such as carparks and wayside stops are not listed on the Road Register.

The Register of Public Roads is available on Council's website. A hard copy can be inspected at our Customer Service Centres, listed below, on request.

Location	Address	Phone number
Civic Centre	15 Anderson Street, Lilydale	1300 368 333
Monbulk Living and Learning Centre	21 Main Road, Monbulk	9756 7677
Upwey Community Link	40 Main Street, Upwey	9752 6054
Healesville Community Link	110 River Street, Healesville	5965 3501
Upper Yarra Family Centre	2444 Warburton Highway, Yarra Junction	5965 3501

The Road Management Plan can also be viewed in PDF format on Council's website:  
[www.yarraranges.vic.gov.au](http://www.yarraranges.vic.gov.au)

### 4.1 Maintenance Demarcation (Boundary) Agreements

Where there are boundary agreements between us and other road authorities or private organisations, the list of roads affected, and agreements, are listed in the Municipal Road Register.

Council has agreements with the following municipal road authorities:

- Maroondah
- Nillumbik
- Cardinia
- Casey
- Knox
- Manningham

The affected roads are:

<b>BOUNDARY ROADS – CARDINIA AND YARRA RANGES</b>		
<b>Road</b>	<b>Section</b>	<b>Distance (m)</b>
Duffys Road	Start seal to road end	872 Approximately
Wellington Road	Cardinia Creek Road to Aura vale Road	2,262
Aura Vale Road	Wellington Road to Old Menzies Creek Road Surface unsealed  Selby Aura Road to Magpie Road	444
Old Menzies Creek Road	Aura Vale Road to Selby Aura Road	
Selby Aura Road	Old Menzies Creek Road to Aura Vale Road	
Magpie Road	Aura Vale Road to end	
Kallista-Emerald Road	Menzies Creek to Emerald-Monbulk Road	
Emerald-Monbulk Road	Kallista-Emerald Road to Stewart Road	190 Approximately
Stewart Road	Emerald-Monbulk Road to Paton Road	
Paton Road	Stewart Road to Avonsleigh-Macclesfield-Woori Yallock Road	
Avonsleigh-Macclesfield-Woori Yallock Road	Paton Road to Cherry Road	
Cherry Road	Avonsleigh-Macclesfield-Woori Yallock Road to road forming Southern boundary Allotment 32	
Merritts Road	Kennedy Road to Merritts Road	

BOUNDARY ROADS – CASEY AND YARRA RANGES		
Road	Section	Distance (m)
Horsewood Road	Logan Park Road to Belgrave Hallam Road	
Belgrave Hallam Road	Horsewood Road to Narre North Nursery boundary	
Boundary Road	First bend to Berwick Road	
	Berwick Road to sharp bend	

BOUNDARY ROADS – KNOX AND YARRA RANGES		
Road	Section	Distance (m)
Pavitt Lane	Liverpool Road to Sheffield Road	775 Approximately
Old Bayswater-Sassafras Road	Fire Access Road	600 Approximately
Basin-Olinda Road	From Boundary to Ferndale Road Surface unsealed	400
Ferndale Road	Basin Olinda Road to bend	1100 Approximately
Mystic Road	Natural Resources – Closed Off	
Himalaya Road	Natural Resources – Fire Access Road?	
The Boulevard	Natural Resources – Fire Access Road?	
Victoria Street	George Street to Grandview Crescent	360 Approximately
Fern Road	New Road to Victoria Street	260 Approximately
New Road	Fern Road to Glenfern Road	740 Approximately
Glenfern Road	New Road to Lysterfield Road	1108 Approximately
Lysterfield Road	Glenfern Road to Wellington Road	4175 Approximately

<b>BOUNDARY ROADS – KNOX AND YARRA RANGES</b>		
<b>Road</b>	<b>Section</b>	<b>Distance (m)</b>
Wellington Road	Lysterfield Road to Powells Road	393 Approximately
Powells Road	Wellington Road to end	350 Approximately
School Road	Natural Resources – Fire Access Road	
Burwood Highway (Monbulk Road)	Mt. Dandenong Tourist Road to Ferny Creek Avenue	210 Approximately
	Ferny Creek Avenue to UFTG postcode boundary	980 Approximately
Royal Street	From UFTG postcode boundary to Old Belgrave Road	330 Approximately
Old Belgrave Road	Royal Street to Wynette Avenue	129 Approximately
Wynette Avenue	Old Belgrave Road to George Street	430 Approximately
George Street	Wynette Avenue to end of mountable kerb	166 Approximately
	From end of mountable kerb to Victoria Street	254 Approximately

<b>BOUNDARY ROADS – MANNINGHAM AND YARRA RANGES</b>		
<b>Road</b>	<b>Section</b>	<b>Distance (m)</b>
Brushy Park Road, Wonga Park	From Holloway Road to Homestead Road Sealed Road	2840
Homestead Road, Wonga Park	From intersection Homestead Road and Brushy Park Road Sealed Road	745
Lower Homestead Road, Wonga Park	From Reserve Road to Yarra River Sealed Road	585
	Unsealed Road	2152 (Gravel formation)

<b>BOUNDARY ROADS – MAROONDAH AND YARRA RANGES</b>		
<b>Road</b>	<b>Section</b>	<b>Distance (m)</b>
Liverpool Road	Pavitt Lane to Tereddan Drive Sealed Road	1430
	Tereddan Drive to Multi-Lanes Canterbury Road Sealed Road	1435
Canterbury Road	Liverpool Road to Colchester Road Sealed Road	1170
Colchester Road	North of Canterbury Road Sealed Road	130
	Byron Road to Lena Grove Sealed Road	304
	Lena Grove to Divided Carriageway Mt. Dandenong Road Fully Constructed Residential	1348
	Mt. Dandenong Road to Shop Car Park Fully Constructed Residential	42
	Shop Car Park to Byron Road Fully Constructed Residential	385
Glen Dhu Road	Bend to Mt. Dandenong Road Fully Constructed Residential	420
Ervin Road	Marion Avenue to End Fully Constructed Residential	47
	South of Boundary to Boundary End Fully Constructed Residential	154
Marion Avenue	Hull Road to Ervin Road (Boundary Centre of Road) Fully Constructed Residential	495
Hull Road	Marion Avenue to Lincoln Road Sealed Road	196
Lincoln Road	Newman Road to Hull Road Fully Constructed Residential	303
Newman Road	Lincoln Road to Sherlock Road – Shire Boundary centre of road Fully Constructed Residential	674



BOUNDARY ROADS – MAROONDAH AND YARRA RANGES		
Road	Section	Distance (m)
Maroondah Highway	From Esther Creek to Hughes Park/Yarra Valley Golf Park	400 Approximately

## 4.2 Roads not listed on the Register

The following types of roads are not listed in Council's Register of Public Roads:

- Roads which are the responsibility of the Victorian state government, statutory authority or a private owner;
- Unused roads for which Council has not accepted responsibility;
- Roads noted on a plan of subdivision, until such time as Council accepts responsibility for these roads;
- Roads which Council have not determined are reasonably required for general public use.

## Technical References

- i. AS ISO 31000:2018 – Risk Management – Guidelines
- ii. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- iii. International Infrastructure Management Manual (IIMM) 2015, IPWEA
- iv. VicRoads Risk Management Guidelines
- v. VicRoads Standard Specification Section 750 – Routine Maintenance

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## Attachment 1: Road Hierarchy – Urban Roads

Category	Description*
<b>Category 1</b> <b>Local Access</b>	These carry only local traffic. The primary function is to provide access to private properties. Key features typically include: <ul style="list-style-type: none"><li>• Short distance travel to higher level roads</li><li>• Minimum one clear traffic lane (excluding parking)</li></ul>
<b>Category 2</b> • <b>Collector</b>	These carry significant volumes of traffic and provide access, by linking residential, commercial or industrial areas to arterial roads. They also provide links between the various collector roads. Key features typically include: <ul style="list-style-type: none"><li>• Cater for, but may restrain, service and heavy vehicles</li><li>• Minimum two clear traffic lanes (excluding parking)</li></ul>

\* Categories follow the Infrastructure Design Manual for residential streets

## Attachment 2: Road Hierarchy – Rural Roads

Category	Description*
<b>Category 1</b> <ul style="list-style-type: none"><li>• <b>Local Access</b></li></ul>	<p>These carry only local traffic. The primary function is to provide access to private properties. Key features typically include:</p> <ul style="list-style-type: none"><li>• Short distance travel to higher level roads</li></ul> <p>In the case of an unsealed local access road providing access to a single property, the road will only be maintained to the closest boundary of that property. The balance will be maintained as a limited access track (see below)</p>
<b>Category 2</b> <ul style="list-style-type: none"><li>• <b>Collector</b></li></ul>	<p>These carry moderate volumes of traffic and provide access, by linking local areas to link and arterial roads. They also provide links between the various collector roads. Key features typically include:</p> <ul style="list-style-type: none"><li>• Cater for, but may restrain, service and heavy vehicles</li><li>• Minimum two clear traffic lanes (excluding parking)</li></ul>

\* Categories follow the Infrastructure Design Manual for residential streets

## Attachment 3: Pathway Hierarchy

### Footpaths

Category	Area	Description*
<b>Category 1</b>	General-use Areas	This category includes all other constructed Council footpaths
<b>Category 2</b>	High-use Areas	The category of 'highest use' that includes all Council footpaths in shopping centres, township precincts and other pedestrian generators eg schools and railway stations.

### Shared & Bicycle Pathways

Shared and Bicycle pathways located in the road reserve are treated as pathways.

Shared and bicycle pathways not located in the road reserve are not subject to the Road Management Plan, refer to Council's Paths and Trails Strategy.

## Attachment 4: Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
<b>Reactive – Request for Service (RFS)</b>	Reactive inspections to confirm the nature of defects/hazards reported and identify those exceeding the intervention levels specified in Attachment 6.	<p>Performed by a Council/Contractor representative with knowledge of Description / Intervention Levels (Attachment 6) and road maintenance techniques.</p> <p>Higher levels of expertise may be called on if appropriate.</p> <p>Reactive inspections conducted on foot, with defects measured and photographed as specified in Councils Road Asset Inspectors Manual.</p> <p>The report must identify specific safety defect, time of first report, time inspected and by whom, later the subsequent action and time of completion must be added to the report.</p>
<b>Proactive Inspection</b>	<p>Undertaken in accord with formal programmed inspection schedule. To determine if road assets comply with the levels of service specified.</p> <p>Record of each asset is to be completed detailing:</p> <ul style="list-style-type: none"> <li>• Name inspector</li> <li>• Inspection date and</li> <li>• Description of any defects that exceed intervention levels specified in Attachment 6.</li> </ul> <p>In addition, details of the inspection will be electronically recorded against the particular asset inspected.</p>	<p>Proactive Inspections of roads are conducted via a slow moving vehicle. Proactive Inspections of all other asset types conducted on foot, with defects measured and photographed as specified in Councils Road Asset Inspectors Manual.</p> <p>Performed by a dedicated Plan inspector.</p>
<b>Night Inspections</b>	Undertaken in accord with formal programmed inspection schedule. To assess the visibility of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.	<p>Conducted via a slow moving vehicle with standard driving lights (low beam). Visibility/legibility assessed by eye from distances specified respective to each asset defect type.</p> <p>Performed by a dedicated Plan inspector.</p>

## Attachment 5: Inspection Frequencies

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months	Night Inspections Y = Years
<b>Sealed Roads</b> <b>Unsealed Roads</b> <b>Regulatory, Warning and Hazard Signs</b>	Collector	10 WD	6 M	4 Y
	Local	10 WD	12 M	Not carried out
<b>Footpaths, Kerb &amp; Channel</b>	High Use	5 WD	6 M	
	General	10 WD	3 Y	
	Unsealed, reactive only	10 WD		
<b>Bridges</b>	Level 1 Bridge Inspections	10 WD	12 M	n/a
<b>Emergency Response – All Asset / Categories</b>		24 H	n/a	n/a
<p>* Reported Incidents / Hazards that present an immediate and significant risk to members of the public.</p> <p>Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the asset until such time as appropriate repairs can be completed.</p>				

\* If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

## Attachment 6: Defect Intervention Levels and Repair Timeframes

### NOTES:

\* If a Repair Timeframe elapses on a Weekend or Public Holiday, the compliance date will be the next Working Day.

\*\* In cases where a defect is not due for repair within 4 weeks, temporary measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of identification.

### Sealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy	
		WD = Working Days W = Weeks M = Months	
		Collector	Local
<b>Pothole</b>	Potholes in sealed pavement >70 mm in depth and >300 mm in diameter Potholes located in dedicated/marked bicycle lanes >50 mm depth and >200 mm diameter.	4 W	2 M
<b>Edge break</b>	Edge breaks >300 mm laterally over a 5m or greater length from the nominal seal line or the edge line if it is line marked	4 W	2 M
<b>Edge / shoulder drop</b>	Edge drops onto an unsealed shoulder >100 mm in depth over a 100m or greater length	4 W	2 M
<b>Depressions / deformations</b>	Significant depressions or deformations in the traffic lane of a sealed pavement will be referred to Councils Capital Works Program to be prioritised in relation to available funding.	n/a	n/a
<b>Missing pit lids</b>	Missing Council drainage pit lids	2 WD	2 WD
<b>Damaged pit lids</b>	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	4 W	2 M
<b>Roadside Vegetation – Overhead clearance</b>	<ul style="list-style-type: none"> <li>See “Vegetation Clearance Code Guidelines – Roads”</li> </ul>	n/a	n/a
<b>Roadside Vegetation – Obstructing sightlines</b>	<ul style="list-style-type: none"> <li>See “Vegetation Clearance Code Guidelines – Roads”</li> </ul>	n/a	n/a



## Unsealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy	
		WD = Working Days W = Weeks M = Months	
		Collector	Local
<b>Pothole</b>	Potholes in unsealed pavement >150 mm in depth and >500 mm in diameter	1 M	2 M
<b>Wheel ruts / scouring</b>	Wheel ruts or scouring on an unsealed road >200 mm in depth	1 M	2 M
<b>Corrugations</b>	Corrugations on an unsealed road will be managed in accordance with Council's Grading Program.		
<b>Roadside Vegetation – Overhead clearance</b>	<ul style="list-style-type: none"> <li>See “Vegetation Clearance Code Guidelines – Roads”</li> </ul>	n/a	n/a
<b>Roadside Vegetation – Obstructing sightlines</b>	<ul style="list-style-type: none"> <li>See “Vegetation Clearance Code Guidelines – Roads”</li> </ul>	n/a	n/a

### Traffic Control Devices

Defect type	Description / Intervention Level	Repair timeframes by hierarchy	
		WD = Working Days W = Weeks M = Months	
		Collector	Local
<b>Missing / Damaged Signage</b>	Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective	2W	2W
<b>Missing / Damaged Guard Rail or fencing</b>	Guard rail/fence damaged or missing making them substantially ineffective	3 M	3 M
<b>Missing / Damaged Pavement Markings</b>	Pavement markings which are missing or faded making them substantially ineffective	15 M	15 M

## Footpaths Reactive Repairs

Defect type	Description / Intervention Level	Repair timeframes by hierarchy	
		High Use	General
WD = Working Days W = Weeks M = Months			
Vertical Displacement	Vertical Displacement >30 mm in height	2 W	2 W
Loose segmented pavers	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	2 W	1 M
Cracking	Cracking in footpaths >40 mm wide	2 W	1 M
Undulations	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	4 W	1 M
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >150 mm in length/width and >30 mm in depth	2 W	1 M
Missing pit lids	Missing Council drainage pit lids	1 WD	1 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	2 W	1 M
Vegetation overhead clearance	Vegetation intruding into the footpath envelope: <ul style="list-style-type: none"><li>See “Vegetation Clearance Code Guidelines – Roads”</li></ul>	n/a	n/a
Dislodged / missing tactile indicator	Damaged or missing	6 W	3 M

The times set out in the table above relate to reactive repairs.

\* Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

### Footpaths Proactive Repairs

Defect type	Description / Intervention Level	Repair timeframes by hierarchy	
		High Use	General
WD = Working Days W = Weeks M = Months			
Vertical Displacement	Vertical Displacement >30 mm in height	4 W	1 M
Loose segmented pavers	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	4 W	2 M
Cracking	Cracking in footpaths >40 mm wide	4 W	2 M
Undulations	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	6 W	2 M
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >150 mm in length/width and >30 mm in depth	4 W	2 M
Missing pit lids	Missing Council drainage pit lids	1 WD	1 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	4 W	2 M
Vegetation overhead clearance	Vegetation intruding into the footpath envelope: <ul style="list-style-type: none"><li>See “Vegetation Clearance Code Guidelines – Roads”</li></ul>		
Dislodged / missing tactile indicator	Damaged or missing	6 W	3 M

The times set out above relate to proactive repairs. Inspections shall be undertaken annually for each asset but divided into 4 cycles across the Council

\* Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

## Kerb and Channel

Defect type	Description / Intervention Level	Repair timeframes by hierarchy		
		Footpath Abutting Kerb	High Use	General
<b>Vertical Displacement</b>	Vertical displacement – uplift where the channel meets the road pavement >50 mm		6 M	12 M
<b>Horizontal Displacement</b>	Horizontal displacement of the kerb from the footpath >80 mm		6 M	12 M

## Bridges and Culverts

Defect type	Description / Intervention Level	Repair timeframes by hierarchy	
		WD = Working Days	W = Weeks
		M = Months	
		Cat 2	Cat 1
<b>Bridge &amp; Major Culvert defects</b>	Visible damage likely to pose an immediate and significant risk to members of the public	2 M	3 M

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# Yarra Ranges Council

## Road Management Plan 2025 - Summary

Yarra Ranges Council oversees one of Victoria's largest local road networks, spanning over 1,755 km of sealed and unsealed roads across 55 townships—making road maintenance, inspection, and improvement a major focus.

### What is the Road Management Plan (RMP)?

The RMP outlines how Council manages, inspects, maintains, and repairs its road network. It sets service standards, defines responsibilities, and ensures compliance with the **Road Management Act 2004** to deliver a safe and efficient road system.

### Why Update the RMP?

- **Legal Requirement:** Must be reviewed every four years.
- **Community Expectations:** Reflects changing needs for safety, accessibility, and service quality.
- **Best Practice:** Aligns with the MAV Rural Template for consistency and legal defensibility.
- **Audit & Risk:** Responds to audit findings and insurance trends to reduce liability.

### Key Updates in 2025

- **New MAV Template:** Provides a consistent structure tailored to rural needs.
- **Night Inspections:** Improves hazard detection.
- **Emergency Protocols:** Ensures rapid response during events.
- **Improved Footpath & Kerb Standards:** Repairs for high-risk defects.
- **Shared Paths:** Managed under a separate policy.
- **Vegetation Standards:** Aligned with Council's Tree Canopy Plan.

### Why Use the MAV Rural Template?

Yarra Ranges Council selected the Rural Template over the Metro Template because it better suits the region's low traffic, dispersed, and semi-rural road network. The Rural Template:

- Offers flexible standards for inspection and maintenance
- Aligns with available resources and geographic realities
- Supports legal defensibility and operational efficiency

While the Metro Template suits high-traffic urban environments, Yarra Ranges' diverse road network—including approx. 694 km of unsealed roads, or 40% of its total—requires a framework tailored to both suburban and semi-rural conditions.

### Budget Impact

- Estimated additional cost: to be managed within existing budget allocations.
- Funded through rates, grants, and developer contributions.

### Benefits

- **Economic:** Supports tourism and reduces long-term costs.
- **Social:** Enhances safety and accessibility.
- **Environmental:** Builds resilience to climate impacts.

### Next Steps

- Public exhibition for 28 days.
- Final adoption planned for **October 2025**

## **11. COUNCILLOR MOTIONS**

*In accordance with Chapter 3 Division 4 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

There were no Councillor motions received prior to the Agenda being printed.



## **12. ITEMS THROUGH THE CHAIR**

### **13. REPORTS FROM DELEGATES**

**14. DOCUMENTS FOR SIGNING AND SEALING**

*In accordance with Clause 87 of the Meeting Procedures and Use of Common Seal Local Law 2015, as prescribed by Section 14(2)(c) of the Local Government Act 2020.*

There were no Documents for Signing and Sealing listed for this meeting prior to the Agenda being printed.

## 15. INFORMAL MEETINGS OF COUNCILLORS

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Report Author: Governance Officer  
 Responsible Officer: Director Corporate Services  
 Ward(s) affected: All Wards

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*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.*

### CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public

### SUMMARY

Chapter 8, Rule 1, of the Governance Rules requires that records of informal meetings of Councillors must be kept and that the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting tabled at the next convenient Council meeting and recorded in the Minutes of that Council meeting.

An 'informal meeting of Councillors' is defined in the Governance Rules as a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

The records for informal meetings of Councillors are attached to the report.

### RECOMMENDATION

***That the records of the Informal Meetings of Councillors, copies of which are attached to the report, be received and noted.***

### ATTACHMENTS TO THE REPORT

1. 24 July 2025 – Health & Wellbeing Advisory Committee
2. 5 August 2025 - Council Forum

# Informal meeting of Councillors

## Public Record



<b>Meeting Name:</b>	Health & Wellbeing Advisory Committee	
<b>Date:</b>	24 July 2025	Start Time: 5.30pm      Finish Time: 7pm
<b>Venue:</b>	<b>Lilydale Civic Centre, Bour-deet and Karawun Community Rooms</b>	
<b>Attendees:</b>	<p><b>Councillors:</b> Cr Gareth Ward (Chair)</p> <p><b>Other attendees:</b> Ellise Rickard, Karen Pomeranz, Jol Scobie, Heide Renner, Lindsey Smith, Mark Doubleday</p> <p><b>CEO/Directors:</b> n/a</p> <p><b>Officers:</b> Rachael Giddens, Anna O'Brien, Methni Dahanayake</p>	
<b>Apologies</b>	Cr Jim Child (Sub-delegate), Shannon Maynard (YRC), Erika Atwill (YRC), Belinda Gillam-Derry, Jo Hunt, Willow Swaneveld, Mel Jeffery, Kham Lian	
<b>Disclosure of Conflicts of Interest:</b>	None	
<b>Matter/s Discussed:</b>	1.1	Draft Health and Wellbeing Strategy – engagement session
	1.2	Key Life Stages Plan – Healthy and Active Ageing Plan
	1.3	Other Business – Disability Action Plan 2025-2029 update
<b>Completed By:</b>	Erika Atwill	

## Informal Meeting of Councillors

### Public Record

<b>Meeting Name:</b>	Council Forum	
<b>Date:</b>	5 August 2025	Start Time: 5.31pm      Finish Time: 8.55pm
<b>Venue:</b>	Council Chamber, Civic Centre, Anderson Street, Lilydale and via videoconference	
<b>Attendees:</b>	<p><b>Councillors:</b> Cr Child (Chair), Cr Cox, Cr Heenan, Cr Ward, Cr Mazzearella and Cr Marriott</p> <p><b>Via Zoom:</b> Cr Higgins (Deputy Chair) (From 5.39pm)</p> <p><b>CEO/Directors:</b> Tammi Rose, Leanne Hurst, Hjalmar Philipp, Kath McClusky and Vince Lombardi</p> <p><b>Officers:</b> Gina Walter, Beck Stevens, Ben Waterhouse, Joanne Hammond, Stuart Wilson, Kirsten Vernon, Damian Closs, Paul Mechelen, Cindy Dunbar, Kim O'Connor and Bronwyn Grass</p> <p><b>Externals:</b> Phil Pomaroff, Maureen Halit and Jan Burney (Millgrove Residents Action Group)</p>	
<b>Apologies</b>	Cr McAllister and Cr McIlwain	
<b>Disclosure of COI:</b>	Nil	
	1.1	Acknowledgement of Country
	1.2	Declaration of Interest
	1.3	Action and Agreement Record – 15 July 2025
	2.1	Future Ownership of Rail Bridges within former Lilydale Quarry site (Kinley Estate)
	2.2	Tree on Mt Evelyn Aqueduct Trail, Rear of 88-90 Birmingham Road, Mount Evelyn
	3.1	Review of the Public Agenda for Council's Meeting on 12 August 2025
	5.1	Millgrove Community Plan - Externals
	5.2	Road Management Plan Review
	5.3	Cash Position Update

	5.4	Upcoming MAV State Motions - Verbal Update
	6.0	Mayor & CEO Update
	7.0	General Business
	8.0	Forum Finish – For Noting
	8.1	CT7826 Provision of Litterbin Collection & Maintenance Services for Streets & Parks
	8.2	CT7784 Animal Pound Services Contract
	8.3	Domestic Animal Release Fees
	8.4	Draft - Audit and Risk Management Committee Meeting Minutes - 2 June 2025
<b>Completed By:</b>	Gina Walter	

**16. URGENT BUSINESS**

*In accordance with Chapter 3 Rule 24 of the Governance Rules developed by Council  
in accordance with section 60 of the Local Government Act 2020.*



## **17. CONFIDENTIAL ITEMS**

*In accordance with Chapter 3 Rule 24 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

There were no Confidential Items listed for this meeting.

**18. DATE OF NEXT MEETING**

The next meeting of Council is scheduled to be held on Tuesday 9 September 2025 commencing at 7.00pm, at Council Chamber, Civic Centre, Anderson Street, Lilydale and via videoconference.



**In providing for the good governance of its community, Councillors are reminded of their obligation to abide by the provisions as set within the Local Government Act 2020 and the Code of Conduct for Councillors.**

**When attending a Council Meeting, Councillors should adhere to the procedures set out in the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.**

The following is a guide for all Councillors to ensure they act honestly, in good faith and in the best interests of Yarra Ranges as a whole.

1. Councillors will respect the personal views of other Councillors and the decisions of Council.
2. Councillors may publicly express their own opinions on Council matters but not so as to undermine the standing of Council in the community.
3. The Mayor is the official spokesperson for Council.
4. Councillors will incur expenditure in a responsible manner and in accordance with the Councillor Expenditure and Policy.
5. Councillors will avoid conflicts of interest and will always openly disclose any direct and indirect interests where they exist.
6. Councillors will act with integrity and respect when interacting with Council staff and members of the public.
7. Councillors will demonstrate fairness in all dealings and conduct and be open with and accountable to the community at all times.
8. Councillors will conduct themselves in a manner that does not cause detriment to Council or the Yarra Ranges community.