



Ordinary Meeting of Council Attachments

Monday 26 April 2021

Council Chamber, Realm

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COUNCILLOR BRIEFING – PUBLIC RECORD

Briefing Details:

Date: Monday 22 March 2021

Time: 6.00pm

Location: Meeting Room 1,
Realm

Attendees:

Councillors

Cr Kylie Spears (Mayor)
Cr Nora Lamont (Deputy Mayor)
Cr Tony Dib OAM, JP

Cr Suzy Stojanovic
Cr Paul Macdonald

Cr Mike Symon
Cr Marijke Graham
Cr Rob Steane

Council Officers:

Steve Kozlowski

Chief Executive Officer

Dale Muir

Acting Director Corporate Services

Grant Meyer

Acting Director Strategy & Community

Adam Todorov

Director Operations, Assets & Leisure

Andrew Fuaux

Director Development & Amenity

Chloe Messerle

Governance Officer

Tim Cocks

Manager Leisure

Item 3

Kirstie Dench

Sport & Recreation Liaison Support Officer

Item 3

Others:

Joseph Cullen

CEO Eastern Regional Libraries (Item 1)

Apologies:

Councillors:

Cr Tasa Damante

Council Officers:

Marianne Di Giallonardo, Phil Turner

Conflict of Interest Disclosure:

Councillors:

Nil

Council Officers:

Nil

Items Discussed:

Confidential

1	Eastern Regional Libraries Update
2	Council Meeting Agenda
3	Capital Funding for Community Organisations Program 2021/22
4	Items of a general nature raised by Councillors

Record completed by:

Council Officer

Chloe Messerle

Title

Governance Officer



COUNCILLOR BRIEFING – PUBLIC RECORD

Briefing Details:

Date: Monday 12 April 2021

Time: 6:00pm

Location: Meeting Room 1,
Realm

Attendees:

Councillors

Cr Kylie Spears (Mayor)
Cr Tony Dib OAM, JPCr Suzy Stojanovic
Cr Paul Macdonald
Cr Tasa DamanteCr Mike Symon
Cr Marijke Graham
Cr Rob Steane

Council Officers:

Steve Kozlowski
Marianne Di Giallonardo
Phil Turner
Andrew Fuaux
Chloe Messerle
Liz Johnstone
Steve McIntosh
Anton Peiris
John Richardson
Les Schneider
Dale MuirChief Executive Officer
Director Corporate Services
Director Strategy & Community
Director Development & Amenity
Governance Officer
Executive Officer, ERG
Manager Assets
Coordinator Asset Management
Coordinator Assets Projects & Facilities
Manager Information Technology
Manager Revenue, Property & Customer
ServiceItem 1
Items 2 & 4
Item 2
Item 4
Item 5
Item 6
Item 7
Item 7
Item 7
Item 8
Item 9Antonia Heward
Elaine Matthews
Louise Donaghey
Nina Pirruccio
Stephen Bishop
Team Leader Waste Strategy & Policy
Waste Contracts Advisor
Waste Management & Education Team Leader
Coordinator Governance & Procurement
Manager Workplace, People & Culture

Apologies:

Councillors:

Cr Nora Lamont (Deputy Mayor)

Council Officers:

Adam Todorov

Conflict of Interest Disclosure:

Councillors:

Nil

Council Officers:

Nil

Items Discussed: ## Confidential

1	Eastern Region Group of Councils Strategic Plan and Advocacy Platform
2	Road Management Plan 2021
3	Declaration of Special Charge Scheme for Solar Savers Households
4##	Contract - 20984 - Design & Construction of Dorset Multipurpose Pavilion
5##	Cloud Migration
6	Deed of Variation Lease Bedford Park
7	Consultation on Draft Waste Strategy and Contracts Update
8	Draft Local Law No.15 - Common Seal and Conduct at Meetings
9	Gender Equality Act Update
10	Councillor Delegates' Meeting Report
10A	MAV Motions Update
11	Items of a general nature raised by Councillors

Record completed by:

Council Officer	Chloe Messerle
Title	Governance Officer



EASTERN TRANSPORT COALITION MINUTES OF MEETING

Date: Thursday, 18 March 2021

Time: 6.30pm – 8.30pm

Hosted by: Yarra Ranges Council
Via video conferencing

Attendees

Councillors

- Cr Stuart James, City of Monash (Chair)
- Cr Susan Laukens, Knox City Council
- Cr Anna Chen, Manningham City Council
- Cr Marijke Graham, Maroondah City Council
- Cr Tina Liu, City of Whitehorse

Officers

- Christopher Marshall, City of Greater Dandenong
- Lucas Sikiotis, City of Greater Dandenong
- Ron Crawford, Knox City Council
- Matthew Hanrahan, Knox City Council
- Sylvester Ng, Knox City Council
- Frank Vassilacos, Manningham City Council
- Daniele Raneri, Manningham City Council
- Michael Blowfield, Maroondah City Council
- Dale Bristow, Maroondah City Council
- Sandra Worsnop, City of Monash
- Terry Tillotson, City of Monash
- Chris Hui, City of Whitehorse
- Karen O’Gorman, Yarra Ranges Council
- Mark Varmalis, Yarra Ranges Council

Secretariat

- James McGarvey, The Agenda Group

Apologies

- Cr Jim Child, Yarra Ranges Council
- Rachael Antonacci, City of Monash
- Augustus Brown, City of Monash

1. Welcome and apologies

Cr James welcomed the attendees.

2. Conflicts of interest

No conflicts of interest were raised.

3. Ratify previous draft Minutes and actions arising

Moved: Cr Tina Liu

Seconded: Cr Stuart James

4. ETC Finance - report circulated with meeting papers

Moved: Cr Tina Liu.

Seconded: Cr Stuart James

5. Bus Network Review Working Group

Daniele Raneri, Manningham City Council, provided the meeting with a briefing on the work of the ETC Bus Network Review Working Group.

Daniele presented to the group on the ETC Bus Review – Issues and Case Study Analysis document which had been circulated to all ETC members prior to the meeting.

The key themes discussed in the report are:

- Bus Data
- Bus Priority Infrastructure
- Bus Route Realignment
- Bus Stop Accessibility
- Improved Frequency
- Clustering of Local Bus Routes
- New Bus Services
- Demand Responsive Services

These themes aim to provide a brief summary of the issue, use a case study and supporting data to provide an example of where this is occurring and suggest for each the desired solution/recommendation.

Members congratulated Daniele and the Bus Network Review Working group for its work on the document.

Further consideration of the document and the issues it addresses should focus on:

- Next steps

- Themes and items to build a federal and state election advocacy campaign around
- Material that can be drawn from the document and other sources to support a social media campaign by the ETC.

James McGarvey, ETC Secretariat will meet with Daniele Raneri to formulate recommendations on next actions to be presented to the April ETC meeting.

6. ETC Policy Development Process

Roads

Dale Bristow and Michael Blowfield from Maroondah City Council had presented a draft set of road project selection criteria they have designed for the ETC at the February 2021 ETC meeting. Following feedback received in discussion at that meeting, a further draft was circulated for endorsement at the March meeting.

Further minor amendments were suggested – clarifying acronyms and change to point 3 to read “Improves access to places of identified regional status including...”.

In discussion later in the meeting, it was agreed that the ETC Secretariat would work offline with Dale and Michael to develop an ETC road project assessment template based on the agreed criteria.

This will then be provided to each ETC member Council to self-assess nominated road projects, which can then be submitted to the ETC to be considered for inclusion in our advocacy platform.

State Budget

Cr James again reminded the group of the need to work toward producing a list of projects that can go into the process for consideration for the 2022 election year state budget.

Cr James suggested each Council look to develop a list of 5 or 6 priority projects which could be endorsed by the ETC.

October is typically the starting point for each annual budget process and this timing should guide Council's and the ETC's work.

Rowville/Monash/Vicinity options

Regarding Rowville/Monash rail proposals, the ETC will finalise consideration and adoption of a preferred project from amongst options currently in discussion:

- Rowville heavy rail (Fed Govt favoured option)
- Monash light rail (Vic Govt project)
- Alternative options – Vicinity/Monash Uni proposal

Vicinity has briefed Councillors at Knox and is about to brief the Monash Councillor group.

Preliminary discussions at both Councils suggest it is likely they will both be supportive of the Vicinity option. Cr Laukens, Knox City Council also noted that her fellow Councillors expressed continued support for a longer-term Rowville heavy rail option.

It is expected that Knox and Monash Councils will have formalised their positions by the April ETC meeting where the broader group can consider the issue and adopt a position.

The ETC will then campaign to secure funding support, co-operation and early implementation by both the Victorian and Federal government for its preferred project.

7. Presentation

Mark Varmalis, Yarra Ranges Council provided the group with a presentation on three projects branded as Rivers and Ridges – Warburton Mountain Biking, Yarra Valley Trail and the RidgeWalk.

The three projects were packaged to leverage off each other and to attract government funding. Worth approx. \$30 million in total, the projects are now fully funded with the Federal Government contributing \$20 million, and the State Government about \$10 million, as well as a Council contribution.

The projects are part of a broader trails network for Yarra Ranges that have both recreational and economic benefit.

The demonstrated economic upside - 600 jobs and over \$100 million in annual spending in the region – was a key factor in attracting government funding.

Council is partnering with Parks Victoria on delivery of the Ridge Walk, a series of trails that will connect ten townships across The Dandenongs, and provide a cultural experience through provision of outdoor artwork along the trail. Master planning has been completed for this project.

Yarra Valley Trail, commencing from Lilydale to Coldstream is an ambitious project, with the first stage complete and further work delayed by wet weather in recent seasons. Council is partnering with a number of State government entities on this project.

Warburton Mountain Bike has been fully funded to deliver 110km of trail – although funding is being reallocated to cover the cost of responding to an EES process (about \$2.5 million), which is halfway through, for the project.

This project began from an approach to Council several years ago by Parks Victoria to protect and manage local terrain from mountain biking in sensitive areas.

This is the only recreational project to go through an EES and has been the subject of an enormous number of varying studies. Every one of the 66 trails has been fully mapped. Council is using 'Social pinpoint' to engage and get valuable feedback from the community.

All three of the Rivers and Ridges projects have to be delivered by December 2022.

Separately, Mr Varmalis also reported that the 43km Warburton Rail Trail has seen massive increase in cyclist and pedestrian usage throughout the Covid pandemic period.

A copy of Yarra Ranges' presentation will be circulated with the meeting minutes.

8. Other Business

EAGA Correspondence re EV tax

The ETC was forwarded by email a draft letter to the Victorian Government from the Eastern Alliance for Greenhouse Action protesting against the Government's intention to introduce a road user charge to be applied to electric vehicles. EAGA was seeking feedback on the letter and support from the ETC.

ETC Chair Cr Stuart James explained that there had been an exchange of emails in response between members of EAGA and the ETC, as well as the Executive Officer from the Eastern Region Group.

Cr James had spoken with Scott McKenry earlier today (18th March) to find a position of support, landing on a proposed approach of a letter saying the three groups (EAGA, ETC and ERG) oppose the introduction of an electric vehicles tax.

Cr James suggested the right way to move forward is a road user pricing model as a way of ensuring equity across all modes of transport, reflecting the ETC perspective is to support measures that disincentivise private vehicle usage (irrespective of fuel source).

Cr James suggested the letter also say that to incentivise uptake of electric vehicles, we would support removal of registration fees on EVs and other initiatives to lower the purchase cost of electric vehicles (high purchase price being the real current barrier to greater electric vehicle sales).

Cr Graham, the current Chair of EAGA, acknowledged the shared goal of reducing the number of cars on the road, with emissions reduction a key goal for EAGA.

Cr James suggested he or Cr Graham would notify Scott McKenry at EAGA of the ETC's willingness to finalise a letter based on shared principles as discussed at tonight's meeting. Cr Liu, who is also on EAGA, supported the proposed approach.

Michael Blowfield, City of Maroondah suggested the Federal Government could support the uptake of EVs by using emission standards as a way of making ICE vehicles less attractive to consumers.

ETC Terms of Reference

Cr Graham suggested that the ETC Terms of Reference be added to the agenda for review and discussion at the next ETC meeting. It was agreed that the ETC Secretariat will add this to the Agenda for the April meeting and circulate a copy of the ETC's Terms of Reference to all members prior to the meeting.

Level Crossing works update

Karen O'Gorman updated on the progress of work on level crossing removals in Yarra Ranges. The LXRP are running community tours for those who'd like to inspect the projects. Mooroolbark Station is progressing well with work on the car park and pylons, and undergrounding of services.

9. Meeting Close

The meeting was closed at 8.30pm.

Next meeting is at 6.30pm on Thursday, 22 April 2021. Meeting to be hosted by Maroondah City Council, via video conference.

Action Summary

Action Items	Owner(s)	Deadline	Status
1. ETC Secretariat to meet with Daniele Raneri/Bus Network Review working group to identify next actions, to report to April ETC meeting	ETC Secretariat/Daniele Raneri (Bus Network Review working group)	22 April 2021	In progress
2. Cr James to liaise with Scott McKenry, EAGA, to finalise joint advocacy letter to the Vic Gov't re EV tax.	Cr James	19 March 2021	In progress
3. Finalisation of position on Rowville/Monash rail proposals.	Knox and Monash Councils	22 April 2021	In progress
4. Finalisation of road project assessment criteria, and development of assessment templates	Maroondah Council/ETC Secretariat	22 April 2021	In progress
5. Circulate ETC terms of reference and add to agenda for the ETC April meeting	ETC Secretariat	22 April 2021	In progress



Local Law No. 15

Common Seal and Conduct at Meetings

Responsible Service Area: Governance

Adoption Date:

Local Law No. 15 - Common Seal and Conduct at Meetings



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Local Law No. 15 - Common Seal and Conduct at Meetings



PART 1 - INTRODUCTION

1. Title

This Local Law will be known as '*Local Law No. 15 - Common Seal and Conduct at Meetings*'.

2. Purpose of this Local Law

The purpose of this Local Law is to:

- (a) regulate the use of the common seal,
- (b) prohibit unauthorised use of the common seal or any device resembling the common seal, and
- (c) provide for a set of offences and associated penalties relating to conduct at Meetings - with reference to the requirements of the *Governance Rules* document.

3. Authorising Provision

This Local Law is made under section 111(1) of the Local Government Act 1989 and section 14(2)(c) of the Local Government Act 2020.

4. Commencement and End Dates

This Local Law:

- (a) commences on the day following the day on which notice of making of this Local Law is published in the Victoria Government Gazette, and operates throughout the municipal district, and
- (b) unless sooner revoked, ends on the 10th anniversary of the day on which it commenced operation.

5. Revocation of Local Law No. 12

On the commencement of this Local Law, Council's Local Law No. 12 - Meetings Procedure and Use of Common Seal is revoked.

Local Law No. 15 - Common Seal and Conduct at Meetings



6. Definitions and Notes

'Authorised Officer'	means a person appointed by Council under section 224 of LGA 1989.
'Chief Executive Officer'	means the Chief Executive Officer of Council or any person acting in that position during his or her absence.
'Common seal'	means the common seal of the Council.
'Council'	means the Maroondah City Council.
'Councillor'	means a person who is an elected member of the Council.
'Offence'	means an act or default contrary to this Local Law.
'Penalty unit'	has the meaning ascribed to it by section 110 (2) of the <i>Sentencing Act 1991</i> .
'Schedule'	means a schedule to this Local Law.

PART 2 – COMMON SEAL

1. The Chief Executive Officer must ensure the security of Council's Common Seal at all times.
2. The affixing of Council's common seal to any document must be attested to by not less than two persons, comprising either:
 - (a) The Mayor OR due to the unavailability of the Mayor, the Deputy Mayor or any one Councillor, and
 - (b) The Chief Executive Officer OR a Director authorised by the Chief Executive Officer where the document relates to a matter in which the Chief Executive Officer has an interest.
3. Where Council authorises the common seal to be affixed to any document, the Chief Executive Officer must cause the sealed document to be allocated a seal register number.
4. Common Seal (Attestation) Clause

When the Common Seal is affixed to a document, the following attestation clause or any other words to the like effect, must appear:

The Common Seal of **Maroondah City Council**
was affixed in the presence of:

..... Councillor (SEAL)

..... Chief Executive Officer

Dated thisday of(month).....(year)

Local Law No. 15 - Common Seal and Conduct at Meetings



PART 3 – ENFORCEMENT AND PENALTIES

Offences

- (1) A person who uses Council's Common Seal without authority is guilty of an offence.

Penalty: 10 Penalty Units

- (2) A person who uses a replica of Council's Seal without the authority of Council is guilty of an offence.

Penalty: 10 Penalty Units

- (3) A person who inscribes upon a petition or joint letter a name or signature purporting to be the name or signature of another person is guilty of an offence.

Penalty: 1 Penalty Unit

- (4) A person who operates any audio or visual recording equipment at a Meeting without the prior approval of the Chair is guilty of an offence.

Penalty: 1 Penalty Unit

- (5) A Councillor who does not withdraw an expression considered by the Chair to be offensive or disorderly and apologise when called on twice by the Chair to do so, is guilty of an offence.

Penalty: 1 Penalty Unit

- (6) A person, not being a Councillor, who is guilty of any improper or disorderly conduct, who does not leave the Council Chamber when requested by the Chair to do so, is guilty of an offence.

Penalty: 1 Penalty Unit

- (7) A person, not being a Councillor, who fails to comply with a direction of the Chair in relation to the conduct of the Meeting and the maintenance of order, is guilty of an offence.

Penalty: 1 Penalty Unit

- (8) A person who displays any placard or poster in the Council Chamber or any part of the building in which a Meeting is being held without permission of the Chair, is guilty of an offence.

Penalty: 1 Penalty Unit

- (9) Any person who obstructs the entrance to the Council Chamber or the building in which a Meeting is being held, is guilty of an offence.

Penalty: 1 Penalty Unit

Local Law No. 15 - Common Seal and Conduct at Meetings



The penalty units set out in this sub-clause represent the maximum amount which a Court can order a person to pay. Even then, it requires a prosecution to be brought against the person in the Magistrates' Court. An alternative to prosecution is the infringement notice procedure outlined in sub-clause (9).

Infringement Notices

An Authorised Officer may, as an alternative to prosecution, issue an infringement notice in accordance with the *Infringements Act 2006* and associated regulations requirements to any person who has committed an offence against this Local Law.

Payment of Penalty

- (1) Payment of the fixed penalty for an infringement notice may be made to Chief Executive Officer, Maroondah City Council, PO Box 156 Ringwood VIC 3134 or at a Council Customer Service Centre.
- (2) To avoid prosecution, the penalty indicated in an infringement notice must be paid within 42 days from the date of the issue of the infringement notice.
- (3) The form of an infringement notice shall be in the form as set out in *Section 13 of the Infringements Act 2006*.

Draft Local Law No. 15 - Common Seal and Conduct at Meetings

Community Impact Statement



PART A - General Comments

Introduction

Maroondah City Council is proposing to adopt a new Local Law entitled '*Local Law No. 15 - Common Seal and Conduct at Meetings*' to incorporate changes in local government legislation brought about by the *Local Government Act 2020* (LGA 2020).

This Community Impact Statement has been prepared to inform the community about the proposed Local Law and to assist any member of the public who may wish to make a submission to the Council during the public consultation process.

Background

The commencement of LGA 2020 has introduced a requirement for Council to adopt Governance Rules for the conduct of its meetings.

Governance Rules 2020 were subsequently adopted by Council at its meeting on 31 August 2020, at which time meeting procedures as contained within the existing Local Law entitled '*Local Law No. 12 - Meetings Procedure and Use of Common Seal*' were removed and included in the Governance Rules.

However, the Governance Rules cannot include provisions for use of the Common Seal and application of penalties.

Accordingly, draft *Local Law No. 15 - Common Seal and Conduct at Meetings* has been prepared and is available for public inspection and comment in accordance with section 73 of the *Local Government Act 2020*.

Objectives

The objectives of this Local Law is to:

- Revoke Local Law No. 12 - Meetings Procedure and Use of Common Seal,
- Regulate and control the use of the Common Seal,
- Prohibit unauthorised use of the Common Seal or any device resembling the Common Seal, and
- Provide penalties for non-observance of the provisions of this local law.

Draft Local Law No. 15 - Common Seal and Conduct at Meetings

Community Impact Statement



PART B - Comments on Proposed Local Law

In accordance with guidelines issued by the Minister for Local Government in relation to the making of local laws, Council has conducted an evaluation of the proposed Local Law. The evaluation is outlined in the following Table.

Issue	Evaluation
Measures of success of proposed Local Law	<p>The success of the proposed Local Law will be measured by the extent to which it enhances the governance framework including ensuring that legislative requirements are met.</p> <p>Performance indicators are included in the Local Government Performance Reporting Framework and Community Satisfaction Survey which are reported to Council and the community.</p>
Existing legislation which might be used instead	<p>The <i>Local Government Act 2020</i> (the Act) requires Councils to hold a Common Seal that should be used in accordance with the Local Laws of the Council.</p> <p>Section 79 of the <i>Local Government Act 2020</i> states that Councils may include penalties in their Local Law, not exceeding 20 Penalty Points.</p> <p>These legislative requirements provide the legal basis for Councils to create specific Local Laws to regulate the use of the Common Seal and to set penalties for various offences.</p>
State legislation more appropriate	Not applicable. State Legislation compels Council to make a Local Law to govern the use of the Common Seal.
Overlap of existing legislation	It is not considered that the proposed Local Law overlaps existing legislation, rather it operates in conjunction with the requirements of LGA 1989 and LGA 2020.
Overlap of planning scheme	There are no provisions in the proposed Local Law which overlap with the Maroondah Planning Scheme
Risk assessment	The proposed Local Law ensures appropriate use of the Common Seal. Council does not believe there are any risks associated with the proposed Local Law.
Legislative approach adopted	The proposed Local Law is necessitated by the provisions of LGA 2020. It adopts a high impact regulatory approach. This approach is considered appropriate as it provides clear accountability for appropriate use and safekeeping of the Council Seal.
Restriction of competition	There are no National Competition Policy implications associated with the proposal.
Penalties	<p>The proposed Local Law creates a minimal number of offences.</p> <p>Penalties for these offences are considered reasonable.</p> <p>Benchmarking indicates the penalties prescribed are reasonable when compared with equivalent local laws of other municipalities.</p>
Permits & Fees	The proposed Local Law does not make provision for the issue of permits or prescribe any fees.

Draft Local Law No. 15 - Common Seal and Conduct at Meetings

Community Impact Statement



Performance standards or prescriptive	Drafting of the proposed Local Law has adopted a prescriptive approach which is considered appropriate given its purpose is to describe the use of the Common Seal.
Comparison with neighbouring and like Councils	Each council in Victoria is required to make a Local Law to regulate the use of its Common Seal. The proposed Local Law is generally consistent with that of other Victorian Councils.
Charter of Human Rights	<p>Council regards the Victorian Charter of Human Rights and Responsibilities (the Charter) as an important reference in the development of Local Laws to ensure that such laws do not encroach upon a person's basic human rights, freedoms and responsibilities.</p> <p>As a public authority, Council appreciates its obligation to ensure that Local Laws are interpreted and applied consistently with fundamental human rights.</p> <p>Council has found that although certain clauses of the Local Law purport to regulate the conduct of both visitors and members (Councillors) of the Council, their inclusion is necessary to ensure the efficient and respectful conduct of Council business.</p>
Community Consultation & Submissions	<p>A submissions process will be conducted in accordance with the legislative requirements prescribed under section 73 of the Local Government Act 2020. That process requires Council to publish a public notice calling for written and/or oral submissions in relation to the proposed Local Law.</p> <p>Those submissions must then be considered by Council as part of the consultation process. This may include a Hearing of Submissions Committee meeting if any person requests the opportunity to be heard in support of their submission.</p>
Submissions	<p>A community consultation process will be conducted in accordance with sections 73 and 55 of the Local Government Act 2020. This requires that Council give public notice of its intention to make the proposed Local Law and provide members of the public with an opportunity to make a written submission in relation to the proposed Local Law.</p> <p>Council will consider submissions before making a final decision on the proposed Local Law. A person who makes a written submission is entitled to request (in the submission) to be heard by the Council in support of their submission.</p> <p>When the Council makes a final decision on the proposed Local Law, it must notify in writing each submitter of the decision and the reasons for the decision.</p> <p>This Community Impact Statement has been prepared to inform the community about the proposed Local Law and to assist any member of the public who may wish to make a submission.</p>

Draft Local Law No. 15 - Common Seal and Conduct at Meetings
Community Impact Statement



PART C - Comments on specific parts or provisions of proposed Local Law

Part 2 – Common Seal	Required under the Local Government Act 2020 to regulate the use of Council's Common Seal which affirms the collective will of the Council.
The problem the provision is intended to address	Councils are required to hold a Common Seal and to ensure this is kept in a safe place with restricted use, as described in this Local Law.
Description of the problem	Council requires rules to regulate the use of the Common Seal to ensure it is correctly applied and minimise the risk of intentional or unintentional misuse.
Council Objective	To ensure the Common Seal is only used in the circumstances and form described.
How does proposed Local Law provision help achieve objectives?	The Local Law provides clear guidelines on the use and form of the Common Seal.
Part 3 – Penalties	Council considers identification of offences and proportional penalties are required to regulate behaviours at Council meetings to ensure they are conducted in a respectful and orderly manner. Council also considers that a penalty for misuse of the Common Seal is necessary to maintain the integrity of the seal and its significance.
The problem the provision is intended to address	Potential disorderly conduct at Council meetings leading to possible harm, damage to reputation and/or disruption of Council business. Potential misuse of the Common Seal and misrepresentation of Council's position.
Description of the problem	Potential disorderly conduct at Council meetings and misuse of the Common Seal.
Council Objective	To clearly set out the types of offences and penalties that could apply and to provide advice on options for payment or challenge to anyone receiving a penalty.
How does proposed Local Law provision help achieve objectives?	By providing clear guidance on the types of unacceptable behaviours that could attract a penalty.



Councillor Gift Policy

Intended adoption date: 26 April 2021

Responsible Service Area: Finance and Governance

Purpose

The purpose of this Policy is to establish compulsory standards, established pursuant to Part 6, Division 4 of the *Local Government Act 2020 Act (the Act)*, for the receipt and disposal of gifts and gratuities and to define parameters by which gifts and gratuities must be declined specifically in relation to Councillors.

Background / Context

Section 138 of the Act provides a framework for the matter of gifts and benefits. A great deal of focus has been placed upon the Local Government sector regarding gifts and benefits and the conflict of interests that may potentially be created.

Scope

This Policy applies to Councillors as defined in the Act.

Objectives

The Objectives of this Policy are to build and maintain public confidence and trust in Councillors by ensuring decision making is transparent and impartial.

Policy Principles

Gifts Procedure

- Under Part 6, Division 4 of the Act section 137, it specifies the circumstances under which a gift may or may not be accepted.

Below tables provide a decision guide and course of action:

Table 1: Token gifts of a value equal to or less than \$50

If Decision Is	Course of Action
Decline	Gift is refused, no further action required.
Accept	Gift does not need to be declared to the Chief Executive Officer or recorded on the Gifts Register.

Policy Title: <u>Council Gift Policy</u>		Policy type: <u>Councillor</u>
Current version approved: <u>26 April 2021</u>	Current version number: 1	Policy review date: <u>April 2024</u>
Parent policy: <u>N/g</u>	Child policy/policies: <u>N/g</u>	Policy responsibility: <u>Corporate Services, Finance and Governance</u>

All printed copies of this policy are uncontrolled. Please check Council's website for the most recent version of this policy.

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Councillor Gift Policy



Table 2: Gifts of a value greater than \$50

If Decision Is	Course of Action
Decline	Gift is refused, no further action required.
Accept	Gift must be declared to the Chief Executive Officer and recorded on the Gifts Register. Council has adopted the requirements of section 137 of the Act for gifts of a value greater than \$50.

For further information, refer to Appendix 3.

2. Section 137 of the Act stipulates that:

- i) A gift to the value of \$500 or more cannot be accepted, unless:
 - a. The name and address of the person (or organisation) making the gift are known to the Councillor; or
 - b. At the time the gift is made, the Councillor is provided with the name and address of the person making the gift and that the Councillor reasonably believes that the details provided are true and correct.
 - c. The Councillor receiving the gift is also to make the person making the gift aware that their details will be included in Council's Gift Register.

If the name and address details are not known, a Councillor will not be in breach of section 137 (1) if the Councillor disposes of the gift within 30 days of the gift being received.

- ii) However, as per table 2 of this Policy, Maroondah City Council has adopted the requirements of section 137 for all gifts to a value greater than \$50 or cumulative gifts received from the same person/organisation over the designated six-month period.
3. Where there is actual or a perceived conflict of interest, Councillors must always refuse a gift, regardless of value (as per the Councillor Code of Conduct).
 4. Councillors must ensure that gifts are recorded on the designated Gifts Register within 10 working days of having received the gift.
 5. Councillors must note that *any gift or benefit accepted may imply a relationship that could interfere with objectivity and independence (as per Councillor Code of Conduct)*.
 6. Councillors may consider whether or not to refuse a gift where it is likely to cause embarrassment or offence (i.e. cultural perspective), however, point five above always takes precedent.

Councillor Gift Policy



Relationship to the Maroondah 2040 Community Vision

List the Maroondah 2040 Community Vision key outcome area that the policy is related to and any key directions that it seeks to address or respond to.

Community Outcome: Act compliance.
Key Directions: section 138

Alignment with Council's mission and values

This Policy supports and aligns with the principals contained within the Councillor Code of Conduct.

Policy position

Councillors must at all times be mindful of their obligations to maintain and enhance public confidence in the integrity of Council. This means that duties must be performed impartially and with integrity. It is not appropriate for Councillors to be offered and to accept gifts and benefits that affect, are likely to affect or could reasonably be perceived to affect, the performance of their official duties.

Councillors must not seek or encourage the giving of any form of gift or benefit in connection with the performance of official duties.

Policy implementation

This policy requires community consultation followed by Council endorsement.

Roles and Responsibilities

Role	Responsibility
Manager Finance & Governance and Coordinator Risk, Information and Integrity	Draft and undertake process for Council adoption
Manager Communications and Engagement	Publishing for Community Consultation

Related legislation, policies, strategies, procedures and guidelines

Local Government Act 2020 (and regulations).

Councillor Code of Conduct.

Definitions

As per section 3 of the Act, the definition of a "Gift" means any [disposition of property](#) otherwise than by will made by a [person](#) to another [person](#) without consideration in money or money's worth or with inadequate consideration, including;

- (a) the provision of a service (other than volunteer labour); and
- (b) the payment of an amount in respect of a guarantee; and
- (c) the making of a payment or contribution at a fundraising function.

A "Token Gift" means a gift or benefit that is inconsequential or trivial in value (less than or equal to \$50) to both the person making the offer and the individual accepting it. It may include promotional items such as pens, note pads and light refreshments (tea/coffee) that would be considered a basic courtesy.

Councillor Gift Policy



As per Local Government (Governance and Integrity) Regulations 2020 section 9, subsection 4, the definition of a gift does not apply in respect of the following;

- (a) gifts received by a specified person from a family member;
- (b) gifts disclosed in an election campaign donation return made under section 306 of the Act
- (c) any reasonable hospitality received by the specified person at an event or function that the person attended in an official capacity as a Councillor, Chief Executive Officer, member of Council staff or member of a delegated committee.

For the purpose of this Policy, "Gift disclosure threshold" is a gift to a value greater than \$50 and includes multiple gifts that together exceed that amount, which was received at anytime since the Councillor lodged the preceding initial or biannual personal interest return.

Councillor Gift Policy



Appendices

APPENDIX 1 - COUNCILLOR GIFTS REGISTER 2021

Date Offered	Offered to - Name	Offered by (entity and individual name)	Reason Offered	Description of Gift	Estimated Value	If Gift meets Council's threshold, provide the address of the person/entity making the gift
20 June 2021	Cr John Citizen	Service Club (name) - Mr. Smith	Oversaw election of office bearers at AGM	Plant – Large Azalea and decorative pot	\$50	No requirement to capture in register, as gift would be considered token in nature.
20 July 2021	Cr Josephine Citizen - Mayor	Art Club - Ms Smith	Formal opening of Art Show	Artwork	\$500	1 Smith Street, Melbourne

Councillor Gift Policy



APPENDIX 2 - WORKED EXAMPLES

- A. A Councillor is approached by a constituent who runs a local business in Maroondah. The constituent is known for his generosity and offers the Councillor an 'all expenses paid' return business class holiday to Queensland in recognition of the great work Council has been doing over the past 12 months. It is estimated that the holiday is valued at \$5500. The Councillor declines the offer.

Action Required: no further action.

- B. A Councillor is presented with a hand-woven silk and gold thread head scarf following a citizenship ceremony. The donor of the scarf told the Councillor that the scarf is culturally significant, and refusal of the gift would cause great offence. The Councillor accepted the gift on behalf of Council, and notified the Chief Executive Officer who recorded the gift on the Councillor Gift Register. The scarf was placed in a glass display cabinet in Council's office foyer.

Action Required: Councillor to estimate value of scarf and considered the value token in nature (value of \$50 or less), no further action required.

- C. A Councillor attends a function for the local football club. The Councillor is given a raffle ticket which is valued at \$5. The Councillor wins first prize which is an overnight stay in a luxury city hotel. The value of the prize is \$650.

Action Required: If the Councillor accepts the gift, the Councillor consults the CEO to advise of the win, Councillor records Gift and Football Clubs details, as well as key person providing the gift on Councillor Gifts Register. If the Councillor declines the gift, no further action is required.

However, if the ticket was purchased by the Councillor in their private capacity and they won the prize, no further action would be required. Refer to flow chart at Appendix 3 to assist with decision making.

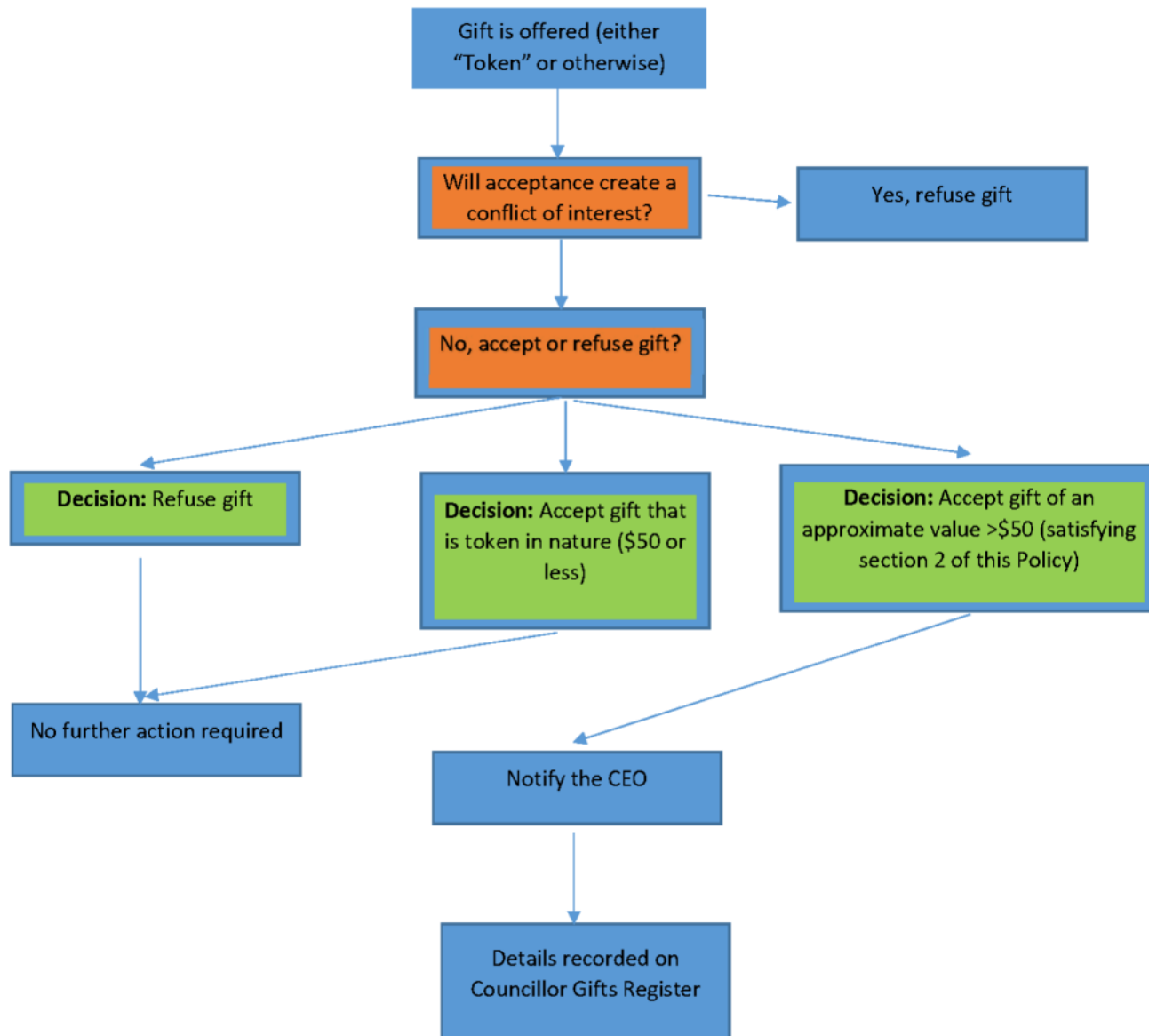
- D. A Councillor is invited to deliver a speech for a local Community group and to take the Chair while elections are being held at the Annual General Meeting. On stage, at the close of the meeting the President of the Community group presents the Councillor, and others involved in running of the meeting with a box of chocolates / bottle of wine / potted plant etc. as a thank you for their assistance in running the meeting."

Action Required: No further action required if the token gift is valued under \$50

Councillor Gift Policy



APPENDIX 3 - DECISION FLOW CHART





Completion of Councillor Induction Training

The Local Government Act 2020 (section 32) (the Act) and the *Local Government (Governance and Integrity) Regulations 2020* (the Regulations) provide prescribed components for Councillor induction training.

To enable Councillors to meet the prescribed obligations under the Act and the Regulations, a Councillor Induction Program was developed and adopted at the November 30, 2020 Council Meeting.

This form is a declaration by Councillors that they have completed the endorsed induction program, either electronically or in person, and made up of the following four (4) activities:

1. Legal Essentials
 - the role of a Councillor, a mayor and a deputy mayor;
 - the role of the chief executive officer;
 - any practices, protocols or policies in relation to the interaction between council staff and Councillors;
 - the overarching governance principles and the supporting principles;
 - the standards of conduct;
 - misconduct, serious misconduct and gross misconduct;
 - the internal arbitration process and the Councillor conduct process.
2. Working together to deliver program
 - Putting the Code of Conduct in to practice
3. Strategic Planning and Financial Management principles
 - Development of Council Plan
 - 10-year capital works program
 - Long Term Financial Strategy
4. Diversity and Inclusion program
 - engagement and reconciliation with the Traditional Land Owners
 - giving effect to gender equality, diversity and inclusiveness



Declaration

Section 32(3) states A Councillor must make a written declaration before the Chief Executive Officer after completing the Councillor induction training that -

- (a) states that the Councillor has completed the Councillor induction training; and
- (b) is dated and signed.

The Councillor Induction Program was adopted by Council at its meeting held on 30 November 2020 and was completed by all Councillors within the prescribed timeframes of the Act.

I declare that my statement is true and correct, that I have completed all the mandatory components of councillor induction training as noted above and as adopted by Council at its meeting on 30 November 2020.

I, Steve Kozlowski, CEO of Maroondah City Council sign this document in the presence of the person making the declaration.

A handwritten signature in black ink, appearing to read 'Kylie Spears'.

Cr Kylie Spears - Mayor

Date 12.04.21

A handwritten signature in black ink, appearing to read 'Steve Kozlowski'.

Steve Kozlowski, CEO

Date 12/4/21

A handwritten signature in black ink, appearing to read 'Nora Lamont'.

Cr Nora Lamont - Deputy Mayor

Date 13/4/2021

A handwritten signature in black ink, appearing to read 'Steve Kozlowski'.

Steve Kozlowski, CEO

Date 13.4.21

A handwritten signature in black ink, appearing to read 'Marijke Graham'.

Cr Marijke Graham

Date 12/04/2021

A handwritten signature in black ink, appearing to read 'Steve Kozlowski'.

Steve Kozlowski, CEO

Date 12/4/21



A handwritten signature in black ink, appearing to be 'Tony Dib', written over a horizontal line.

Cr Tony Dib OAM JP

Date 12/4/21

A handwritten signature in black ink, appearing to be 'Steve Kozlowski', written over a horizontal line.

Steve Kozlowski, CEO

Date 12/4/21

A handwritten signature in blue ink, appearing to be 'Mike Symon', written over a horizontal line.

Cr Mike Symon

Date 20/4/21

A handwritten signature in black ink, appearing to be 'Steve Kozlowski', written over a horizontal line.

Steve Kozlowski, CEO

Date 20/4/21

A handwritten signature in black ink, appearing to be 'Suzanne Stojanovic', written over a horizontal line.

Cr Suzanne Stojanovic

Date 12.4.21

A handwritten signature in black ink, appearing to be 'Steve Kozlowski', written over a horizontal line.

Steve Kozlowski, CEO

Date 12/4/21

A handwritten signature in black ink, appearing to be 'Paul Macdonald', written over a horizontal line.

Cr Paul Macdonald

Date 12.4.2021

A handwritten signature in black ink, appearing to be 'Steve Kozlowski', written over a horizontal line.

Steve Kozlowski, CEO

Date 12/4/21

A handwritten signature in black ink, appearing to be 'Tasa Damante', written over a horizontal line.

Cr Tasa Damante

Date 12/4/21

A handwritten signature in black ink, appearing to be 'Steve Kozlowski', written over a horizontal line.

Steve Kozlowski, CEO

Date 12/4/21



A handwritten signature in black ink, appearing to be 'Rob Steane', written over a horizontal line.

Cr Rob Steane

Date 12.4.21

A handwritten signature in black ink, appearing to be 'Steve Kozlowski', written over a horizontal line.

Steve Kozlowski, CEO

Date 12/4/21

Waste, Litter & Resource Recovery Strategy 2020 - 2030

Working towards a clean green and sustainable community







Working towards a clean green and sustainable community

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Acknowledgment of Country

We, in the spirit of Reconciliation, acknowledge the Traditional Custodians of the land now known as the City of Maroondah, where Indigenous Australians have performed age old ceremonies. We acknowledge and respect their unique ability to care for Country and their deep spiritual connection to it. We pay our respects to their Elders, past, present and emerging.



Introduction

This Waste, Litter & Resource Recovery Strategy 2020-2030 provides a 10-year roadmap for managing waste in Maroondah.

This strategy will contribute to one of the eight outcomes in Maroondah City Council's long-term community vision, *Maroondah 2040 - Our future together*: a clean, green and sustainable community.

It will do this by driving actions which help to achieve our collective vision for waste management in 2030:

In 2030, Maroondah will have clean open spaces, streets and neighbourhoods where majority of waste is diverted from landfill. Our community will have the knowledge and capacity to make informed decisions and use resources sustainably.

In the 2019-2020 financial year, we sent 20,144 tonnes to landfill and generated 11,259 tonnes of commingle recycling and 15,261 tonnes of garden waste. Encouragingly, we create less landfill waste than the average Melbourne household, but as our population increases, we risk sending more and more material to landfill, losing precious natural resources.

The cost of sending waste to landfill is increasing, as are the costs of processing recoverable waste. We need to look for alternatives, such as composting food waste with our garden waste and seeking advanced waste treatment alternatives for our landfill waste. This will reduce our reliance on landfill and create jobs to ensure resources in our landfill bins are circulated back through the economy. Council is committed to working closely with the Victorian Government on advanced waste treatment so that Maroondah has an alternative waste treatment option for waste currently sent to landfill within the next 10 years.

To achieve our strategy's vision, households, businesses, Council and visitors all have a role to play in reducing waste, recycling right and reusing and recovering as much resources as possible. The four key outcome areas of this strategy will provide the framework to achieve this:

1. Less waste is sent to landfill.
2. Majority of waste is recovered and recycled.
3. An informed community, with the capacity to make sustainable decisions.
4. Clean streets, parks and public places.

The ambitious actions and targets which underpin each outcome area will help ensure that as our city grows, we effectively manage and minimise the amount of litter, illegal dumping, and waste, that a growing city creates.

Planning for the next 10 years of waste collection and treatment ensures that viable resource recovery opportunities can be realised, capturing valuable resources and return them back into the economy. This strategy will provide a blueprint for how we will manage litter, illegal dumping and the collection of kerbside and public waste over the next 10 years. It will outline how Council will transition to new services including the introduction of food to the household garden organics service, the roll out of new glass-only recycling bins, the standardisation of kerbside wheelie bin lids and the diversion of general waste from landfill to alternative waste treatment.

Creating less waste has many benefits:

- less pollution from the extraction of raw materials
- less chance of litter being created
- more jobs created to repair and recover resources
- less money spent on purchasing items that become waste
- reduced greenhouse gas emissions
- a sustainable environment for future generations.

Reducing the waste we create is something in all of our control and can be as simple as switching to reusable alternatives such as reusable coffee cups, using a shopping list, composting our food waste, cooking with our leftovers, or shopping in bulk.

Our challenges and opportunities

Over the past two years, Victoria - and wider Australia to a lesser extent - has been greatly impacted by the change in global markets for recyclable materials.

The impact was largely a result of China introducing restrictions on the type of waste imports it will accept, highlighting the fragility of our waste system which largely relies on exporting recycling to overseas countries. At the same time this was occurring, the commodities market crashed making virgin materials cheaper to produce than recycled materials, which has resulted in an unstable recycling market and significantly increased the cost to process materials from the recycling bin. While this has provided significant challenges, it has also created an opportunity for increased investment in local markets and reprocessing capacity to help us reduce our reliance on export markets.

The recycling crisis has also placed a spotlight on the complicated policy and regulatory framework for waste, with responsibilities split over local, state and federal governments, and inconsistent regulations across states and territories making it difficult for businesses operating in national and/or international markets to invest in the Victorian waste and resource recovery sector, which is hindering efforts to improve waste management.

Local government has a limited scope of influence over the production chain which results in waste, as it deals with materials at the end of the value chain - when 'resources' become 'rubbish'. More complex challenges of upstream change (packaging design, banning problematic packaging, mandating recycled content) and downstream change (such as stimulating local processing markets), is driven by state and federal government. Council is committed to continuing its advocacy for waste minimisation opportunities at state and federal government levels.

Encouragingly the federal and state governments have been undertaking a lot of work in the waste and recycling area since the recycling crisis highlighted some of the systemic issues the sector is facing. The Council of Australian Governments (COAG) agreed to establish a timetable to ban the export of waste plastic, paper, glass and tyres in August 2019. In early 2020, COAG released the COAG's Waste Response Strategy which includes export ban timelines for unprocessed glass, mixed plastics, used tyres, and mixed and unsorted paper and cardboard (COAG, March 2020).

The proposed timetable phases the export bans in, with unprocessed glass banned from 1 July 2020, mixed plastics by 1 July 2021, used tyres by 1 December 2021, single resin/polymer plastics by 1 July 2022 and mixed and unsorted paper and cardboard by 1 July 2024. The response strategy also includes support for investment in local reprocessing capacity, without which there is a risk these materials could be landfilled. The ban provides an opportunity for us to reassess our sorting habits, making sure that what we put in the bin are acceptable items so we can support our growing domestic recycling and reprocessing markets.

The Victorian Government's *Recycling Victoria Policy* released early 2020, included several kerbside reforms aimed at reducing the likelihood of another recycling crisis and establishing an efficient, standardised, kerbside waste management system. This includes increasing the landfill levy \$20 per tonne over three financial years, from its current amount of \$65.90 to \$125.90 by 2022-23. It also includes significant kerbside collection system reform requiring councils to provide a food organics service to households by 2030 and a glass-only collection service by 2027.

By 2030, councils will also need to standardise bins to align with Standards Australia's Mobile Waste Containers - colours, markings and designation requirements AS 4123.7-2006 (R2017). This means household kerbside bins need to have red lid for general waste, yellow lid for commingle recycling, lime green lid for food and/or garden organics and purple lid for glass. The *Recycling Victoria Policy* also commits to the introduction of a Container Deposit Scheme (CDS) by 2023 which aims to halve beverage container litter in Victoria within 10 years (Department of Environment, Land, Water and Planning (DELWP) 2020).

All these policy initiatives will have a significant economic impact on Maroondah's waste and resource recovery services. Creating less waste provides an opportunity to reduce the economic impact of these changes by spending less on sending materials to landfill or to be reprocessed. Council can't do this alone though, we need everyone's help to reduce the amount of waste we create in Maroondah.



Roles and responsibilities

The roles and responsibility of government, industry and the community are described in the following table.

Stakeholder	Role and function in the waste and resource recovery system
Community	<ul style="list-style-type: none"> Create waste and recoverable materials. Sort waste into commingle recycling, garden organic, hard waste, chemical and electronic streams to be recovered. Contribute to circular economy by purchasing goods made from recycled materials, repairing broken items, repurposing old items in to new ones, participating in collaborative consumption models (such as tool libraries). Participate in decision-making processes through consultation opportunities with Local, State and Federal Governments (and NGOs). Provide the waste and resource recovery industry with a social license to operate waste and resource recovery infrastructure. Have the ability to influence the amount of waste created through purchasing habits and choices.
Business and Industry	<ul style="list-style-type: none"> Create waste and recoverable materials. Sort some waste into material streams to be recovered. Create products from recycled materials. Can influence decision making through consultation with local, state and federal governments. Can take proactive action to design products and services to ensure they're recoverable at end of life.
Waste and resource recovery industry	<ul style="list-style-type: none"> Advocate for the needs of the waste and resource recovery industry through industry bodies such as the Waste Management and Resource Recovery Association Australia (WMRR), Australian Organics Recycling Association (AORA) and the Australian Council of Recycling (ACOR). Invest, build and operate a large portion of the waste and resource recovery industry infrastructure and network. Collect, transport, sort, reprocess, trade, dispose and recover waste and resources.
Australian Government	<ul style="list-style-type: none"> Coordinate aspects of the waste and resource recovery industry including: <ul style="list-style-type: none"> setting targets and strategies for increasing recyclable content in packaging setting targets and strategies for diverting food waste from landfill and reducing overall generation of food waste coordinating the Coalition of Australian Governments (COAG) to facilitate discussions on export bans, streamlining laws and regulations of the waste and resource recovery industry creating product stewardship (also known as co-regulatory) legislation, such as the National Television and Computer Recycling Scheme endorsing the aims and strategies of Australian Packaging Covenant influencing manufacturing, trade, supply chains, packaging materials through the creation of national regulations and laws.
Victorian Government	<ul style="list-style-type: none"> Manages and plans the infrastructure requirements of the waste and resource recovery sector ensuring there is sufficient processing capacity for recoverable waste streams. Facilitates and supports investment in the waste and resource recovery industry by business. Monitors and supports the development of local remanufacturing capacity to recycle recovered materials. Procures collaborative waste and resource recovery processing contracts with local governments. Designs and delivers education campaigns such as <i>Love Food Hate Waste</i>, <i>Better Bag Habits</i> and <i>Love a List</i> campaign. Provides strategic direction for municipal collected waste, including what can be collected.
Local government	<ul style="list-style-type: none"> Manages the collection of household hard waste, general waste, garden organics and recyclables. Educates the local community regarding the use of the waste system, waste avoidance and reuse. Ability to influence state and federal government strategy and policy through advocacy, participation in advisory groups and networks, consultation on new regulations, policy and law.

Policy, regulation and legislative context

This strategy's targets align with the following global, state and Council policies, strategies, regulations and legislation.

Jurisdiction	Policy	Targets/principles/priority areas
Global	<i>United Nations Sustainable Development Goal 12</i>	<ul style="list-style-type: none"> By 2030, achieve the sustainable management and efficient use of natural resources. By 2030, halve per capita global food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses. By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse. By 2030, ensure that people have the relevant information and awareness for sustainable development and lifestyles in harmony with nature.
Federal	<i>National Waste Policy; Less Waste, More Resources (2018)</i>	<ul style="list-style-type: none"> Principle 1. Avoid waste - Prioritise waste avoidance, encourage efficient use, reuse and repair. Design products so waste is minimised, they are made to last and we can more easily recover materials. Principle 2. Improve resource recovery - improve material collection systems and processes for recycling. Improve the quality of recycled material we produce. Principle 3. Increase use of recycled material and build demand and markets for recycled products. Principle 4. Better manage material flows to benefit human health, the environment and economy. Principle 5. Improve information to support innovation, guide investment and enable informed consumer decisions.
	<i>National Food Waste Strategy: Halving Australia's food waste by 2030, Commonwealth of Australia (2017)</i>	<ul style="list-style-type: none"> Target to halve the amount of food waste ending up in landfill by 2030. Outcome 1. Policies are supportive of food waste avoidance, reduction and repurposing. Outcome 2. Improvement and adoption of technologies, processes and actions to avoid and reduce food waste. Outcome 3. Development of markets to support the repurposing of food waste. Outcome 4. Practices and attitudes towards avoiding and reducing food waste are adopted and sustained.
	<i>Australian Packaging Covenant Organisation (2019) Australian Packaging Covenant Strategic Plan 2017-2022 Version 2 - 1 (January 2019)</i>	<p>The four targets to be achieved by 2025 are:</p> <ul style="list-style-type: none"> 100% of packaging to be reusable, recyclable or compostable 70% of plastic packaging recycled or composted 50% average recycled content across all packaging to phase out problematic and unnecessary single use plastic packaging through redesign, innovation or alternative delivery methods.
State	<i>Recycling Victoria, A New Economy, The State of Victoria Department of Environment, Land, Water and Planning (2020)</i>	<ul style="list-style-type: none"> Target 1. Divert 80% of waste from landfill by 2030, and an interim target of 72% by 2025 Target 2. Cut total waste generation by 15% per capita by 2030 Target 3. Halve the volume of organic material going to landfill between 2020 and 2030, with an interim target of 20% reduction by 2025. Target 4. Ensure every Victorian household has access to food and garden organic waste recycling services or local composting 2030.



Clean, green and sustainable

Jurisdiction	Policy	Targets/principles/priority areas
	<i>Victorian Government Policy Positions</i>	<ul style="list-style-type: none"> In July 2026 the Victorian Government banned e-waste to landfill. In November 2019 the Victorian Government banned the provision of lightweight single-use plastic bags. The <i>Recycling Victoria policy</i> commits to the development of a waste to energy sector in Victoria with investment support, funding of research for end-use of residual products and developing a waste to energy framework. Mandatory roll out of standard bin lid colours by 2030. Mandatory roll out of food organic services to Victorian households by 2030. Mandatory roll out of a glass collection service for all Victorian households by 2027. Container deposit scheme by 2023. Establishment of a new Waste Authority and Act by 2021 to oversee the waste and recycling sector.
	<i>Environment Protection Act 2018 (the Amendment Act)</i>	<ul style="list-style-type: none"> Establishes the Victorian Waste and Resource Recovery Infrastructure Planning Framework which aims to coordinate state and regional waste and resource recovery infrastructure and integrate it with land use and transport. Establishes the Environment Protection Authority and defines how the EPA work with community and industry to prevent and reduce environmental and health impacts from pollution and waste.
	<i>Statewide Waste and Resource Recovery Infrastructure Plan, Sustainability Victoria (April 2018)</i>	<ul style="list-style-type: none"> Provides a 30-year roadmap for the waste and resource recovery system, ensuring that the right infrastructure is in place to manage waste and recycling. Sets up the Community & Business Waste Education Strategy.
Local	<i>Maroondah 2040 - Our future together</i>	<p><i>Maroondah 2040 - Our future together</i> is a roadmap for our community, Council and other levels of government to partner together and create a future that enhances Maroondah as a great place to live, work, play and visit.</p> <p>This strategy aligns with the Maroondah 2040 future outcome of 'Clean, Green and Sustainable' and more specifically:</p> <ul style="list-style-type: none"> Action 4.2: Provide leadership and adopt sustainable innovative approaches to limit consumption, prevent litter, reduce waste to landfill and encourage reuse and recycling of resources. Action 4.14: Support, educate and build the capacity of our community to make more environmentally sustainable lifestyle choices.
	<i>Water Sensitive City Strategy</i>	Outlines Council's priority actions for developing a water sensitive city including urban design measures on Council buildings which protect the environment from contaminated waste water.
	<i>Carbon Neutral Strategy (2014/15 - 2020/21)</i>	Provides direction on managing and reducing Council's corporate greenhouse gas emissions, including waste and office paper which together represent 1% of Council's greenhouse gas emissions.
	<i>Maroondah Sustainability Strategy (2016 - 2020)</i>	Sets out directions for Council to lead the way to greater sustainability by example and through engagement, partnerships and communication with the broader community.





Where are we now?

This section provides details of how waste in Maroondah is currently managed, how much waste is created, and an analysis of our services.

The scope of the strategy includes all Council-collected residential, commercial and industrial waste streams, Council buildings, public place litter bins, litter and illegal dumping. The following table provides details of the waste services currently provided by Council:

Service	Description
Residential booked hard waste	Maroondah residential households are entitled to two on-call hard waste collections per financial year, of up to 2 cubic metres per collection, or, one double collection of up to 4 cubic metres.
Residential kerbside residual waste	A weekly collection service for either an 80L or 120L residual waste bin.
Residential kerbside recycling	A fortnightly collection service for a 240L recycle bin. Households are entitled to a second recycling bin at no extra cost.
Residential kerbside garden organics	A fortnightly collection service for a 240L garden bin. Households can order an additional bin at a cost.
Commercial kerbside collection	Council extends the residential kerbside service to commercial properties and offers a 240L residual waste bin collection service, with a weekly, or three times a week collection option. This service comes with a fortnightly collection of a 240L commingle recycling bin.
Industrial kerbside collection	Council extends the residential kerbside service to industrial properties and offers a weekly collection of either a 120L or 80L residual waste bin. Where a Council recycling truck is in the area, a fortnightly 240L commingle recycling service can also be provided for an additional charge.
Public place litter bins	Collection and disposal of waste and recycling from public parks and streets.
Street and public place cleaning	To ensure that our public places and streets are kept clean, Council undertakes a range of services including: <ul style="list-style-type: none"> wiping down bins and surrounds picking up litter from public spaces street sweeping removal of graffiti from Council property and assets provision of free graffiti removal kits to the community for removal of graffiti on private property.

Service	Description
Community and schools waste education program	Council provides a range of waste education programs and events which are designed to follow the waste hierarchy of Avoid, Reduce, Reuse, Recycle, Compost, Dispose. The waste education program also includes litter education incursions and resources for schools. The program includes a range of school incursion topics and resources, community workshops and resources, bin inspections, competitions, pop-up displays and targeted communications.
Compost Revolution Program	To encourage home composting of food waste Council provides up to 60% off a range of home composting systems through our Compost Revolution program. Households can receive up to one subsidised system per year through the program. The Compost Revolution website includes free tutorials on composting, worm farming and Bokashi systems.
Dumped rubbish	<p>The removal of dumped rubbish from our public places and nature strips. Members of the public who are found to have dumped rubbish are educated, requested to remove the waste, and where the person isn't compliant, fined to recoup some of the cost of the waste disposal and officer time.</p> <p>Pro-active work, such as the use of surveillance cameras, and installing educational and warning signs, are also undertaken.</p>
Stormwater litter traps (Gross Pollutant Traps)	Maroondah City Council undertakes research and studies to determine the best performance and placement of Gross Pollutant Traps to capture litter and prevent it from entering our catchments and then the ocean.
Clean up Australia Day	Maroondah City Council coordinates and disposes the litter collected by registered Clean up Australia Day sites in Maroondah.
Eastern Alliance for Sustainable Learning (EASL)	Maroondah City Council is a member of the Eastern Alliance for Sustainable Learning (EASL) which is an Eastern Council alliance comprising of Manningham, Yarra Ranges, Whitehorse, Knox and Maroondah City Council. EASL delivers a Learning for Sustainability conference each year for teachers in the member Council areas.



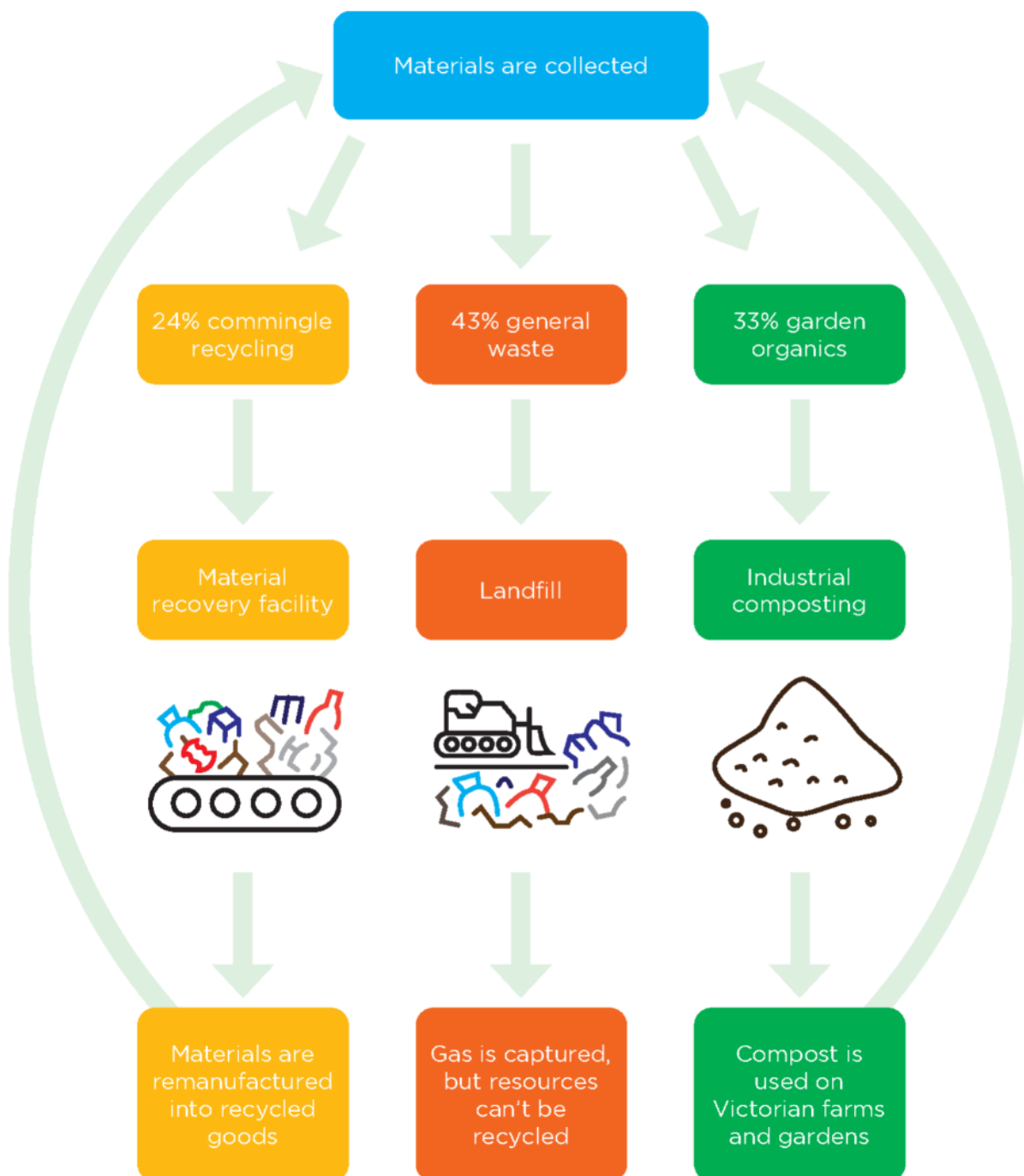
Where does our waste go?

We have the following waste collection and processing contracts in place to manage waste in Maroondah.

Service	Contractor
Collection of general waste, commingle recycling and garden organics bins from households, businesses and public places	JJ's Waste & Recycling
General waste disposal	General waste is currently disposed of at Hanson Landfill in Wollert which uses best practice greenhouse gas capture and management.
Garden organics processing	Currently under negotiation with a new contract set to be signed in 2021. Materials are composted and used on Victorian farms and parks. The new contract will be able to take food as well as garden organics, with an 18-month lead time required for establishment of infrastructure.
Commingle recycling	Currently processed by Polytrade in Dandenong South where materials are sorted into separate streams for reprocessing.
Hard waste	Contracted to Cleanaway to recycle e-waste, metal, mattresses, and timber as well as disposing of non-recoverable materials at South East Melbourne Transfer Station.

Current waste and recycling process

This diagram shows what portion of the total waste stream our commingle recycling, general waste and garden waste currently comprise, and what currently happens with these materials after they're collected.





Future waste and recycling process

This diagram shows what portion of the waste stream remains once we've introduced glass only recycling, food and garden organics and AWRRT processing of general waste.



How are we currently doing?

We divert 51% of waste collected from the kerbside bin collection service

Maroondah residents are excellent recyclers, in 2018-19 Maroondah was ranked 15th out of the 79 Victorian Local Councils for the amount of waste recycled and diverted from kerbside collections (Sustainability Victoria, August 2020). In total, we're diverting 8% more waste from landfill than the average Metropolitan Melbourne council. The table below shows how we compare to our eastern region neighbouring councils in 2018-19 financial year. Data for 2019-20 shows that the amount we're diverting from kerbside collections is also increasing, up from 51% in 2018-19 to 56% in 2019-20.

Council	Percentage of waste diverted from landfill
Manningham Council	54%
Knox Council	53%
Maroondah City Council	51%
Yarra Ranges Council	47%
Whitehorse Council	49%
Metropolitan Average	43%

(Sustainability Victoria, August 2020)





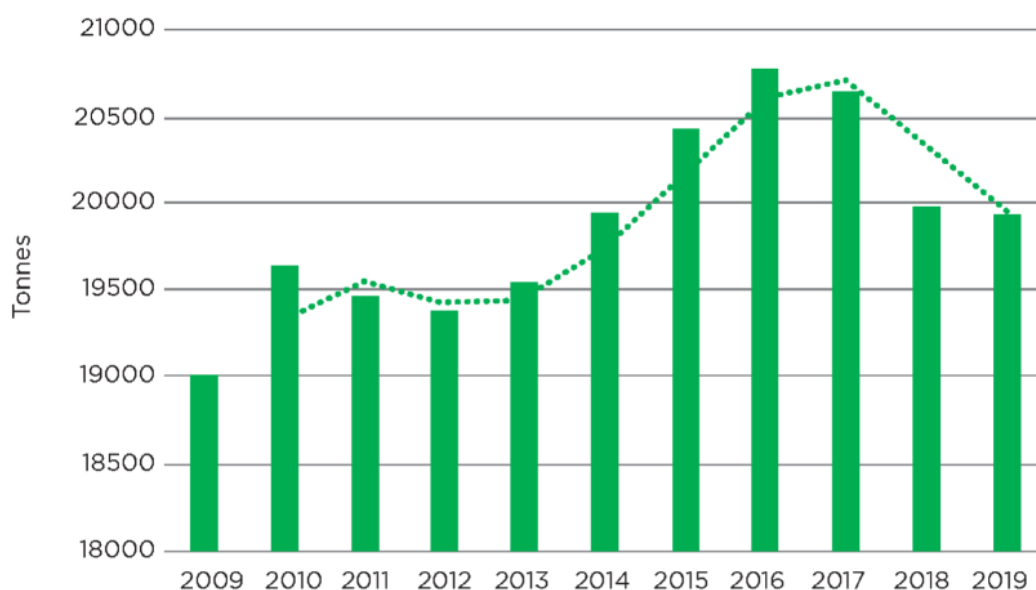
The amount of landfill waste we're creating is starting to reduce

The average household in Maroondah discarded 438 kg of general waste in 2019-2020 financial year which went to landfill. This is slightly less than the state-wide average of 447 kg and significantly less than the outer metropolitan Melbourne average of 516 kg per household (*Sustainability Victoria, August 2020*).

Since 2018, even though population is increasing, the downward trend in the amount of waste we send to landfill has continued. A key initiative undertaken in 2017 included the launch of Council's Compost Revolution program which has now seen over 2,600 households participate in home composting, diverting nutrient rich food scraps from landfill for use on their gardens.

Figure 1 provides a snapshot of the total amount of waste sent to landfill each year, by tonnes.

Figure 1: Total tonnes of landfill waste per year



Case study - Compost Revolution Program

Maroondah joined the Compost Revolution program in 2017, providing the community access to a range of subsidised home composting systems. Maroondah residents can access their discounted system by going to the Compost Revolution website (www.compostrevolution.com.au/maroondah), entering in your address, selecting the preferred system, completing a tutorial if needed, and then entering in delivery and payment information. There are a range of discounted systems available, from pet poo composters to Bokashi buckets to traditional compost bins, at up to 60% off the RRP and with free delivery.

Home composting has many benefits

- Nutrients from food waste are returned to the soil, helping to retain moisture and improve the microbiology of the soil.
- Reduces the need for synthetic fertilizers, saving money and helping the environment.

- If well managed, reduces the greenhouse gases associated with organic waste breaking down in landfill.
- Reduces landfill waste.
- Reduces the likelihood of plant diseases and pests occurring, therefore reducing reliance on pesticides and herbicides.

Key statistics

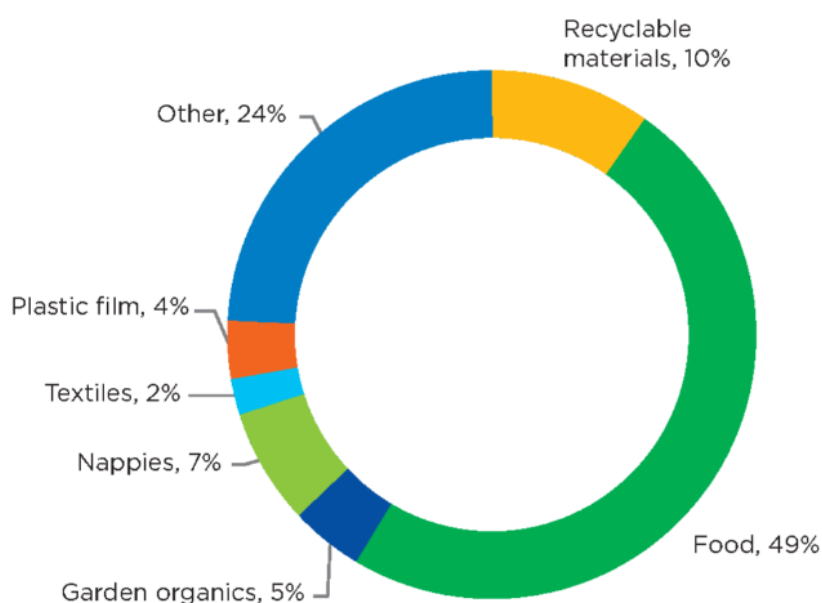
- 2,668 households have ordered a system since August 2017.
- 3,274 community members have visited the site and completed a tutorial.
- An estimated 517,945 kg of food waste has been diverted from landfill since the program started in 2017.
- Over 190 tonnes of greenhouse gases have been avoided which is the equivalent of taking 41 passenger vehicles off the road for one year.

There's opportunity to recover more by improving how we sort waste

While our community are great recyclers, there's opportunity to reduce waste sent to landfill by up to 15%, by weight, if we sorted all our recycling and garden waste.

Figure 2 shows what's currently being placed in our general waste bins. Food waste, by weight, comprises almost half the waste we send to landfill and there's opportunity to significantly reduce it through waste avoidance, home composting, and for the unavoidable food waste, introduction of a kerbside food and garden organics collection service for households.

Figure 2: Composition of our landfill waste bins, by weight



(Maroondah Domestic Waste Audit, 2018)



There's some confusion about what can go in the recycling bin

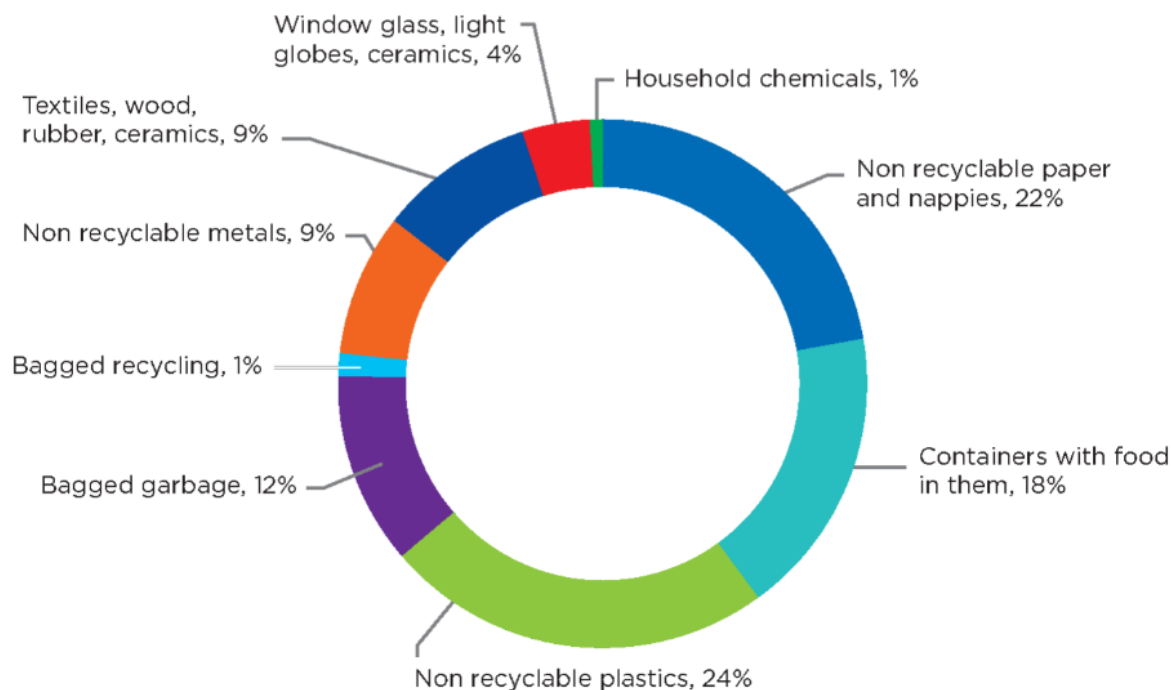
Maroondah has an average contamination rate of 13% which is 2.5% higher than the state average of 10%. Contamination refers to materials that are placed into the recycling bin which don't belong there. Contamination of recycling leads to greater costs for Material Recovery Facilities (MRF) when sorting our recycling into different materials. This reduces their efficiency, contaminates other materials which could have been recycled, and in some cases, endangers workers and breaks machines resulting in MRFs having to close temporarily so machinery can be repaired.

As the Council of Australian Governments (COAG) export ban comes into effect, it's also more important than ever that we recycle correctly, so we support our growing local reprocessing markets.

The average Maroondah household creates 253kg of recycling per year, this is 11kg more than the average household in Victoria. Of this, 32kg is considered a contaminant, or materials which should not be placed in the household recycling bin. Figure 3 shows the main contaminants that end up in our recycling, as a percentage by weight.

Items that should go in your recycling bin include paper and cardboard packaging, rigid plastic bottles and containers, metal tins and aerosols, aluminium cans and foil, and glass bottles and jars. Although other materials are recyclable, like scrap metals, batteries or wood, our recycling bin system is designed to capture recyclable packaging materials from the kitchen, laundry and bathroom. It's not designed to capture items which are irregularly generated such as window glass, drainage pipes and washing baskets, even though these materials are made from plastics, metals, paper or glass.

Figure 3: Main contaminants of our recycling bins, as a percentage by weight



(Maroondah Domestic Waste Audit, 2018)

Our garden organics is slightly more contaminated than other councils

The average contamination rate of Maroondah's garden organics is 4% which is 1% greater than the average metropolitan Melbourne household. If we're to successfully transition to allowing food with our garden organics service, this rate of contamination will need to drop so we don't put the end-users of our compost at risk and end up paying costly contamination penalty rates.

Each year the average Maroondah household disposes of 286kg of garden waste, 11kg of this is considered an unacceptable material or a 'contaminant'.

The main item that goes into the garden organics bin which shouldn't is 'oversized' materials such as branches longer than 40cm in length and logs which are greater than 10cm in diameter. Large items break our trucks and they take too long to turn into compost, even when using industrial composting technologies.

Other items that are incorrectly going into the garden bin are loose soil, rocks, treated wood, animal faeces, bagged garden waste, textiles and recyclable packaging. Figure 4 shows the breakdown of the contaminants in our garden bin by weight.

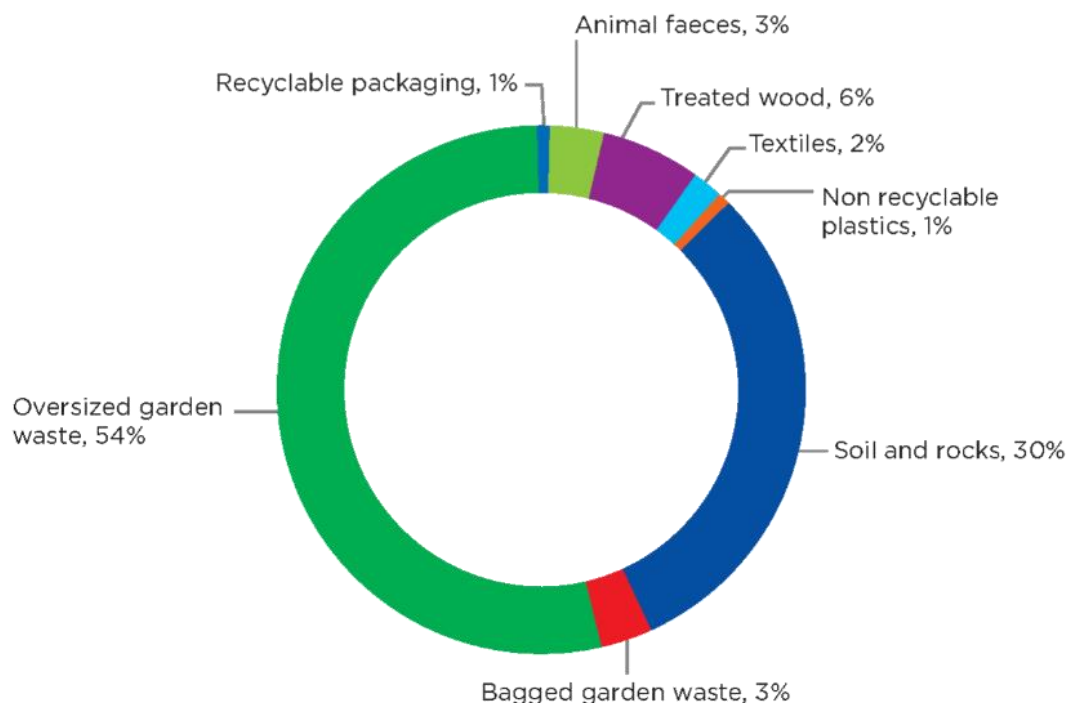
Items that should go in the garden organics bin include grass clippings, weeds, cut flowers, branches and small logs up to 10cm in diameter and 40cm in length, garden pruning's and leaves.

There's opportunity to recover more hard waste

We collected and disposed of 3,765 tonnes of hard waste in 2019-2020 financial year, of which, 11% of the waste collected was diverted from landfill including mattresses, steel, whitegoods and e-waste.

Compared to the average Victorian council which recovers 24% of hard waste materials, we can improve this recovery rate and seek out opportunities for further resource recovery.

Figure 4: Main contaminants of our garden organics bins, as a percentage by weight





What does the evidence say?

This section provides information on the research Council has undertaken to inform the Strategy, the current trends in the recycling, waste and litter sectors and the opportunities for reducing waste and litter and increasing recovery of materials.

Evidence base, trends and opportunities

Research was undertaken to inform the development of the strategy, in particular, the research focused on:

- future residual waste management options
- future organic waste management options
- markets for commingled recyclables and recycled organics
- container deposit schemes and potential advocacy.

Council sought to understand what service changes should be implemented over the next 10 years considering the environmental, social and economic benefits of a range of service options. This research (alongside feedback from the community, desktop research, data analysis of waste stream sizes and composition, and interviews with other local governments) has been used to inform the strategy's action plan.

This includes the design of the new food and garden organics service and the timing of new landfill contracts, so they align with the Victorian Government-led group procurement for an Advance Waste Resource Recovery Treatment (AWRRT) facility. It also informed Council of the types of AWRRT technologies which would lead to higher order energy recovery. The research has helped us understand the challenges and opportunities that we will face over the next 10 years, and coupled with the community consultation undertaken to inform the draft strategy, has formed the evidence base for the strategy and action plan.

Since 2016, the overall amount of landfill waste created in Maroondah has been declining

This trend is also reflected nationally where the amount of waste created per person in Australia reduced by 10% between 2006 and 2018 (*Australian Government, 2018*). At the same time, the amount of waste collected from kerbside bin collections that is diverted from landfill has also increased slightly, from 51% in 2018/2019 to 56% in 2019/20. Although this is encouraging, we know that the consumer-based society that we live in, and the take, make, dispose linear economy approach to creating products and then disposing of them, is not going to serve us well into the future. A move to a more circular economy, where materials are used again and again, is necessary to ensure efficient use of our finite natural resources.

The Victorian Government has committed to introducing a Container Deposit Scheme (CDS) to reduce plastic litter

The scheme will offer a refund for eligible bottles returned to a collection point for recycling, encouraging recycling when we're away from home. The scheme, aimed to be introduced in 2023, will cover beverage containers, and is expected to halve beverage container litter in Victoria within 10 years (*DELWP, February 2020*). This scheme, which Maroondah City Council has been actively advocating for, will have significant impact on reducing the impact of plastic bottles and containers in our marine environment which in 2015 was estimated to be over 150 million tonnes (*Ocean Conservancy, September 2015*).

Other benefits of introducing a CDS include providing a cleaner recycling stream for reprocessors, which improves the overall value of the materials collected, in turn stimulating local markets for recovery of these materials (*DEWLP, February 2020*).

Maroondah has provided comment to the Victorian Government on the proposed model for the scheme where we highlighted the need for further investment in domestic processing capacity, stressed the importance of including glass wine and spirit bottles in the scheme and supported the need for a network operator that is independent of industry.

Collecting and processing food waste into compost will reduce reliance on landfills

Council undertook research to assess what options are available for managing food waste. Currently, food waste makes up 49%, by weight, of the average Maroondah household garbage bin. However, as food waste is dense, and occupies less volume in the bin per kilogram than other waste, it represents about 7% of the household general waste bin by volume.

This means that currently, if households in Maroondah were to remove all the food waste and place into their garden bin, there would not be enough space in their garbage bin to allow for a fortnightly collection. The introduction of a Food and Garden Organics (FOGO) service, while maintaining current bin collection frequencies, would still recover food waste for higher value use such as compost on farms, parks and gardens in Victoria, while not putting strain on households which can lead to increased FOGO contamination levels. Collection frequency of the general waste bin will be reviewed throughout the Strategy period for consideration of any collection frequency changes to take place at the end of this strategy period.

Organic waste in landfill releases a potent greenhouse gas, methane, which is 21 times more potent than carbon dioxide. Even though most landfills recover majority of the emissions released from organic waste, some losses are experienced before this gas is captured.

Home composting, worm farming, using Bokashi fermentation systems, green cones and pet poo composters, when well-managed, are the best way to treat unavoidable organic waste. These systems allow organic waste to be turned back into a resource for the garden and negate the need for collection and transportation which also creates greenhouse gas emissions.

Maroondah's new Food and Garden Organics (FOGO) service will help divert organic food waste from landfill, instead turning it into a rich compost that can be used on Victorian farms, gardens and parks.

If 100% of food waste was placed into the food and garden bin this has the potential to divert up to 8,800 tonnes of food waste from landfill and reduce greenhouse gas emissions by 3,279 tonnes CO₂-e each year. This is equivalent to the emissions saving from removing 708 passenger vehicles from the road for one year.

Maroondah has excellent data on the composition of our kerbside waste streams. Analysis of this data shows that approximately one third of food waste presented to the residual bin is made up of food still in containers (mainly bottles with liquid still in them) and that it is reasonable to assume that the containerised portion would not be diverted to the food and organics service immediately. This strategy's targets reflect this, with 50% diversion of waste from landfill target by 2030 and an interim diversion rate of 20% by 2025.

Other actions, such as the ongoing promotion of home composting through subsidies and free workshops, will also contribute to achieving these ambitious targets, which also align with the *Recycling Victoria Policy*.



Waste to energy as an alternative to landfill

The *Recycling Victoria Policy* has committed to increasing the landfill levy from the current cost of \$65.90 to \$125.90 by 2022-23. Although this represents a significant cost increase, it will raise Victoria's landfill levy to align with other States and Territories and create an incentive to transition from landfill to alternative technologies. Alternative technologies typically have higher capital and operating costs than landfill but can recover the energy value of unrecyclable materials as electricity and/or heat.

Advanced Waste and Resource Recovery Treatment (AWRRT) has the ability to divert as much as 95% of the current general waste from landfill depending on the technology that is used.

Maroondah is supportive of looking for new ways to manage landfill waste and has been working with the Victorian Government and other metropolitan Melbourne Councils on the group procurement of an AWRRT facility. The success of any new AWRRT will be contingent on the technologies proposed and the level of pre-sorting of recoverable materials. Whilst Maroondah supports the move to an AWRRT, we will only commit to the new facility if potential negative outcomes are appropriately addressed. Issues such as emission levels, including greenhouse gasses, pre-sorting of recoverable material, distance of travel, and the overall cost will be considered closely. The current timeframe for the group procurement would potentially see a new AWRRT facility operational by 2030.

Local processing and manufacturing capacity

Victoria has a heavy reliance on the export of kerbside materials for recycling due to limited local remanufacturing options. In September 2020, Victorian exports of post-consumer materials made up an estimated 32% of Australian exports (Sustainability Victoria, November 2020).

International waste export bans will mean that significantly more local remanufacturing capacity is urgently needed to ensure that we can continue to recycle materials from the commingle recycling bin. Because of the lack of local markets, Victorian Councils who have recently tendered for commingle recycling processing contracts have found that some materials are no longer being accepted. The main items no longer being accepted are plastics, specifically plastic codes #3, #4, #6 & #7, which represents approximately 1.6% of the materials in Maroondah's commingle recycling stream.

Maroondah is committed to working with the Victorian Government to advocate for more investment in the sector, to ensure the necessary markets and associated infrastructure are established in time to meet the looming export bans.



Spittelau waste to energy facility designed by Hundertwasser, Vienna, Austria 2009.





What we did and what you told us

This section provides an overview of the community consultation undertaken to inform the draft Strategy, including what consultation was undertaken, with who, and the outcomes.

What we did

Initial scoping consultation was undertaken at the Maroondah Festival Café Consult which helped to inform the development of the initial consultation topics. The topic areas ended up including a broad scope of issues from satisfaction with current services to support for proposed future services. Litter and illegal dumping, single-use plastics, advocacy, high density developments and recycling of materials that aren't placed in the blue-lidded bin (i.e. mobile phones) were topics also canvassed. Overall, the first phase of consultation was a great success. We received over 900 pieces of feedback which was used to inform the scope of the Strategy and the areas for focus during the second consultation phase.

The second consultation period concentrated on gathering feedback to inform the draft Strategy. The 'inform' consultation ran from Monday 1 July to Tuesday 6 August 2019, with over 1,800 members of the community participating in the consultation process and 900 community members submitting feedback. Just over 700 residents visited the online consultation hub, over half of which completed a survey and/or submitted a vision statement.

A summary of the different consultation avenues and number of community members engaged is provided below.

Engagement activity	Events	Participants
Online consultation hub	1	701
Pop-up consultation	7	156
Codesign behaviour change workshop	1	10
Waste vision workshops with schools	6	54
Maroondah Festival	1	925
Total:	16	1,846

The community was asked for feedback on the following topics via face-to-face and an online survey:

- Feedback on current waste and resource recovery services provided by Council
- Satisfaction with current household waste services
- Support for introducing a food and garden organics service
- How Council can further support households to separate food waste
- Support for diverting residual waste to Alternative Waste Treatment
- Materials the community would like to drop off at recycling events or permanent recycling locations
- How the community prefers to learn about waste and resource recovery services.



Due to the complexities of litter, illegal dumping, single-use plastics and multi-unit developments, these issues were explored using qualitative feedback formats. This included open ended questions asked during pop-ups on the 'issues cube' and a community workshop. This approach enabled deeper responses allowing Council to get richer feedback on the issues. This information will help Council to target education, enforcement, and infrastructure interventions and to better engage with the community on litter and illegal dumping.

During the pop-up events, an 'issues cube' (a large box, propped up on a bar table on a rotating base) was used where each face of the cube had a question on it:

- Where do you see the most litter in Maroondah?
- What should Maroondah City Council do to address litter?
- Is litter a problem in your neighbourhood? Tell us what sorts of litter you see in your local area?
- How do you avoid single-use plastics like straws, plastic bags, coffee cups, drink bottles and balloons?

The issues of single-use plastics, illegal dumping and litter, and high-density housing was explored in more detail via a community action plan codesign workshop. The workshop ran participants through a simplified framework for developing a behaviour change project to help address these issues.

The result of the workshop was a range of potential actions, put forward by the community, that will help to address the behaviours that contribute to the issues. These have then informed relevant sections of the Strategy's action plan.

Council's Waste Education Officer visited schools across Maroondah where they were invited to participate in a workshop aimed at developing a vision for waste management in Maroondah. Students were asked: 'What should waste management look like in the future? They were then assisted with identifying key issues and possible actions that could address the issues. These actions were then themed, and goals were set that were then used to create a 'statement' for the future.



What you told us



The key themes that emerged from our engagement with students across Maroondah were:

- Education
- Community
- Sustainable
- Promotion
- Awareness
- Incentives
- Resources
- Opportunities
- Reduce waste

These key themes then informed the vision statement for this strategy:

In 2030, Maroondah will have clean open spaces, streets and neighbourhoods where majority of waste is diverted from landfill. Our community will have the knowledge and capacity to make informed decisions and use resources sustainably.

Less waste sent to landfill

We heard that our community values the essential waste services that Council provides and is overwhelmingly very satisfied with Council's performance in providing kerbside waste collections.

Our community wants to see food waste diverted from landfill, and with the right tools and information provided, is supportive of Council introducing a food and garden organics service. Our community is also supportive of Council investigating appropriate alternative waste treatment options for waste currently sent to landfill. We need to ensure that the right technology and process is used so that the new treatment is clean, recovers resources for greater beneficial uses, and results in an overall reduction in greenhouse gas emissions.

Clean streets, parks and public spaces

Our community values its leafy green public spaces. It sees the public place litter bin collection service as an important way to help keep public places clean. Access to bins, reducing illegal dumping of household rubbish, and educating the broader community on the impact of litter on our rivers and oceans are activities they would like to see Council focus on to protect our natural assets.

An informed community that makes sustainable choices

We heard that education is important to help our community make informed decisions.

The community has told us that they prefer online methods for receiving information regarding their waste services. It was also clear that a range of communication channels are still necessary for reaching different people in the community. Our community wants more detailed information on what can go in recycling bins. The most common points of confusion were whether you could recycle bottle tops; the meaning of recycling symbols; the necessity to wash items before placing them in the recycling bin; and what plastics can be recycled. Many people also suggested the use of incentives for those who do the right thing and recycle correctly.

Education is the main tool in Council's toolkit for addressing the more complex issue of waste avoidance, and our community supports the ongoing work Council does in waste education and would welcome additional activities to increase awareness and promote sustainable actions in the community.

Recover and recycle more resources

Maroondah households are below the state average in terms of the amount of waste sent to landfill each year and there is strong support in the community to see more resources recovered from household waste and even less waste sent to landfill. Our community would welcome more opportunities to drop off items for recycling to public drop off events and/or permanent recycling locations. We heard that access to recycling opportunities needs to be convenient for the community and recycling events need to be widely promoted.





A strategy for the future

This section provides details of our strategy for managing waste and litter over the next 10 years.

A vision for waste management

The Maroondah 2040 Community Vision document provides a roadmap for our community, Council and other levels of government to partner together and create a future that enhances Maroondah as a great place to live, work, play and visit. This strategy helps to deliver on one of the eight Maroondah 2040 community outcomes: *A clean, green and sustainable community*. It will do this by driving actions which help to achieve our collective vision for waste management in 2030:

In 2030, Maroondah will have clean open spaces, streets and neighbourhoods where majority of waste is diverted from landfill. Our community will have the knowledge and capacity to make informed decisions and use resources sustainably.



Strategic Framework

To achieve our vision, our key directions are grouped into four outcome areas which reflect the themes and values which emerged during consultation.



The Outcome Areas and the Strategy's Key Directions will drive action to achieve our collective vision for waste management in Maroondah.

The Key Directions of this Strategy are grouped under each of these four outcome areas and the delivery of each Outcome Area's actions has been prioritised into the following timeframes:

- short-term (1 to 3 years)
- medium-term (4 to 6 years)
- long-term (7 to 10 years).



Outcome area 1: Less waste sent to landfill

This section provides details on how we will reduce the amount of waste which is being sent to landfill over the next 10 years.

Key Directions

- Reduce our reliance on landfill by composting food waste with our garden waste.
- Collaborate with the community, other Councils, state and federal governments and agencies in planning our transition to new services.
- Empower the community to avoid, reduce and reuse waste.
- Advocate for best practice advanced waste processing technologies as part of the Eastern Region joint procurement initiative, which reduce waste to landfill, have a net greenhouse gas reduction and are safe for our community.

The targets

In 2030, Maroondah will have halved the amount of waste we send to landfill, based on 2020 levels, with an interim target of 20% reduction by 2025.

The evidence

Currently landfill is the only option for residual waste. However, planning for AWRRTs which can recover energy value and use it for heating, electricity/gas production and biofuels is being undertaken by the Victorian Government. These technologies allow us to divert the majority of our waste from landfill. The cost of advanced waste technologies is more than landfilling at the moment. As landfill levies rise to align with other states and territories, and policies to support a safe and efficient advanced waste processing industry are established, we will start to see the playing field even out. Maroondah is committed to being part of the conversation to ensure advanced waste processing infrastructure is available in the future.

Maroondah is currently participating in a group procurement process with Councils from across south and eastern metropolitan Melbourne to establish an advanced waste processing facility which can process residual waste. It takes a long time to establish these facilities, so it will still be a number of years before alternative waste processing is an option. In the meantime, reducing the waste we send to landfill will be more important than ever.

We know that up to 50% of the waste that ends up in landfill, by weight, is food waste which could be avoided or composted. Maroondah is committed to continuing working with our eastern region council neighbours to establish a composting facility which can process food along with our garden waste.

In addition to new FOGO service and transitioning to AWRRTs, moving to a circular economy and away from our current 'take, make, dispose' model of consumption and disposal will help to create jobs, reduce waste and litter and most importantly reduce our reliance on natural resources. We need to drive and encourage actions which help to achieve this such as undertaking research to find new ways of doing things, incentivising reuse and repair of materials and educating the community.

What our community said

Our community said it's very satisfied with Council's performance of providing waste services and they would welcome investment by Council into AWRRTs, providing the right technologies are used, to reduce waste sent to landfill. The community is supportive of diverting food waste from landfill into the garden organics bin for compost that would be used on farms and gardens in Victoria providing they have the right tools and information to help make this change.





Clean, green and sustainable

Priority Actions

Our priority actions for reducing waste to landfill are outlined below. Each action has been prioritised into delivery timeframes. Some projects will continue over the full 10 year period, whilst others will be delivered during specific financial years. This ensures that the cost of new services and projects can be managed sustainably.

	Priority Actions	Timeframe (years)		
		1-3	4-7	8-10
1.1	Advanced waste treatment procurement Continue to work with State Government on procurement of landfill waste alternative processing facilities. Advocate for a solution where the proposed technology and processes ensure environmental and social benefits. Divert waste to an alternate treatment technology by 2033.	•	•	•
1.2	Advanced waste processing Once contract in place, divert waste from landfill to alternative waste processing facility within three years of contract being awarded.			•
1.3	Food and garden organics processing procurement Continue to work with Metropolitan Waste Management and Resource Recovery Group and eastern region Councils to tender for a processing facility that can compost food and garden organic waste.	•		
1.4	Introduce a food and garden organics (FOGO) service Once contract in place, and appropriate notification has been provided to the processing contractor, roll out new food and garden organics service.	•		
1.5	Standardise bin lids - FOGO During the roll out of FOGO service, change over food and garden organics bin lids to lime green.	•		
1.6	Support and encourage repairing of items in the community by providing small operational grants for repair cafes.		•	
1.7	Undertake an assessment of reusable cloth nappy programs in order to determine the best method for increasing use of cloth nappies in the community.	•		
1.8	Provide subsidies for reusable cloth nappies.	•		
1.9	Provide subsidies for reusable sanitary items.		•	
1.10	Provide subsidies for home garden mulchers, to reduce the amount of garden waste needing to be collected, to encourage use of mulch on home gardens to reduce watering requirements and improve soil condition.		•	
1.11	Encourage and promote composting of organic waste at the household level by continuing to offer subsidies to households on home composting systems and providing free workshops to residents. Continue to review and expand the range of subsidised home composting systems offered.	•	•	•
1.12	Encourage household uptake of the 80L garbage bin service.	•	•	•
1.13	Expand Compost Revolution program to include on-site organic composting systems for residential medium-rise buildings & not-for-profit community organisations.		•	•
1.14	Partner with and support universities and research institutions looking at ways to process difficult to recycle waste and alternative waste technologies.	•	•	•

Indicators of progress

Target: In 2030 we will have halved the amount of waste sent to landfill based on 2020 levels, with an interim target of 20% reduction by 2025.

Strategic indicator: Total amount of waste sent to landfill, by tonnes, each year.

Partnerships:

- Eastern region Councils
- Metropolitan Waste and Resource Recovery Group
- Department of Environment, Land, Water and Planning
- Eastern Alliance for Sustainable Learning
- University and research institutions.

Internal policy links:

- *Maroondah 2040 - Our future together*
- *Sustainability Strategy 2016 - 2020*
- *Carbon Neutral Strategy 2014-15 - 2020/21*
- *Water Sensitive Strategy 2015 - 2025.*





Clean, green and sustainable



Outcome area 2: More resources recovered and recycled

This section provides details on how we will recover and recycle more resources over the next 10 years.

Key Directions

1. Align Council waste services with the *Recycling Victoria Policy*.
2. Seek out opportunities for increasing resource recovery.
3. Ensure robust governance of waste services.
4. Lead by example in reducing waste.

The targets

In 2030, 80% of materials collected from kerbside bins will be diverted from landfill, with an interim target of 72% by 2025.

The evidence

The Victorian Government's *Recycling Victoria Policy* outlines a commitment to require councils to provide a 'core' four bin system which includes a fourth bin for glass jars and bottles. We know that separating streams helps to improve the value of recovered materials and that some MRFs are not taking commingle recycling with glass included. Council has committed to working with the Victorian Government to implement a glass only service by 2027 and will undertake further community consultation before the service is designed to understand what service our community wants and needs.

The recycling crisis highlighted the fragility of our recycling system in Victoria and has resulted in more investment by the Victorian Government to transform the sector. The local processing markets are still in their infancy, this issue is exacerbated by a lack of end remanufacturing markets, and lack of market demand for recycled products. With waste export bans looming, there's risk of materials being sent to landfill if more investment into local processing markets isn't prioritised by the Victorian Government.

What the community has told us

Our community values the materials placed in our bins and wants to have more opportunity to recycle household items that can't currently go in the commingle recycling bin.

Priority Actions

	Priority Actions	Timeframe (years)		
		1-3	4-7	8-10
2.1.	Introduce a glass-only recycling collection service Introduce a glass bottle and jar recycling service to ensure Council services align with the <i>Recycling Victoria Policy</i> .			•
2.2	Standardise bin lids - recycling Following the roll out of the glass only recycling service, change the commingle recycling bin lid to yellow.			•
2.3	After the introduction of a glass only recycling service, introduce a user pay service for additional recycling bins.			•
2.4	Standardise bin lids - landfill bin Change the landfill bin lids to red progressively as the bins reach end of life. This will reduce plastic waste and the overall cost to standardise the landfill bin lid.	•	•	•
2.5	Investigate a user-pays system for tree pruning collections, as part of new residential hard waste contract, to assist households during months where garden organic waste amounts increase.	•		
2.6	Investigate offering multi-unit dwellings, that are required to share a recycling bin due to limited kerbside presentation space, a larger, 360L recycling bin which can still be collected by Council's side-arm lift vehicles.	•		
2.7	Research and assess viable options for increasing recycling of materials collected via the kerbside hard waste collection service.	•		
2.8	Continue to provide community recycling drop-off events. Trial expanding current service of two, all day events per year, to four, half day events to provide more flexibility for the community. Trial inclusion of polystyrene, textiles and cardboard.	•	•	•
2.9	As Maroondah has not had a Detox your Home Event since 2012, and there is no plan by the Victorian Government to offer one to Maroondah in the future, trial a Council-funded chemical collection event for Maroondah residents. Continue advocating for a collection funded by the landfill levy under the Victorian Government's Detox your Home program.	•		
2.10	Provide free, permanent, drop off locations for recyclable items that cannot go in the kerbside recycling bin. Investigate developing several small, modular and mobile, recycling stations which could be rolled out to several suburbs in Maroondah to provide equitable access for the community.	•		
2.11	Investigate development of a permanent, shipping container size, recycling station, for bulky waste types such as cardboard, polystyrene, medium-sized e-waste (televisions, computers, appliances), clothing/textiles etc.			•
2.12	Investigate supporting circular economy opportunities for local businesses via use of online waste trading platform ASPIRE.	•		



Clean, green and sustainable

	Priority Actions	Timeframe (years)		
		1-3	4-7	8-10
2.13	Undertake resource-flow audits of Council-run facilities and establish Waste Management Plans for each site. Data can then be used for developing waste action plans and can be used by other areas of Council (i.e. for carbon neutral reporting). Lead by example by reducing waste in Council operations and report back to the community on waste recovery initiatives.		•	•
2.14	Develop a recycled-content purchasing policy to support the recycling industry and promote circular economy activities in Maroondah. Ensuring that goods are fit for purpose.		•	•
2.15	Develop an internal policy, as well as guidelines for developers, on minimum requirements for waste management in new developments. Investigate inclusion of organics recovery systems, e-waste disposal, community gardens and programs such as share waste.	•		
2.16	Prepare a Waste Management Plan (WMP) checklist for developers to make it easier to meet Council's waste management requirements, to streamline WMP process, and ensure future developments are prepared for new glass and FOGO services.	•		
2.17	Ensure robust governance of waste services by developing a policy for existing and new future waste management services for all property types including non-residential properties.	•		

Indicators of progress

Target: In 2030, 80% of materials collected from kerbside bins will be diverted from landfill, with an interim target of 72% by 2025.

Strategic indicator: Percentage of all materials collected from kerbside bins which is diverted from landfill for recovery.

Partnerships:

- Victorian Councils
- Metropolitan Waste and Resource Recovery Group
- Department of Environment, Land, Water and Planning

Internal policy links:

- *Maroondah 2040 - Our future together*
- *Sustainability Strategy 2016 - 2020*
- *Carbon Neutral Strategy 2014-15 - 2020/21*
- *Water Sensitive Strategy 2015 - 2025*





Outcome area 3: An informed community, with the capacity to make sustainable decisions

This section provides details on how we will educate, communicate and engage with the community and Council staff to ensure the materials we collect have viable markets and to encourage waste avoidance and reduction and the reuse of materials.

Key Directions

- Lead by example in sorting our waste.
- Provide accessible information on Council waste services.
- Advocate to the Victorian and Australian Governments for the best outcomes for our community.
- Encourage and support behaviours that avoid, reduce, reuse, repair and recycle waste.

The targets

Target 1. Recycling contamination level is at, or below, the Victorian state average, by 2030.

Target 2. Amount of materials recovered at recycling stations and events doubles by 2030.

What the evidence tells us

It's more important than ever that we put the correct things in our bins and that there's opportunity to improve how we sort our waste to increase resource recovery and reduce contamination. With so much happening in the waste sector over recent years our community is more engaged than ever, and we need to continue our education programs, and look at new ways to educate, to ensure that we maximise the opportunity to educate and inform our community.

What the community has told us

The community has told us they are sometimes confused about what to put into the recycling bin and that ongoing education, using a range of approaches, will help to reach our diverse community.

Priority Actions

	Priority Actions	Timeframe (years)		
		1-3	4-7	8-10
3.1	Educate and inform Council staff on waste and recycling issues so they can be champions in the community. Investigate establishment of a waste champions group to implement waste reduction/avoidance actions.	•		
3.2	Promote use of the Environmental Upgrade Finance mechanism to support business to access finance for environmental upgrades to existing non-residential buildings (including waste reduction).	•	•	•
3.3	Expand use of imagery in waste education materials. Investigate creating a sticker which has images of all acceptable items for the recycling bin to remove doubt, reduce contamination and instances of 'wish-cycling'.	•		
3.4	Investigate opportunities for gamification of recycling education by creating online sorting games for children and young adults. Implement following introduction of new glass bin and FOGO services to provide an additional education tool regarding which bin items should go in.		•	
3.5	Investigate making information more readily available to residents via Council website; such as ordering new bin stickers and waste calendars.	•		
3.6	Continue to provide new residents to Maroondah with waste management information. Review information currently provided and investigate expanding to provide disposal information for items that cannot go into Council's kerbside waste services, information on Council's waste education program in addition to correct disposal information for kerbside services.	•	•	•
3.7	Continue to work with language schools and Swinburne TAFE to provide information to new arrivals on waste management in Maroondah.	•	•	•
3.8	Continue to undertake biennial domestic waste audits to ensure Council's communication and education campaigns are appropriately targeted and effective, and to inform waste contracts.	•	•	•
3.9	Reward households that recycle correctly and provide direct feedback to households who aren't via ongoing bin inspection programs. Offer prizes and rewards for the households who are doing the right thing.	•	•	•
3.10	Promote Victorian Government-led programs such as Love Food Hate Waste, Back to Earth and Detox your Home.	•	•	•
3.11	Investigate the development of a mobile phone application which would allow the community to: <ul style="list-style-type: none"> • check their bin day. • check what items can go in which bin. • book an on call hard waste collection. • find where to take materials for recycling or disposal that cannot be collected via the kerbside waste services. • pay for an additional hard waste collection if the allocated two collections per financial year have been exceeded. 		•	•



	Priority Actions	Timeframe (years)		
		1-3	4-7	8-10
3.12	Provide primary and secondary schools with free presentations on waste and recycling. Review current presentations and realign with the new Strategy.	•	•	•
3.13	Review Early Learning Centre (ELC) waste education kit. Investigate options for educating children 3-5yrs and for supporting ELCs in reducing waste in centres.	•		
3.14	Continue to support households to avoid and reduce waste at home via free workshops on a wide range of topics aimed at avoiding, reducing, reusing & recycling.	•	•	•
3.15	Redevelop Council's annual waste education program to re-align with the new Strategy. Continue to promote and encourage behaviours which align with the waste hierarchy principles of avoid, reduce, reuse, recycle, treat, dispose.	•		
3.16	Continue advocacy on behalf of Maroondah for improved waste and resource recovery outcomes, including, but not limited to: <ul style="list-style-type: none"> • a state-wide container deposit scheme which has a broad range of packaging items included • greater distribution of the landfill levy to increase resource recovery options in Victoria, in particularly advocating for market development activities to avoid future risk of another market collapse. • increasing product stewardship programs for problematic waste, including all e-waste (in particularly photovoltaic cells), mattresses, soft plastics, and furniture. • improving packaging design to increase recyclability of and reduce waste associated with packaging. • state-wide waste education campaigns. • stimulation of local end markets to ensure materials collected from the kerbside can continue to be recycled as waste export bans are established. 	•	•	•
3.17	Further promote and encourage uptake of soft plastic recycling services at supermarkets until a Federal product stewardship scheme is established.	•	•	•

Indicators of progress

Target 1: Recycling contamination level is at, or below, the state average, by 2030.

Target 2: Amount of materials recovered at recycling stations and events doubles by 2030.

Strategic indicators: Percentage of materials incorrectly placed into the commingle recycling bin.
Total tonnages of materials recovered for recycling from recycling stations and drop off events.

Partnerships:

- Schools and community groups
- Swinburne TAFE
- Eastern Alliance for Sustainable Learning
- Sustainability Victoria





Clean, green and sustainable



Outcome area 4: Clean streets, parks and public spaces

This section provides details on how we will manage the litter and dumped rubbish over the next 10 years.

Key Directions

- Take a strategic approach to managing litter and illegal dumping.
- Educate and empower the community to take action.
- Improve the amenity of our streets, parks and public spaces.
- Lead by example by reducing single-use plastics.

The targets

In 2030 we will have clean streets, parks and public spaces.

The community satisfaction levels regarding Council's management of litter and illegal dumping will have improved and the amount of dumped rubbish requests will have reduced.

What the evidence tells us

Although the amount of illegal dumping in Maroondah is less substantial than what occurs in other Councils, there is still a need to act to reduce litter and illegal dumping. We know that litter that's thrown on the ground in Maroondah ends up in our rivers and ultimately in the ocean, hurting our marine life. The introduction of a CDS in 2023 will help encourage the community to return bottles to collection points when they're away from home and could help to help reduce bottle litter by 50% over 10 years.

What the community has told us

Our community is passionate about our local environment and ensuring the amenity of our unique city is maintained. The community said they want to hear more about what Council does to manage litter and illegal dumping and want to be able to get involved to address the issue.

Priority Actions

	Priority Actions	Timeframe (years)		
		1-3	4-7	8-10
4.1	Work with real estate agents, owner's corporations and building managers of Multi Unit Dwellings (MUDs) to establish onsite group hard waste bookings. This will reduce the amount of time hard waste sits out on the nature strip, reducing potential litter being spread into the street and improve the overall street amenity.		•	•
4.2	Provide education infrastructure for shared bin storage areas of MUDs to reduce amenity impacts from misuse of bins.	•	•	•
4.3	Tape dumped rubbish piles with 'under investigation' tape to provide the community with visibility of enforcement activities.	•	•	•
4.4	Continue to use street signs and surveillance cameras in known dumping hot spots to deter potential dumping of waste and provide evidence so any perpetrators are caught.	•	•	•
4.5	Create a page on Council's website with information about litter and illegal dumping in Maroondah. Include information on how litter and illegal dumping is managed, explain the different agencies and stakeholders involved, the complex range of litter sources and issues, and the role council plays.	•		
4.6	Make use of data collected from gross-pollutant traps to target education at the litter source.	•	•	•
4.7	Develop a litter and illegal dumping education strategy.	•		
4.8	Develop a single-use plastic policy for council run events to reduce single-use plastics and promote alternatives to the community through leading by example.		•	
4.9	Develop litter pick up kits for walkers and community groups to use. Investigate methods for free disposal of the litter collected.		•	•
4.10	Investigate establishment of an internal litter action taskforce which has staff representation from across all departments, in addition to relevant external partners involved in litter/illegal dumping. This taskforce would investigate grant funding opportunities, advocacy actions, identify priorities, and guide the development of relevant policy and plans.		•	•
4.11	Continue to provide litter and illegal dumping education sessions to schools in Maroondah.	•	•	•
4.12	Continue to participate in relevant industry networks to stay informed of issues relating to litter and illegal dumping in Melbourne.	•	•	•
4.13	Continue to undertake street and public place cleansing activities including litter collection and removal, wiping down of bins and surrounds, street sweeping and city cleaning services.	•	•	•
4.14	Continue to provide support to the community to participate in Clean Up Australia Day including coordination of the drop off locations for collected litter and disposal of any collected litter.	•	•	•
4.15	Seek funding opportunities for new litter projects.	•	•	•
4.16	Communicate the introduction of the Victorian Government Container Deposit Scheme to the community and encourage community participation in the scheme.	•	•	•



Indicators of progress

Target 1: Increase community satisfaction levels regarding Council's management of litter and illegal dumping.

Target 2: Reduce the rate of increase in the number of dumped rubbish requests by 15% by 2025, reduce illegal dumped rubbish requests by 15% by 2030.

Strategic indicators: rate of change to community reported satisfaction levels from 2019 to 2030.

Partnerships:

- Schools and community groups
- Victorian Government
- EASL



Tracking our progress

A detailed monitoring and evaluation plan will underpin the strategy, tracking the performance of each action against the desired outcomes. Progress towards meeting the strategy targets will be reported annually to Council with an interim review after five years and a full review after 10 years.

Outcome area	Targets	Performance indicator/s
Less waste sent to landfill.	50% reduction in waste sent landfill by 2031. Interim target of 20% by 2025.	Amount of waste sent to landfill.
More resources recovered and recycled.	80% landfill diversion rate of materials collected from kerbside bins by 2031. Interim target of 72% by 2025.	Amount of waste collected from kerbside bins which is recovered and not sent to landfill.
An informed community, with the capacity to make sustainable decisions.	Contamination rate will be below state average by 2030. Double the amount collected for recycling from community drop off events and recycling stations.	Contamination rate for commingle recycle bin. Amount of materials collected for recycling.
Clean streets, parks and open spaces.	Increase community satisfaction levels in relation to litter and illegal dumping. Reduce the rate of increase in the number of dumped rubbish requests by 15% by 2025. Reduce overall amount of illegal dumped rubbish requests by 15% by 2030. Increase amenity of open spaces.	Community satisfaction survey responses. Number of dumped rubbish requests received. Before and after photos of community-led litter pick-ups.



References and Glossary

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Glossary

Advanced waste resource recovery technology

(AWRRT): A class of thermal treatment technologies including pyrolysis, gasification and plasma gasification that can be used to recover energy from the carbon matter (plant and animal material and plastics) present in residual waste or a fuel prepared from waste material.

Advanced waste processing: The act of processing residual waste using advanced waste resource recovery technologies.

Commingle recycling: Different materials for recycling are combined for collection.

Contamination: Materials placed in a bin that do not belong in that bin. For example, placing plastic bags, recycling in plastic bags, containers with food, etc. into the recycling bin when they're not accepted by the MRF.

Diversion rate: The amount of recycling and garden waste collected from kerbside bins which is diverted from landfill, divided by the amount collected from recycling, garden and landfill bins.

E-waste: Any discarded item that has an electrical cord, plug or battery.

Energy from waste: Also known as waste to energy, this refers to treatment processes or technologies which derive the energy value from waste for turning into electricity, biogas, heating or fuel.

Food organics: Food waste from households, out-of-date specification food, meat, fruit and vegetable scraps. Excludes liquid wastes.

FOGO (Food Organics Garden Organics):

Combined collection and processing of household food and garden organics.

Garden organics: Waste derived from organic garden sources, such as leaves, prunings and lawn clippings.

Garbage, landfill, residual waste: The materials collected from the general waste bin.

Hard waste: Bulky or large household items difficult to dispose of due to their size and which aren't accepted in kerbside bin collections.

Illegal dumping: The purposeful act of discarding rubbish onto land which is not licensed to accept that waste. Generally, illegal dumping refers to large or multiple items dumped into bushland or naturestrips. Whereas litter includes any small, medium or large item which is purposefully, or accidentally, discarded inappropriately.

Landfill levy: Is a landfill disposal tax collected and administered by the Victorian Government. The purpose of the landfill levy to provide funding to support the reduction of waste. The landfill levy provides a financial incentive to reduce waste generation and explore other means of treating or processing waste.

Material Recovery Facility (MRF): The first place materials from the commingle recycle bin are taken where the materials are sorted into their different streams for sale to reprocessors.

Municipal Solid Waste (MSW): Waste collected by councils, including waste from kerbside bins, public place bins, council facilities, hard waste etc. Excludes commercial and industrial, agricultural, medical, radioactive, construction and demolition waste classifications.

MWRRG: Metropolitan Waste and Resource Recovery Group.

MAV: Municipal Association Victoria.

Product stewardship: Product stewardship is an approach to minimising the social, environmental and economic impacts of materials and products. It acknowledges that those involved in producing, selling, using and disposing of products have a shared responsibility to manage the material or product in a way which reduces the impact throughout its lifecycle.

For example, the National Television and Computer Scheme is a co-regulatory product stewardship scheme in which the Australian Government sets the minimum requirements and industry has flexibility in how they meet those requirements.

Public place bins: Refers to any council collected bin which is in a public space including strip shops, parks and reserves.



Putrescible waste: A waste classification which includes organic wastes capable of decomposition by micro-organisms. This includes household general waste and garden organics.

Recycle: Conversion of waste into reusable material.

Reprocessing: The undertaking of a process to treat a discarded material in order for it to be used again.

Residual waste: The materials which remain after source separation of organics and recyclables.

Resource recovery: The act of recovering materials for reuse or recycling to avoid the items going to landfill.

Resource recovery rate: The percentage of recoverable resources placed in the recycling and/or garden organics bins, by the total amount of the recoverable resources within the landfill, recycling and garden organics bins.

Reuse: To use a material or item again. This can be for the same purpose (i.e. donating clothing to an op shop) or for a different purpose (i.e. reusing a glass jar to store something).

Source separation: The act of segregating waste into different materials and streams in order to recover materials.

Waste: Any unwanted, unusable material that is to be discarded. Includes materials destined for recycling, resale or reprocessing.



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Translating and Interpreter Service

13 14 50

National Relay Service (NRS)

13 36 77

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Maroondah City Council Road Management Plan 2021 - 2025



Schedule of version and adoption

Version	Prepared By	Adoption Date	Checked By	Comment
1	AT	Not Adopted		Preparation of draft document
2	AT	Not Adopted	DK, MI	Step program review undertaken and additional comments included
3	AT	13/12/04	DK, MI	Plan reviewed and modified following public exhibition
4	ATo	10/12/07		
5	NT	20/07/09	ATo	Plan reviewed and modified following public exhibition
6	DH, AP	01/07/13	ATo	Plan review as per Regulations
7	AP	01/07/17	DH	RMP reviewed and updated as per Regulations. Schedule 2, Schedule 3 and Schedule 9 from Version 7 deleted, with content included in the main body of the RMP. Schedule 1 and 7 from Version 7 have been combined into one schedule. Schedules have been re-numbered.
8	LL	01/07/21	AP	RMP reviewed and updated as per Regulations. Schedule 1 updated to reflect Council's level of service.

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Introduction

Maroondah City Council's Road Management Plan 2021 – 2025 outlines Council's commitment to providing a safe local road and pathway network. The RMP is prepared in accordance with the Road Management Act 2004 (the Act) and documents the maintenance service standard and management systems.

Council is the responsible authority for an extensive network of infrastructure assets within the municipal area, which includes a local road network of 486 km, a car park network of 283,910 sqm and a pathway network of 765 km.

The RMP also supports the delivery of Maroondah 2040 Community Vision to be a vibrant and diverse city with a healthy and active community, living in green and leafy neighbourhoods which are connected to thriving and accessible activity centres contributing to a prosperous economy within a safe, inclusive and sustainable environment.

Background

Council has a statutory obligation to inspect, maintain and repair a public road. Council's Road Management Plan (RMP) has been developed to set reasonable standards in relation to the performance of road management functions for the maintenance of its public roads and associated road infrastructure.

The Act also requires that Council keep a register of public roads in respect of which it is the coordinating road authority. Council has developed criteria for inclusion of a road in the register around the scenario, "is the road reasonably required for general public use".

While the development of a RMP is not compulsory, Maroondah City Council has taken the view, that the establishment of a RMP is based on sound asset management principles and practices that will provide a long-term community benefit.

In establishing the RMP, Council has reviewed its maintenance standards and management systems required to deliver an effective service in the context of what is reasonable, affordable and achievable considering Council's limited resources and competing priorities.

Purpose of the road management plan

Section 50 of the Act states:

The purposes of a road management plan are having regard to the principal object of road management and the works and infrastructure management principles—

- a. to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources.
- b. to set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

Function of the road authority

Section 34 of the Act states:

A road authority has the following general functions—

- a. to provide and maintain, as part of a network of roads, roads for use by the community served by the road authority;
- b. to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment;
- c. to manage traffic on roads in a manner that enhances the safe and efficient operation of roads;
- ca. to design, construct, inspect, repair and maintain roads and road infrastructure;
- d. to coordinate the installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility or public transport services;
- e. to undertake works and activities which promote the functions referred to in paragraphs (a), (b), (c) and (ca) and to undertake activities which promote the function in paragraph (d).

Statutory duty

Section 40 of the Act States:

1. A road authority has a statutory duty to inspect, maintain and repair a public road –
 - a. to the standard specified in the road management plan for that public road or a specified class of public roads which includes that public road.
2. The statutory duty imposed by subsection (1) does not create a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed.
3. The statutory duty to inspect applies to any part of a public road which is—
 - a. a roadway;
 - b. a pathway;
 - c. a shoulder;
 - d. road infrastructure.

Strategic direction

Council plan

Maroondah City Council's Council Plan 2017-2021 details what Council must do to work towards achieving the long term vision described in Maroondah 2040. The Council Plan sets out strategies for the next four years and considers what Council needs to undertake in these four years to achieve that vision. The RMP underpins the strategic directions contained within the Council Plan.

The following key directions are supported by the RMP:

- Work in partnership to facilitate a safe, accessible and efficient integrated transport network that enhances liveability and facilitates living locally within 20-minute neighbourhoods
- Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment
- Embrace emerging technology, the digital economy and opportunities for innovation in the delivery of services, enhancement of assets, and engagement of the community.

Asset management plan

Council's Asset Management Plan (AMP) provides a strategic long term plan for the maintenance and development of Council's assets, including but not limited to roads and pathways.

The levels of service specified in the AMP, the data collected from routine inspections, and the four-yearly cyclic condition assessments undertaken as part of the pavement management system form a critical relationship in the ongoing maintenance of infrastructure, the development of works programs and the refinement of existing asset strategies.

Long term financial strategy

Council has established a 10 year Long Term Financial Strategy to set Council's strategic direction. The strategy ensures the long term financial viability of Council and includes the review of expenditure on the renewal and maintenance of Council's assets in the context of Council's total budget.

Emergency management plan

Council's Municipal Emergency Management Plan (MEMP) has been produced pursuant to Section 20 of the Emergency Management Act 1986. The MEMP addresses the prevention of, response to and recovery from emergencies within the municipality and is the result of the co-operative efforts of Municipal Emergency Management Planning Committee (MEMPC) which consists of response and recovery agencies and organisations, Council members and local business and community representatives.

The RMP takes into consideration the requirements of the Emergency Management Plan and the need to ensure that emergency events are factored into the standards established through the RMP.

Assets

Assets included in the RMP

While the Road Management Act is limited to a road authority's obligations within a road reserve, Council also voluntarily applies the same standards in this RMP to its road, car park and pathway asset classes, within road reserves and public open space.

Following asset classes are included as part of the RMP.

- Council (or local) roads
- Car parks (including laneways)
- Traffic management devices
- Kerb and channel
- Stormwater pits (on or abutting roads and pathways)
- Pathways (footpath, reserve paths, shared paths)
- Structures (bridges or underpasses)
- Street trees (trees within a road reserve)*

* Where the street tree impacts the function of a pathway in accordance with Schedule 1. Street Trees impacting the function of a road will be identified and actioned as part of Council's cyclical Tree Inspection program.

Further detail regarding inspection frequencies and intervention levels can be found in Schedule 1 and Schedule 4.

Each of Council's asset classes are identified spatially in Council's Geographical Information System (GIS). The GIS system in conjunction with Council's Asset Management System forms Council's asset register.

Assets excluded in the RMP

The following assets or areas are not included in the RMP, as they are not the responsibility of Council.

- VicRoads (or Arterial) roads
- EastLink
- Body Corporate (private) driveways
- Vehicle crossings/driveways
- Service authority (utility) assets

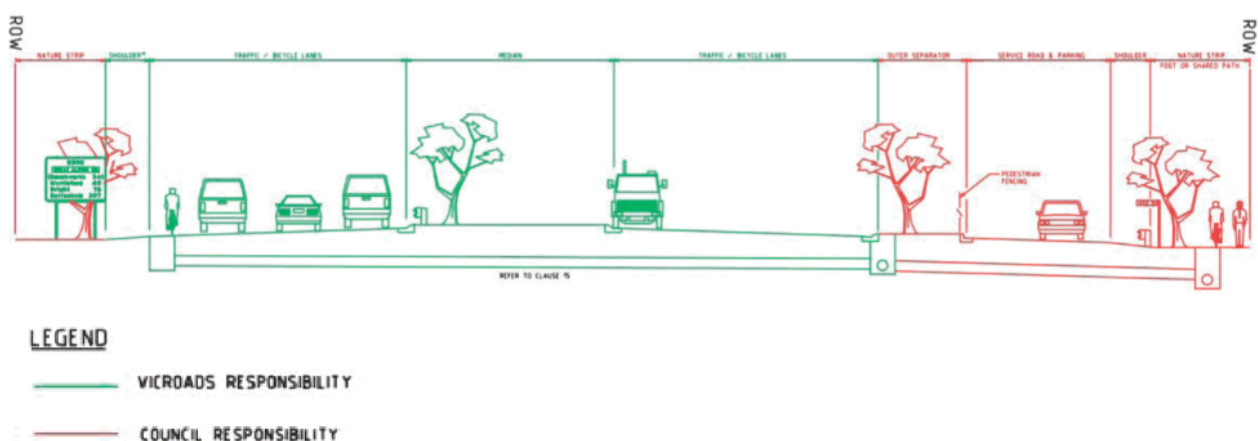


Figure 1: Responsibility for Urban Arterial Roads between Intersections (Source: Code of Practice Operational Responsibility for Public Roads)

Asset hierarchy

Road hierarchy

For this section, a road is limited to the area subject to vehicular traffic. The area not subject to vehicular traffic does not form part of the road.

To establish appropriate levels of service for the inspection and maintenance of the road asset class the following road hierarchy has been adopted.

Hierarchy	Responsible Authority	Description
Freeway / Tollway	VicRoads / Connect East	
Arterial Road	VicRoads	
Link Road	Maroondah City Council	AADT > 7,000 vehicles
Collector Road	Maroondah City Council	AADT between 3,000 to 7,000 vehicles
Local Road	Maroondah City Council	AADT < 3,000 vehicles
Ancillary Area	Maroondah City Council	Car parks including laneways

Table 1 Maroondah Road Classifications

Pathway hierarchy

To establish appropriate levels of service for the inspection and maintenance of the pathway asset class the following pathway hierarchy has been adopted. This hierarchy is applicable to all pathways including paths on road reserve and public open space.

Hierarchy	Description
Hierarchy 4	Pathways located around shopping precincts
Hierarchy 3	Shared paths and pathways located along child care facilities, schools, hospitals and aged care facilities
Hierarchy 2	All formed and sealed pathways located along road reserves and public open space
Hierarchy 1	All formed and unsealed pathways within road reserves and public open space

Table 2 Maroondah Pathway Hierarchy

Level of service

Adopted level of service

The level of service stated in the RMP has been set taking account of user safety, resourcing (labour and material) and repair techniques. Council has established the RMP to meet its statutory duty stated in the Act:

- Inspection frequencies (Schedule 4) to satisfy the duty to inspect a public road;
- Intervention levels (Schedule 1) to satisfy the duty to maintain and repair a public road.

This level of service assumes that Council's assets are safe for ordinary use and that a user will exercise reasonable care for their own safety.

Proactive inspections (scheduled inspection)

The Act provides that Council has a statutory duty to inspect a public road and pathway to the standard specified in the RMP. In determining the applicable standard Council has made a policy decision that the standards are reasonable.

The proactive inspection frequencies have been documented in the RMP and are attached in Schedule 4. Council's Asset Management Team undertakes these inspections on a programmed basis, in accordance with the intervention levels stated in Schedule 1.

Reactive inspections (unscheduled inspection)

A reactive inspection is a defect or issue reported to Council which results in a reactive or unscheduled inspection. The report can be lodged by a member of the public or staff via Council's various communication methods, including but not limited to phone, letter, email or social media. In these cases, Council will inspect and respond to all reports within the timeframes stated in Council's Customer Service Charter.

Council practices

To allow for better management of Council's assets, its Asset Management team also identifies some condition (asset preservation) and amenity related items. These items are identified in accordance with Schedule 1.

Asset protection inspections

As part of the building works approval process, Council requires the owner/builder to undertake an assessment of the condition of the adjacent Council infrastructure prior to building works, to ensure that any new damage is repaired. Following the building works Council inspects the condition of its assets and ensures that all reinstatement works are undertaken to Council's satisfaction.

Council will undertake inspections of Service Authority (Utilities) works in accordance with the requirements of the Ministerial Code of Practice for Management of Road Utility Infrastructure in Road Reserves, and the associated Regulations.

Asset condition assessment

Council's Asset Management team commissions external contractors to undertake a condition assessment of Council's road and associated road infrastructure on a minimum four-yearly cyclical basis. The condition assessments assist Council's Asset Management team to undertake total life-cycle asset management associated with its assets. The data collected is utilised in the development of future works programs and funding applications.

These inspections look at the general overall condition of the network and as such are not intended to identify individual defects that might exceed stated intervention levels. This is done via Council's proactive and reactive inspections.

The frequency of the asset condition assessments is detailed within Schedule 4 of the RMP.

Maintenance intervention levels

Council's statutory duty under the Act extends beyond the duty to inspect a public road. Once a proactive inspection has discovered a defect or a defect is reported by the public or through reactive inspections, Council has a duty to assess the defect against its stated intervention levels to determine whether repair works are required and where applicable that this is done within the specified period of time.

Council has developed and documented minimum intervention levels for its road and pathway assets that it considers are reasonable in the context of what is affordable, and achievable within current budgets, available resource levels, and the adopted risk profiles.

The intervention levels specified in the RMP has a corresponding response times to mitigate the risk posed. The intervention levels have been determined based on what is considered reasonable in the context of Council's available resources and allocated budgets.

Reactive inspection response times are aligned with Council Customer Service Charter and is not specified in the RMP.

As Council develops a greater understanding of its assets and work practices through the implementation of the RMP, the levels of service and budgets will be further refined.

The criteria utilised for determining appropriate levels of service for an asset include:

- Existing and proposed resource levels
- Risk principles/considerations
- Available budgets, expenditure profiles and existing financial strategies
- Road related asset maintenance strategies and policies and overall organisational funding priorities
- Community and social expectations
- Road users' obligations under the Road Safety Act and based on common law principles to exercise reasonable care for their own safety.

Maintenance activity prioritisation

Council will prioritise its maintenance activities in accordance with the specified intervention levels in Schedule 1 and inspection frequencies in Schedule 4. The decision making process and establishment of policy decisions in respect of maintenance activities will take into account factors such as available resources, budgets, social, political and environmental factors.

Road management limitations

Council will make every endeavour to comply with all aspects of its RMP. However, in the event of natural disasters and other events, as listed but not limited to those below, Council reserves the right to prioritise its response to works in certain situations.

In determining the priorities for works there will be occasions where the standards set are not achievable. These may be for a variety of reasons that could not have been reasonably foreseen or managed such as:

- Emergency and disaster events: such as but not limited to storms, floods, fire, essential services disruption, widespread disease, terrorist attack, civil unrest or disobedience, major substance spillage or leak
- Financial and resource constraints: such as but not limited to labour disputes and labour shortages, lack of suitably qualified contractors, unavailability of consumables needed for works, price fluctuations in consumables, unforeseen variations to Council's revenue sources including external funding or the amount of a particular type of work exceeds Council's reasonable budgetary allowance for that work
- Statutory obligations: The RMP has been established in the context of Council's current statutory obligations, service delivery priorities based on local community needs and available resources. If significant additional statutory obligations or demands for services are placed on Council without adequate funding of those obligations then that may constitute an intervening event.

When the above situations occur, Council may suspend or adjust some or all of the specified service and intervention levels, works priorities and any other activities under the RMP until such time as Council has recovered sufficiently from the intervening event to return in part or whole to normal operations. The RMP may also be reactivated as a whole or in stages.

Whenever Council's RMP is suspended or adjusted or reactivated under this clause, then Council's Chief Executive Officer (or equivalent position or anyone acting in this position or equivalent position) will issue written directions to Council staff to confirm the scope, timing and reasons for such direction. In issuing any direction under this clause the relevant Council Officer is to take into account the considerations contained in section 83 of the Wrongs Act 1958 (Vic). Council will maintain a register of these directions.

Register of public roads

Section 19(1) of the Act imposes a statutory duty upon Council to keep a register of all municipal roads that are public roads. For a road to be included in the register Council has to decide whether '*... the road is reasonably required for general public use...*' Section 17(3).

What is a public road?

The Act does not provide an exhaustive definition of what a road is. Section 3 provides that a road includes any public highway (defined to mean a common law highway); any ancillary area (such as a car park adjacent to a public road); and any land declared to be a road by a road authority.

Of roads relevant to Council (municipal roads), the legislation provides that the following municipal roads are public roads: roads declared under the Local Government Act 1989; and roads which VicRoads declare to be a municipal road.

Of the remaining municipal roads only those roads that Council makes a decision are reasonably required for general public use become public roads.

Where the legislation dictates or Council has made a decision that a municipal road is a public road, this road must be included on Council's Register.

Register content

The following information must be included in the Register in accordance with the provisions of Schedule 1 of the Act:

- (a) the name of each public road
- (b) if a road becomes a public road after 1 July 2004, the date on which the road became a public road
- (c) if the public road ceases to be a public road, the date the road ceased to be a public road;
- (d) the classification of the public road
- (e) the reference of any plan or instrument made on or after 1 July 2004 that fixes or varies the boundaries of a public road
- (f) any ancillary areas
- (g) the reference to any arrangement under which road management functions in respect of any part of a public road or ancillary area is transferred to or from another road authority
- (h) any other matter required to be included by this Act, the relevant road Minister, or which is prescribed.

Required considerations

Is the area of land a road?

The following criteria should be considered when deciding whether an area of land is a road:

- Is it a public highway including a highway at common law?
- Is it an ancillary area?
- Has the land been declared to be a road, or forming part of a public highway or ancillary area?
- Has Council previously been deemed to be the responsible authority for it?
- Has the land been developed or constructed for use as a road?
- Any other relevant matter brought to Council's attention?

Is the road reasonably required for general public use?

The following criteria should be considered when deciding whether a municipal road is reasonably required for general public use:

- Has it been developed or constructed for use by the general public?
- Does it serve a defined purpose or function for the general public?
- Is there evidence that it is currently being used by the general public?
- Is there unrestricted public access?
- What are the consequences if public access was removed?
- Can the needs for public use of this land be readily accommodated with alternatives?
- Any other relevant matter brought to Council's attention?

Availability of register of public roads

Council's Registers of Public Roads contains lists of roads, car parks, rights of ways (ROW) and shared paths. The Register can be view on Council's website or at any Council Service Centre.

Demarcation of responsibility

Arterial roads

The operational responsibility for arterial roads is shared between Council and VicRoads. While VicRoads is the coordinating road authority for arterial roads, Council is the responsible road authority for aspects of the arterial road behind the kerb and channel such as footpaths. The figure below describes the most common operational demarcation scenario found for the arterial road network.

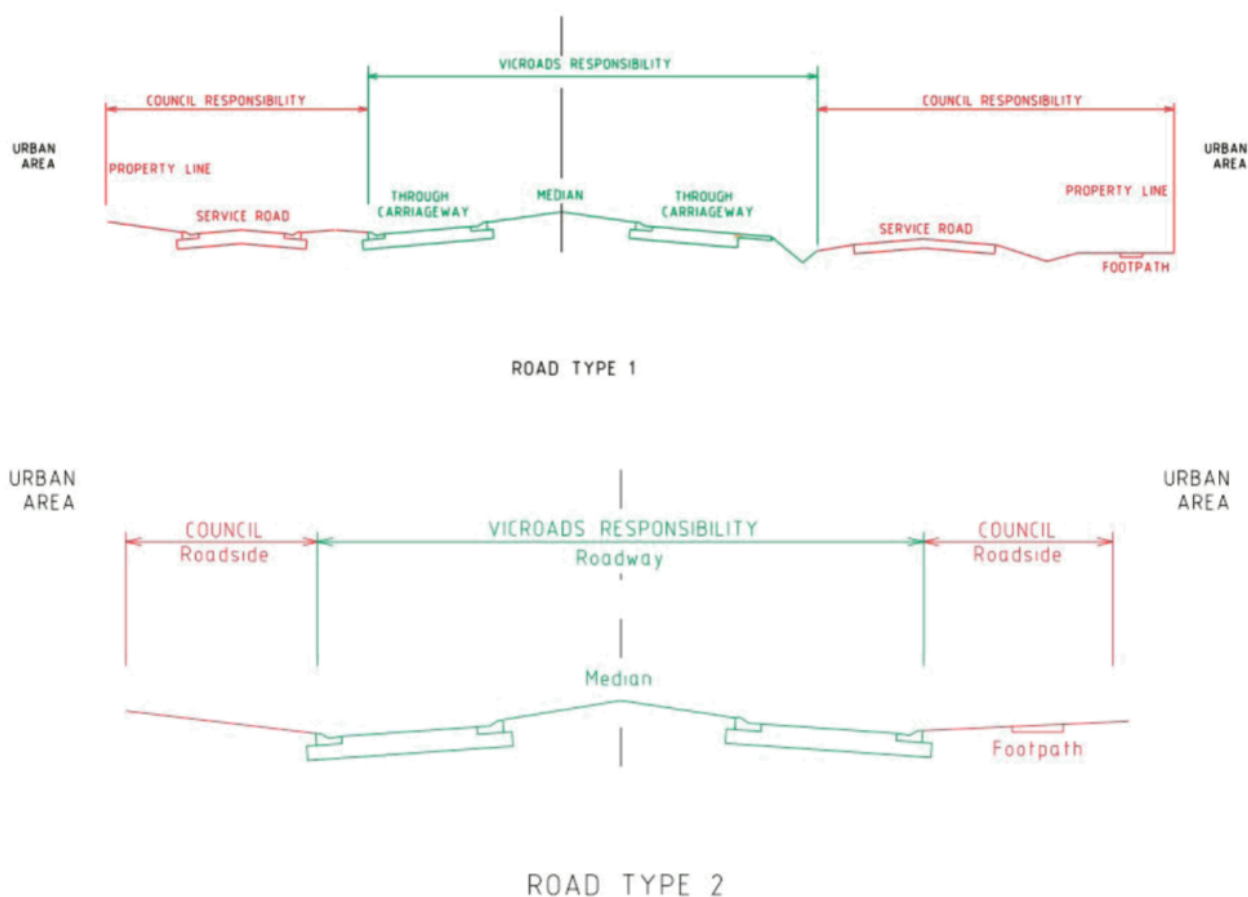


Figure 2 Operational Responsibility for VicRoads' Arterial Roads (Source: Code of Practice for Operational Responsibility for Public Roads)

Rights of way

A right of way (ROW), also known as a laneway, is typically identified as 'Road' on title. All ROWs are included in the Register of Public Roads and an appropriate maintenance and inspection regime applied to the area of land that reflects the expected frequency of use by the public and the associated risk.

In some instances, land maybe subject to a carriageway easement. Where the carriageway easement has the potential to provide property access, or form part of the public infrastructure network, or has dedicated and demonstrated long-term use by the public and is constructed, or developed for use by the general public, Council will generally consider it to be a public road and therefore be included in the Register and become Council's responsibility.

Body corporate driveways/private roads

Body corporate common property is privately owned land that does not form part of the municipal road network and is the responsibility of the body corporate to maintain.

Ancillary assets

An ancillary asset is owned or managed by Council but is not part of the road. Typically ancillary assets would be a car park, rest stop or scenic lookout. The following criteria are to be considered in determining whether an area can be considered an ancillary area:

- Is it under Council's ownership or management?
- Required by Council or the public for use other than as a road?
- Can a dedicated and demonstrated long-term use by the public can be shown?
- No prior owner is exercising any rights of private ownership over the land?
- Any other relevant matter brought to Council's attention?
- Council will manage ancillary assets in accordance with the RMP.

Boundary roads

Where Council's municipal boundary has been established on a road, the boundary is the centre line of the road reservation. In such cases a single road will have two coordinating road authorities who are responsible for the portion of road within their own municipal district.

Council has formalised agreements with each of its adjoining municipalities agreeing to transfer road management functions for each boundary road to a single responsible road authority.

The current agreements are listed within Schedule 5 of the RMP.

Crown land or freehold title

Council is responsible for the care and maintenance for roads, pathways and car parks that are located on crown land and freehold title. These can include reserve access tracks that are formed and provide access to car parks and shared pathways that have been constructed by Council, or have been historically maintained by Council, and therefore require consideration for inclusion in the register of public roads.

It is considered that roads, car parks, pedestrian pathways or access tracks located on crown land or separate freehold title, that Council accepts are a common law public highway, are constructed and developed for use by the public, and are reasonably required for general public use, will be included in the Register of Public Roads and managed in accordance with the RMP.

Vehicle crossings

A vehicle crossing is a point next to a road to enable a person using the road to have access to land on the other side of a pathway (footpath, reserve path or shared path) or channel (kerb and channel or table/open drain).

Schedule 10 and Section 225 of the Local Government Act, gives Council the power to require the property owner to maintain or reconstruct the crossing to Council's approved standard at the property owner's cost. Council's Local Law 11, Clause 25 further supports this provision.

If the property owner wishes to construct a new vehicle crossing or renew an existing vehicle crossing, consent must be obtained from Council. Council will not contribute funds towards the construction of the pathway or channel sections in these situations.

Pathway

A pathway forms part of Council's pedestrian network which is integral to the connection and accessibility of pedestrians throughout the municipality. Where a vehicle crossing intersects a pathway, Council is responsible for the inspection, maintenance and renewal of the pathway network which traverses a vehicle crossing as shown in red in Figure 3 and Figure 4.

Channel

A channel forms part of Council's stormwater system and is integral for the management of surface stormwater flows. Where a vehicle crossing intersects the channel, Council is responsible for the inspection, maintenance and renewal of the channel network which traverses a vehicle crossing as shown in orange in Figure 3 to Figure 6.

All other components of a vehicle crossing are the responsibility of the relevant property owner to inspect, maintain and renew.



Figure 3 Example of Vehicle Crossing Demarcation



Figure 4 Example of Vehicle Crossing Demarcation



Figure 5 Example of Vehicle Crossing Demarcation



Figure 6 Example of Vehicle Crossing Demarcation

Stormwater connection

Council has deemed that each property's private stormwater system up to and including the connection to a public (Council or Melbourne Water) stormwater asset to be the responsibility of the relevant property owner to inspect, maintain and renew.

In many instances, the public stormwater asset is located outside of the property boundary, within the road reserve. In these cases, the property owner continues to be responsible for their private stormwater system up to and including the connection point. This is shown in blue in Figure 7 to Figure 9.

If the property owner wishes to construct a connection or renew an existing connection to a public (Council or Melbourne Water) stormwater asset, consent must be obtained from Council.

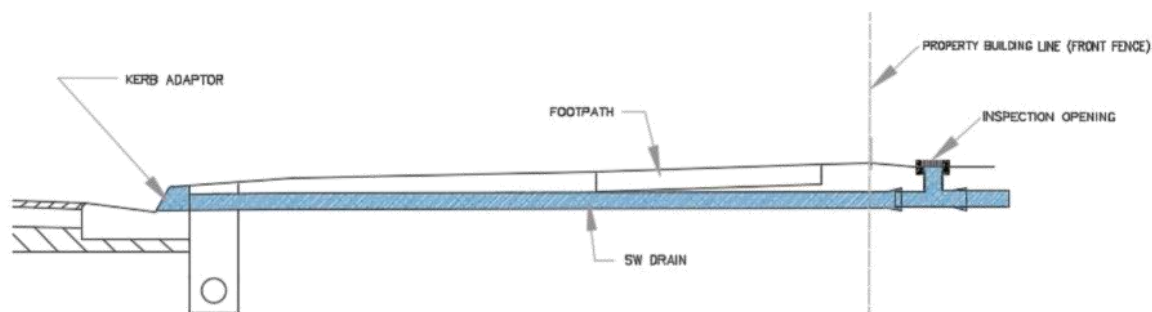


Figure 7 House Drain Demarcation at Kerb Connection

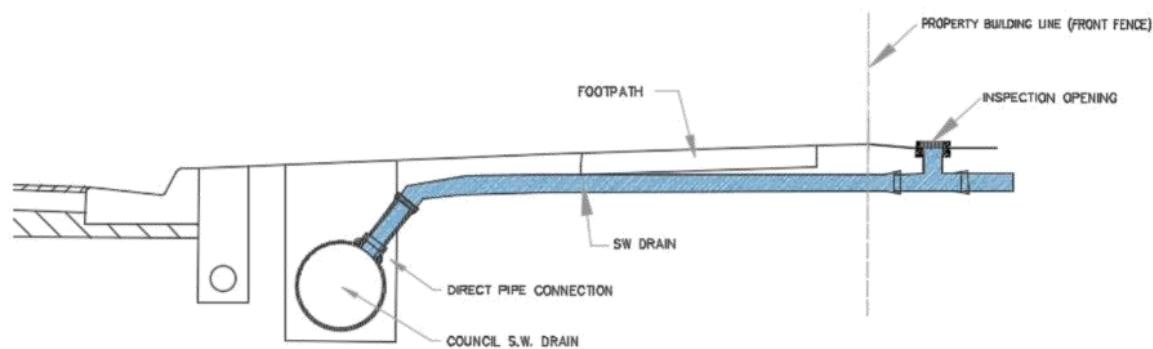


Figure 8 House Drain Demarcation at Direct Drain Connection

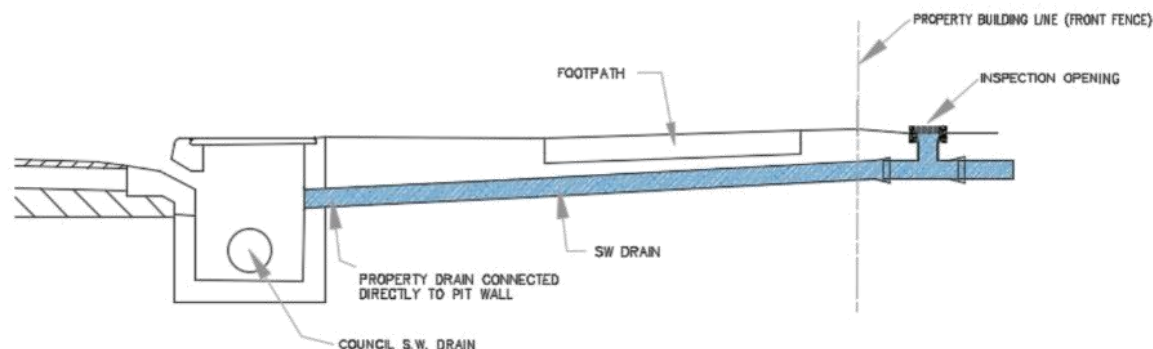


Figure 9 House Drain Demarcation at Direct Pit Connection

Assets in private area

In some instances, Council may become the responsible authority for road and associated road infrastructure within private property. For this to occur the infrastructure must form part of the public infrastructure network and have dedicated and demonstrated long-term use by the general public.

A typical example of Council infrastructure on private property can be found along shop fronts. In some instances, the footpath along the shop front is partially or completely located within private property. In many of these instances, Council would be the responsible authority for the full extent of the footpath as it forms part of the public pathway network.

Naturestrip

Naturestrips are the piece of land situated between the edge of a road and the property boundary (excluding any kerb and formed pathway). Nature strips form part of the road reserve and

- provides a space for authorities to house their assets
- may contain trees for shade and beautification of a street.

While a resident does not own the naturestrip in front of their homes, they are encouraged to maintain it. Maintenance carried out by the resident typically involve regular mowing, weeding, cutting the edges and picking up litter.

In accordance with the Road Management Act, sections 40 and 107, Council does not have a statutory or common law duty to inspect, maintain and repair the naturestrip.

Modifications or landscaping of naturestrips must be undertaken in accordance with Council's Naturestrip Landscaping Guidelines.

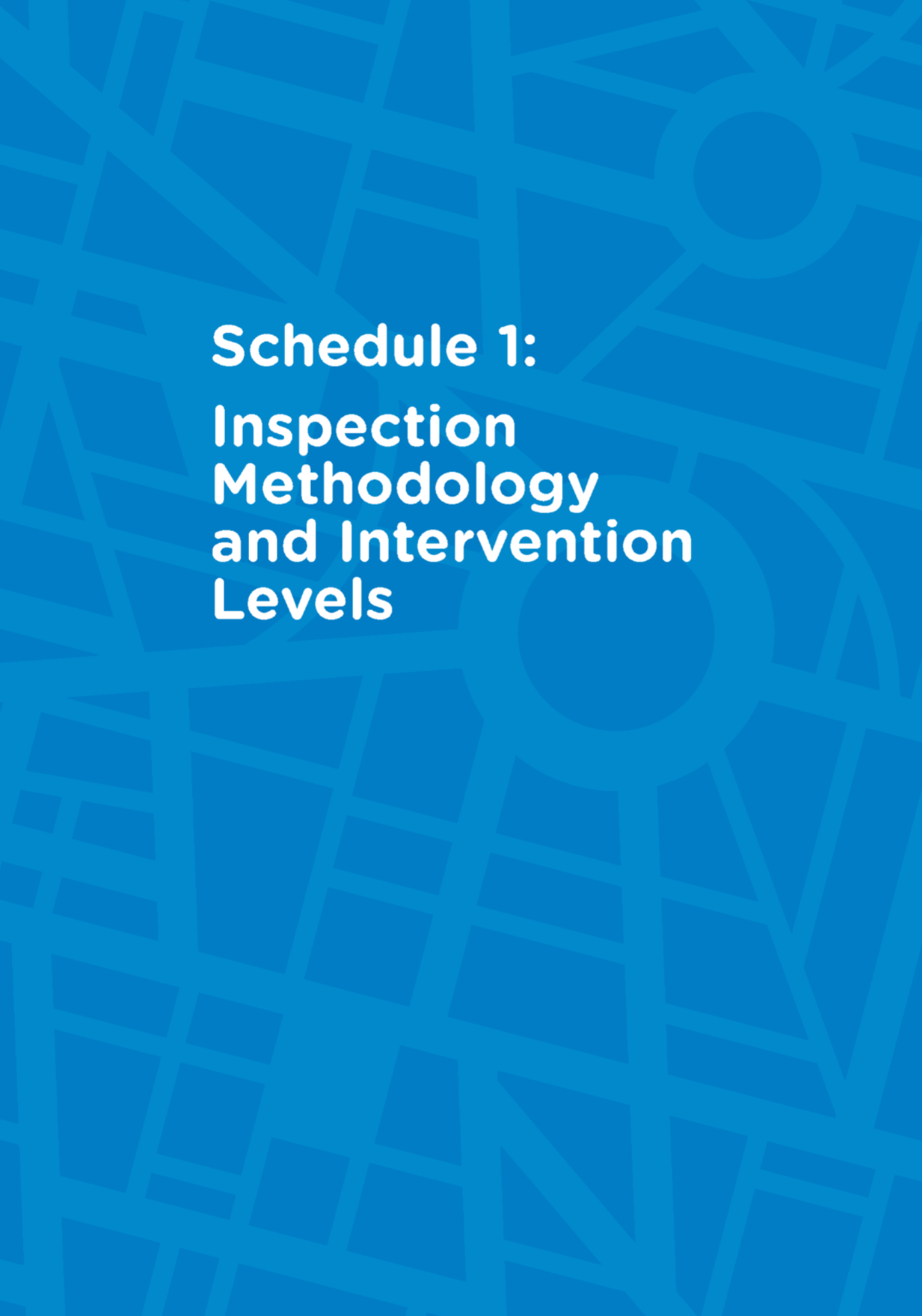
RMP actions and responsibilities

Action No.	Action Description	Relevant Plan Section	Frequency / Cycle	Responsibility
1	Plan stewardship	All	N/A	Manager Assets
2	Asset surveillance inspections	Schedule 1 Schedule 4	As per Schedule 4	Manager Assets
3	Asset condition assessments	Schedule 4	As per Schedule 4	Manager Assets
4	Asset maintenance activities	Schedule 1	As per Schedule 1	Manager Operations
5	RMP review and update	All	As per Road Management Act	Manager Assets
6	Register of Public Roads review and update	Schedule 2 Schedule 3 Schedule 5	As required or as part of Action 5.	Manager Assets
7	Inspection Methodology and Intervention Levels review and update	Schedule 1	As required or as part of Action 5.	Manager Assets
8	Boundary and Other Agreement review and update	Schedule 5	As required or as part of Action 5.	Manager Assets

Appendices

The following appendices are attached to the plan:

- Schedule 1 – Inspection Methodology and Intervention Levels
- Schedule 2 – Road Classification Map
- Schedule 3 – Pathway Hierarchy Map
- Schedule 4 – Inspection Areas and Frequencies
- Schedule 5 – Demarcation Agreement Register



Schedule 1: Inspection Methodology and Intervention Levels

Schedule 1: Asset Surveillance Manual

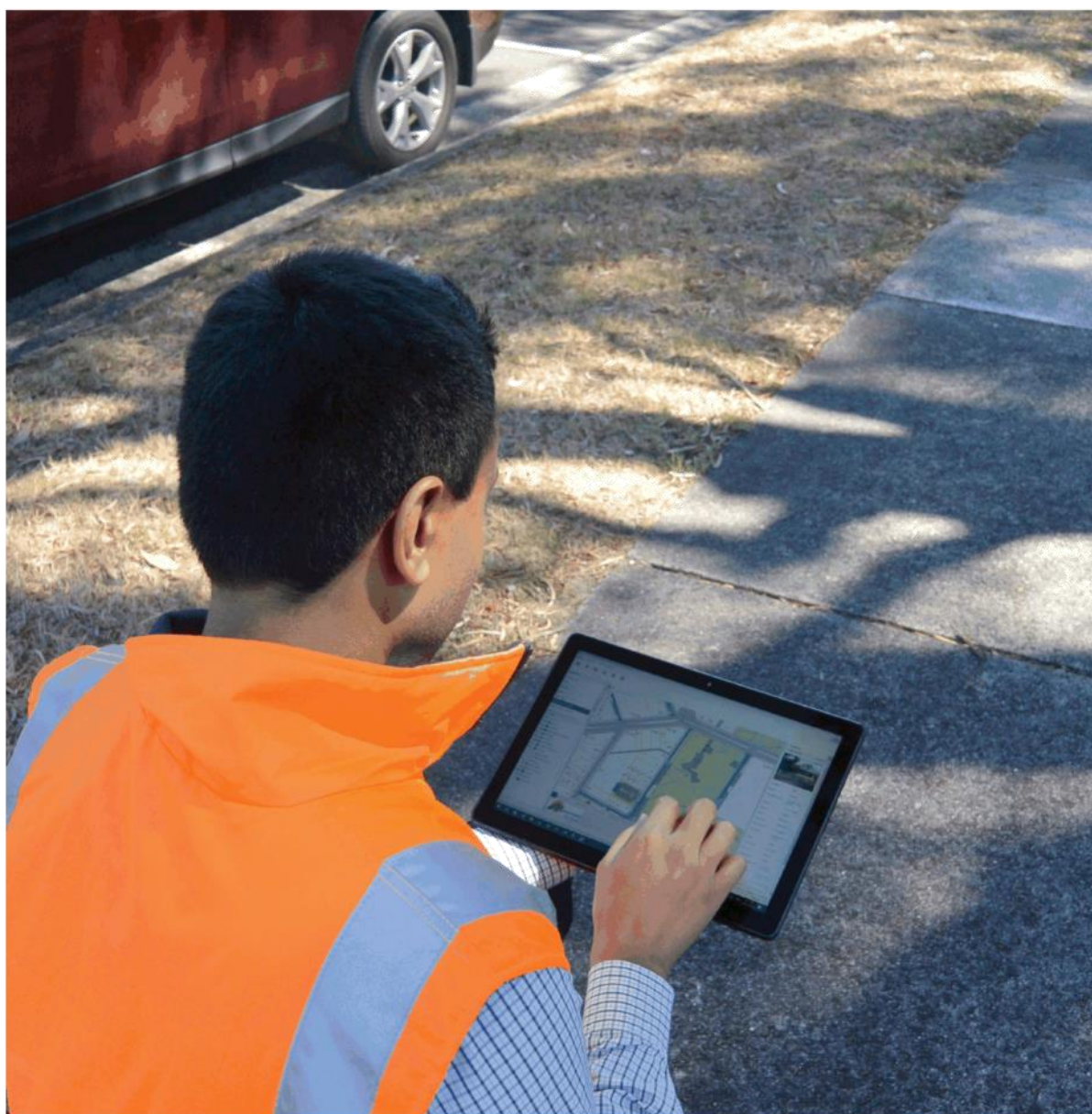
Schedule of version and adoption

Revision	Prepared By	Adoption Date	Checked By	Comment
A		01/01/03		Original document released.
B		01/06/05		Amended document released, in accordance with Road Management Act 2004 requirements.
C	ATO	01/07/07	NT	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.
D	NT	01/07/09	AT	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.
E	JF/AP	01/07/13	DH	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.
2017	MK/AP	01/07/17	DH	Document reviewed in conjunction with the review of Council's Road Management Plan. Schedule 1 and 7 from RMP Version 7 have been combined in this schedule.
2018	LL	01/07/21	AP	Document reviewed in conjunction with the review of Council's Road Management Plan. Proactive inspection and Council Practice have been updated to reflect policies and standard.

Introduction

This document sets out the requirements for Maroondah City Council's inspection methodology (Asset Surveillance Function) and intervention levels.

It details the requirements for the Asset Surveillance Officers including details relating to inspection frequency, type of defects and defect intervention levels.



Asset Surveillance Function

Team structure

The asset surveillance function consists of four (4) officers with two (2) dedicated inspectors with the title of Asset Surveillance Officer.

Asset Surveillance Officer

Maroondah City Council is obligated to provide and maintain, so far as practicable, a safe working environment for its employees and safe public spaces for members of the community.

The Asset Surveillance Officers are to carry appropriate identification (as provided) and are required to: wear high visibility tops in accordance with applicable Council Policies; wear comfortable walking shoes; and required to follow corporate occupational health and safety policies and procedures.

The Officers conduct their inspections using mobile computing devices (iPads) which have access to Council's infrastructure asset databases and map bases.

Inspections can be conducted 'on foot' or via 'vehicles' taking account of the typical use of the asset class and safety. 'On foot' inspections are the preferred inspection method and are typically used to inspect pathways, signs and road furniture.

This type of inspection allows the inspector to review the asset from the perspective of the user and at a safe speed away from road traffic.

'Vehicular' inspections are only used to identify defects located within the roadway. When a defect is identified, the Officer is required to stop and turn off their vehicle in a safe and legal manner before using their mobile computing device.

Inspection area and frequency

The municipality has been segregated into 20 areas to adequately program the surveillance activities. Further details of the segmentation and inspection frequency is detailed in Schedule 4.

Defect Table








The following table outlines the defects identified as part of Council's inspection of roads and pathways, including Council's response to a defect.

The table is divided into 6 sections:





- Proactive Inspections – Roads and Carpark
- Council Practice – Roads and Carparks;
- Proactive Inspections – Pathways
- Council Practice – Pathways
- Proactive Inspections – All
- Council Practice – All.

Please refer to Road Management Plan for further information about Proactive Inspections and Council Practice.







Schedule 1: Asset Surveillance Manual

Item No.	Asset Class	Asset Sub Type	Defect Type	Defect Description	Intervention Level	Image		Primary Response	Response Time
PROACTIVE INSPECTION - ROADS AND CARPARKS									
RD01	Road	Constructed / Formed and Sealed	Vertical Movement	<p>The abrupt change in vertical height between the normal surface and a localised point of the surface.</p> <p>Examples include rutting, subsidence, heaving and lips.</p>	<p>The vertical movement of the surface is greater than or equal to 100mm over a 1 meter length.</p> <p>Generally the movement would be centrally positioned over 1m.</p>			Place asphalt or equivalent material to create a 'level' trafficable surface.	14 days
RD02	Carpark	Constructed / Formed and Sealed	Vertical Movement	<p>The abrupt change in vertical height between the normal surface and a localised point of the surface.</p> <p>Examples include rutting, subsidence, heaving and lips.</p>	<p>The vertical movement of the surface is greater than or equal to 60mm over a 1 meter length.</p> <p>Generally the movement would be centrally positioned over 1m.</p>		Image not available	Place asphalt or equivalent material to create a 'level' trafficable surface.	28 days
RD03	Road	Constructed / Formed and Sealed	Edge Break	<p>The bituminous surface is fretted, broken or irregular. The edge of the pavement will appear as rough and will not follow a consistent line.</p>	<p>50% of the edge has been removed to a width of greater than or equal to 150mm and a depth of 30mm along a 1 meter length.</p>			Place asphalt or equivalent material to fill missing section of surface.	14 days
RD04	Carpark	Constructed / Formed and Sealed	Edge Break	<p>The bituminous surface is fretted, broken or irregular. The edge of the pavement will appear as rough and will not follow a consistent line.</p>	<p>50% of the edge has been removed to a width of greater than or equal to 150mm and a depth of 30mm along a 1 meter length.</p>	See RD03	See RD03	Place asphalt or equivalent material to fill missing section of surface.	28 days
RD05	Road	Formed and Sealed	Edge Drop-Off	<p>The vertical height difference between the edge of the bituminous surface and the surface of the shoulder.</p>	<p>50% of the edge has been removed to a depth greater than or equal to 80mm from the top of the road surface along a 1 meter length.</p>			Place crushed rock or equivalent material to remove the difference in level.	14 days
RD06	Carpark	Formed and Sealed	Edge Drop-Off	<p>The vertical height difference between the edge of the bituminous surface and the surface of the shoulder.</p>	<p>50% of the edge has been removed to a depth greater than or equal to 80mm from the top of the road surface along a 1 meter length.</p>	See RD05	See RD05	Place crushed rock or equivalent material to remove the difference in level.	28 days









Schedule 1: Asset Surveillance Manual

Item No.	Asset Class	Asset Sub Type	Defect Type	Defect Description	Intervention Level	Image		Primary Response	Response Time
RD07	Road	Constructed / Formed and Sealed	Pothole	A bowl-shaped cavity extending into layers below the wearing course.	Greater than or equal to 30mm in depth and length/width of greater than or equal to 100mm. The intervention level is measured as the vertical difference between the edge bituminous surface of the pothole and the point where the vertical depth is at a maximum (usually the centre).			Place asphalt or equivalent material to create a 'level' trafficable surface.	3 business days
RD08	Carpark	Constructed / Formed and Sealed	Pothole	A bowl-shaped cavity extending into layers below the wearing course.	Greater than or equal to 30mm in depth and length/width of greater than or equal to 100mm. The intervention level is measured as the vertical difference between the edge bituminous surface of the pothole and the point where the vertical depth is at a maximum (usually the centre).	See RD07	See RD07	Place asphalt or equivalent material to create a 'level' trafficable surface.	7 business days
RD09	Road	Formed and Unsealed	Pothole	A bowl-shaped cavity extending into layers below the surface.	Greater than or equal to 80mm in depth and length/width of Greater than or equal to 150mm. The intervention level is measured as the vertical difference between the edge bituminous surface of the pothole and the point where the vertical depth is at a maximum (usually the centre).			Place crushed rock or equivalent material to create a 'level' trafficable surface.	7 business days
RD10	Carpark	Formed and Unsealed	Pothole	A bowl-shaped cavity extending into layers below the surface.	Greater than or equal to 80mm in depth and length/width of Greater than or equal to 150mm. The intervention level is measured as the vertical difference between the edge bituminous surface of the pothole and the point where the vertical depth is at a maximum (usually the centre).	See RD09	See RD09	Place crushed rock or equivalent material to create a 'level' trafficable surface.	14 days
RD11	Road	Constructed / Formed and Sealed / Formed and Unsealed	Accumulated Debris	Any debris that significantly impedes the normal flow of traffic, i.e. due to dumped rubbish or trees.	Debris significantly impedes the normal flow of traffic requiring vehicles to manoeuvre around the debris.	Image not available	Image not available	Remove debris	1 business day
RD12	Carpark	Constructed / Formed and Sealed / Formed and Unsealed	Accumulated Debris	Any debris that significantly impedes the normal flow of traffic, i.e. due to dumped rubbish or trees.	Debris significantly impedes the normal flow of traffic requiring vehicles to manoeuvre around the debris.	Image not available	Image not available	Remove debris	14 days








Schedule 1: Asset Surveillance Manual

Item No.	Asset Class	Asset Sub Type	Defect Type	Defect Description	Intervention Level	Image		Primary Response	Response Time
RD13	Road / Carpark	Constructed / Formed and Sealed / Formed and Unsealed	Signs (Regulatory sign (excluding parking signs) or hazard sign is illegible)	Regulatory sign or hazard sign is illegible due to graffiti, damage, obstructed by vegetation or sign has faded.	Regulatory sign (excluding parking signs) or hazard sign is illegible from the direction of travel at a distance of 50m in daylight.			Remove graffiti OR Remove / trim obstructing vegetation OR Replace sign	7 business days
COUNCIL PRACTICE - ROADS AND CARPARKS									
RD14	Road / Carpark	Constructed	Kerb (Vertical Movement)	The vertical difference between sections of kerb at the point where the vertical movement is greatest, including at the interface between kerb and road surface.	Greater than or equal to 50mm in depth			Place asphalt/concrete (or similar product) to remove the displacement.	28 days
RD16	Road / Carpark	Constructed / Formed and Sealed / Formed and Unsealed	Damaged Traffic Management Devices	Traffic management devices which exhibits damage that impedes the normal flow of traffic and removes the integrity of the device or makes the device a hazard (excludes missing signs). Examples include; sign sleeves without road sign, bent road signs and cracked or deformed section of device.	Traffic Management Device has damage that removes the integrity of the device or makes the device a hazard (excluding missing signs)			Inspection to determine severity, extent and priority of work	14 days

Schedule 1: Asset Surveillance Manual

Item No.	Asset Class	Asset Sub Type	Defect Type	Defect Description	Intervention Level	Image		Primary Response	Response Time
PROACTIVE INSPECTION - PATHWAYS									
PTH01	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 (formed and sealed, excluding paving)	Vertical Displacement (Lips)	Vertical movement is the abrupt change in vertical height between the normal surface and a localised point of the surface. Example lip.	Greater than or equal to 20mm in depth. The intervention level is measured as the vertical difference between the normal pathway surface and the point where the vertical movement is greatest when measured at the defect.			Place asphalt/concrete (or similar product) to create a 'level' trafficable surface.	14 days
PTH02	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 (paving only)	Vertical Displacement (Lips)	Vertical movement is the abrupt change in vertical height between the normal surface and a localised point of the surface. Example lip.	Greater than or equal to 20mm in depth. The intervention level is measured as the vertical difference between the normal pathway surface and the point where the vertical movement is greatest when measured at the defect.			Place asphalt/concrete (or similar product) to create a 'level' trafficable surface.	14 days
PTH03	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 (formed and sealed, excluding paving)	Pothole / Piece Missing	A bowl-shaped cavity extending into layers below the surface. Part of or entire sealed surface is missing.	Greater than or equal to 20mm in depth and a length/width of Greater than or equal to 100mm.		Image not available	Place asphalt/concrete (or similar product) to create a 'level' trafficable surface.	7 business days
PTH04	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 (formed and unsealed)	Pothole	A bowl-shaped cavity extending into layers below the surface.	Greater than or equal to 50mm in depth and a length/width of Greater than or equal to 100mm.	Image not available	Image not available	Place crushed rock or equivalent material to remove the difference in level.	7 business days
PTH05	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 (paving only)	Piece Missing	Part of or entire paver is missing.	Paver missing.		Image not available	Place asphalt/concrete (or similar product) to create a 'level' trafficable surface.	7 business days
PTH06	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 / Hierarchy 1	Tactiles	Tactile is missing from a bank. Cracked tactiles are not a defect.	Any missing tactile tiles (whole or part of) or buttons from a bank. Cracked tactiles are not a defect.			Replace missing tile or button	28 days

Schedule 1: Asset Surveillance Manual

Item No.	Asset Class	Asset Sub Type	Defect Type	Defect Description	Intervention Level	Image		Primary Response	Response Time
PTH07	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 / Hierarchy 1 (excluding Shared Paths)	Overhanging Vegetation (Private)	Vegetation from private property which overhangs or encroaches a pathway.	When a trafficable envelop of 1m (width) x 1.8m (height) is encroached by overhanging and/or over grown vegetation. The intervention level means that vegetation should not limit the pathway width to less than 1m or the pathway height clearance to less than 1.8m.			Communicate with resident (via information card or letter).	28 days
PTH08	Pathways	Hierarchy 3 (Shared Paths only)	Overhanging Vegetation (Private)	Vegetation from private property which overhangs or encroaches a pathway.	When a trafficable envelop of 2m (width) x 2.5m (height) is encroached by overhanging and/or over grown vegetation. The intervention level means that vegetation should not limit the shared path width to less than 2m or the pathway height clearance to less than 2.5m.	Image not available	Image not available	Communicate with resident (via information card or letter).	28 days
PTH09	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 (excluding Shared Paths and Pathways on Road Reserves)	Overhanging Vegetation (Council)	Vegetation from Council land which overhangs or encroaches a pathway.	When a trafficable envelop of 1m (width) x 2.5m (height) is encroached by overhanging and/or over grown vegetation. The intervention level means that vegetation should not limit the pathway width to less than 1m or the pathway height clearance to less than 2.5m.			Pathway obstruction to be removed.	140 days
PTH10	Pathways	Hierarchy 3 (Shared paths only)	Overhanging Vegetation (Council)	Vegetation from Council land which overhangs or encroaches a pathway.	When a trafficable envelop of 2m (width) x 2.5m (height) is encroached by overhanging and/or over grown vegetation. The intervention level means that vegetation should not limit the shared path width to less than 2m or the pathway height clearance to less than 2.5m.			Pathway obstruction to be removed.	140 days
COUNCIL PRACTICE - PATHWAYS									
PTH11	Pathways	Hierarchy 3 (Shared paths only)	Cracking	Formation of cracks on the surface.	Greater than or equal to 15mm in width parallel to the path of travel.	Image not available	Image not available	Inspection to determine severity, extent and priority of work	14 days
PTH12	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 (concrete paths only)	Cracking	Formation of cracks on the surface.	Any cracking associated with a concrete bay, including fine cracking.		Image not available	Inspection to determine severity, extent and priority of work	28 Days







Schedule 1: Asset Surveillance Manual

Item No.	Asset Class	Asset Sub Type	Defect Type	Defect Description	Intervention Level	Image		Primary Response	Response Time
PTH14	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 / Hierarchy 1	Sign (excluding parking signs, way-finding signs) is illegible		Regulatory sign (excluding parking signs) or hazard sign is illegible from the direction of travel at a distance of 10m in daylight. Generally sign has graffiti which makes the sign illegible OR sign is obstructed by vegetation would be identified.			Remove graffiti OR Remove / trim obstructing vegetation OR Replace sign	14 days
PTH15	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 / Hierarchy 1	Loose gravel on pathway	Loose gravel washed on to pathway from private property	Loose gravel washed on to pathway from private property impeding its use and hazardous to pedestrian.			Inspect to assess severity and extent of hazard to pedestrian, determine appropriate remediation measure.	14 days

Schedule 1: Asset Surveillance Manual

Item No.	Asset Class	Asset Sub Type	Defect Type	Defect Description	Intervention Level	Image		Primary Response	Response Time
PROACTIVE INSPECTION - ALL									
ALL01	Road / Carpark / Pathways		Damaged stormwater pit lid/surround	Damaged storm water pit lids/surrounds which exhibits loss of section, flexing, exposed reinforcement, instability and structural integrity loss are classified as a defect.	Entire pit lid is missing OR Pit lid/surround has been damaged resulting in loss of structural integrity/significant deformation (moves/deforms under light pressure).			Replace/reset lid/surround OR Barricade appropriately.	1 business day
ALL02	Road / Carpark / Pathways		Damaged stormwater pit lintel	Damaged storm water pit lintel which exhibits significant cracking, loss of section, flexing, exposed reinforcement, instability and structural integrity loss are classified as a defect.	Pit lintel has been damaged resulting in loss of structural integrity/significant deformation (moves/deforms under light pressure).			Replace/reset pit lintel OR Barricade appropriately.	14 days
ALL03	Road / Carpark / Pathways		Signs (Obstructing Asset)	Sign obstruction defect includes any council signs which are obstructing the normal function of any pathway or road.	Sign and/or pole is obstructing the normal function of a pathway, roadway	Image not available	Image not available	Remove obstructing sign	1 business day
ALL04	Road / Carpark / Pathways		Signs (Insecure mounting of asset)	Any council sign which is insecurely mounted, damaged or is out of the ground.	Sign is insecurely mounted to pole OR Pole is out of the ground			Secure sign OR Secure pole.	14 days
ALL05	Road / Carpark / Pathways		Dead Animal Removal	Dead animal on or adjacent to an asset or public space.	Dead animal on or adjacent to an asset or public space.	Image not available	Image not available	Remove dead animal	1 business day
COUNCIL PRACTICE - ALL									
ALL06	Road / Carpark / Pathways		Damaged stormwater pit lid/surround	Damaged storm water pit lids/surrounds which exhibits loss of section, flexing, exposed reinforcement, instability and structural integrity loss are classified as a defect.	Pit lid/surround is missing (Greater than or equal to 50mm x 50mm) OR Pit lid/surround has been damaged resulting in minor deformation (does not move/deform under pressure) OR Pit lid is displaced and a gap of Greater than or equal to 50mm is present			Inspection to determine severity, extent and priority of work	14 days

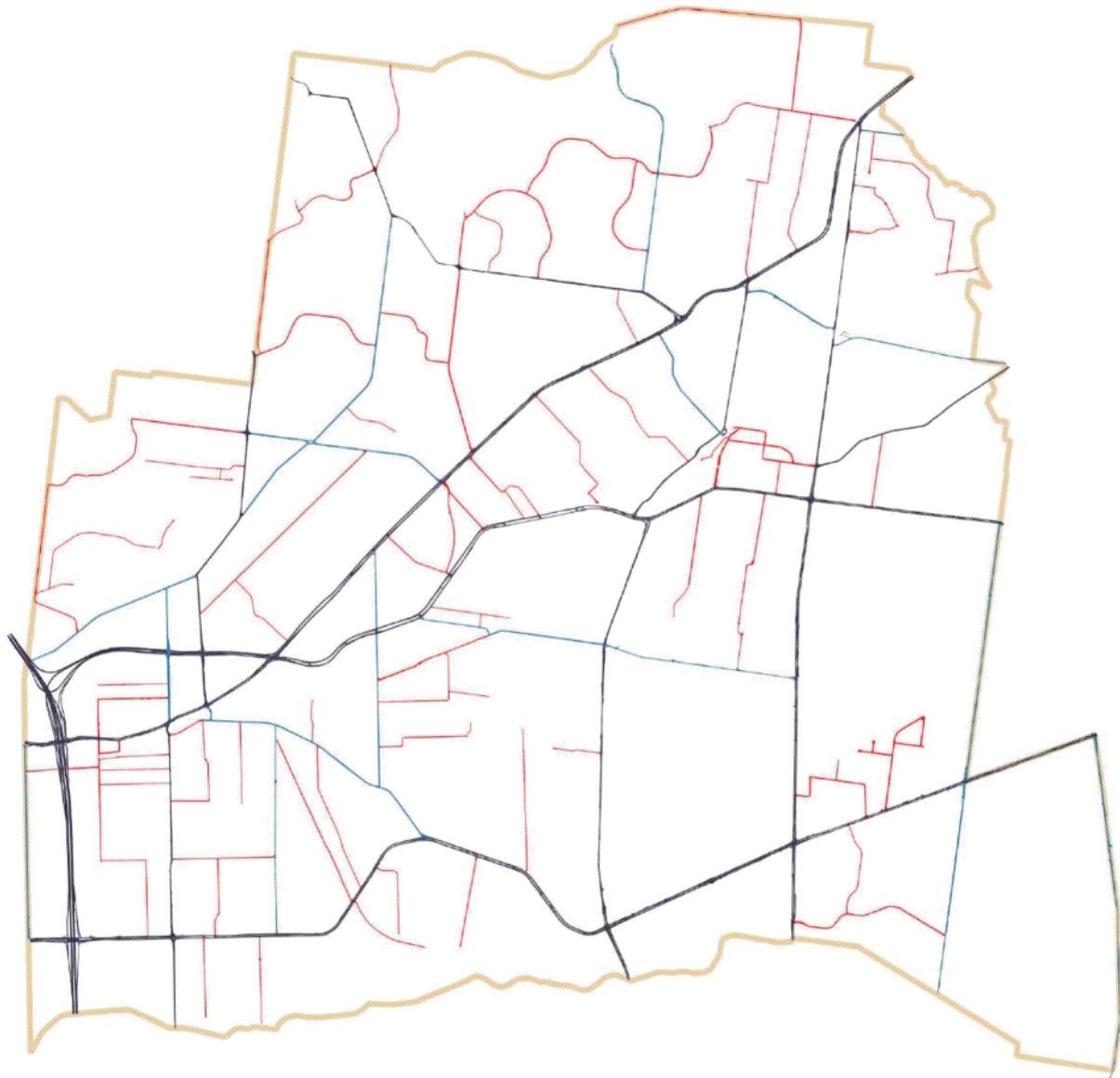
Schedule 1: Asset Surveillance Manual

Item No.	Asset Class	Asset Sub Type	Defect Type	Defect Description	Intervention Level	Image		Primary Response	Response Time
ALL07	Road / Carpark / Pathways		Damaged stormwater pit lintel	Damaged storm water pit lintel which exhibits significant cracking, loss of section, flexing, exposed reinforcement, instability and structural integrity loss are classified as a defect.	Reinforcement associated with lintel is exposed. If any reinforcement is exposed or structural integrity of lintel is compromised (flexing of lintel or missing pieces of concrete on lintel)			Inspection to determine severity, extent and priority of work	14 days
ALL08	Road / Carpark / Pathways		Park / Street Inventory (Seat, tables, bollard, fencing, guide posts, guide rails damaged)	Park or street inventory such as seats, tables, fencing, bollards, guide posts or guide rails has sustained damage.	Park / Street inventory asset, abutting a road, carpark or pathway, has damage that removes the integrity of the asset or makes the asset a hazard.			Inspection to determine severity, extent and priority of works	14 days
ALL09	Road / Carpark / Pathways		Hazard due to Other Authority Asset	Other service authority asset has created a hazard to Council's asset or to pedestrians using Council's asset. Examples include Telstra pits on the pavement or nature strip with significant lips around pit.	Other Authority asset has created a hazard to Council's asset			Communicate with asset owner	5 days
ALL10	Road / Carpark / Pathways		Hazard due to Private/Unknown Asset	A private or unknown asset which has created a hazard to council's asset.	Private/unknown asset has created a hazard to Council's asset	Image not available	Image not available	Communicate with asset owner	5 days



Schedule 2: Road Classification Map

Road Classification Map



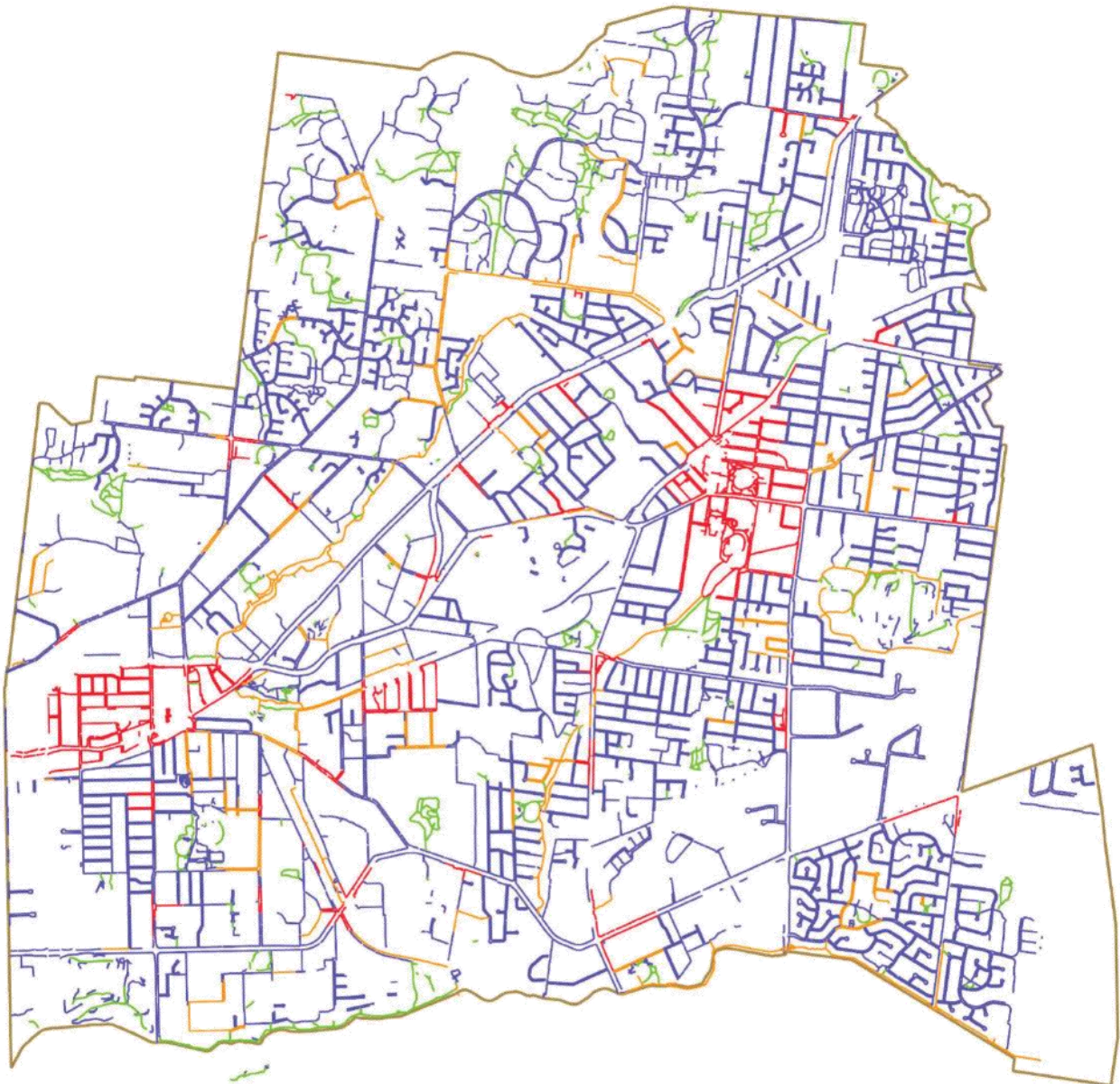
Legend

- Arterial
- Collector
- Link
- Maroondah City Council Border



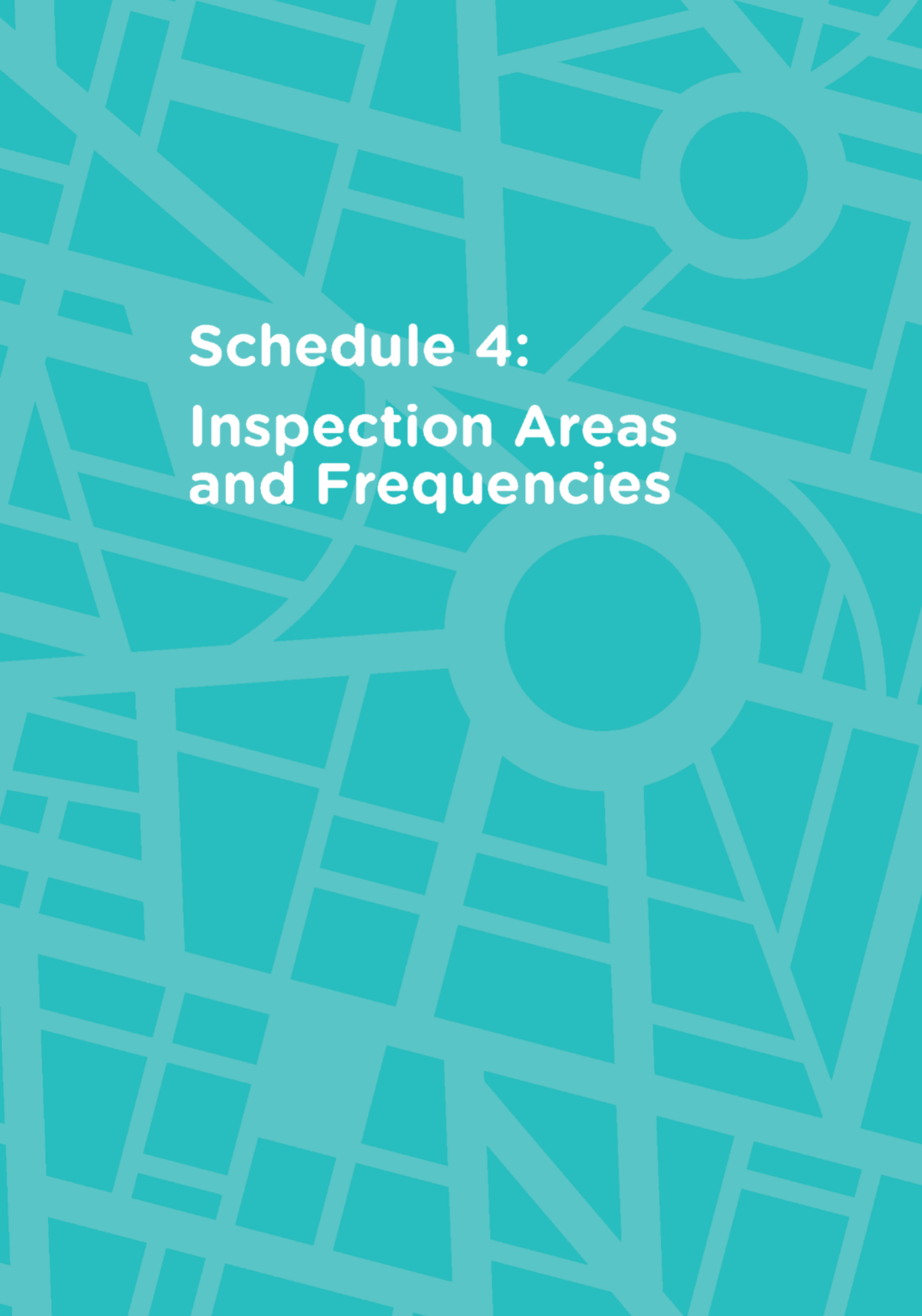
Schedule 3: Pathway Hierarchy Map

Pathway Hierarchy Map



Legend

- Hierarchy 1
- Hierarchy 2
- Hierarchy 3
- Hierarchy 4



Schedule 4: Inspection Areas and Frequencies

Inspection areas



Schedule 4 – Inspection Areas and Frequencies

Inspection Frequencies

Council undertakes Proactive Inspections and Asset Condition Assessments on various asset classes to identify and priorities maintenance activities and develop future capital works programs.

Asset Condition Assessment

Council undertaken a rolling four year program for the collection of condition data relating to roads and road associated assets. Please refer to the Road Management Plan for further information about Asset Condition Assessment.

Proactive Inspection

Proactive inspections are undertaken in accordance with Schedule 1. The timeframe for undertaking the inspection is shown in the Proactive Inspections Schedule section, below. Please refer to the Road Management Plan for further information about Proactive Inspections.

Asset Class	Asset Sub-Type(s)	Hierarchy	Asset Condition Assessment	Asset Surveillance Inspection
Roads	Constructed Formed and Sealed Formed and Unsealed	Link Roads Collector Roads Local Access Roads	Every fourth financial year. Next assessment is scheduled for 2021/2022.	Link Roads – Refer to '3 month' label in Proactive Inspection Schedule. Collector Roads – Refer to '3 month' label in Proactive Inspection Schedule. Local Access Roads – Refer to 'Area' label in Proactive Inspection Schedule.
Carparks	Constructed Formed and Sealed Formed and Unsealed		Every fourth financial year. Next assessment is scheduled for 2021/2022.	Refer to 'Area' label in Proactive Inspection Schedule.
Pathways	Formed and Sealed Formed and Unsealed	Hierarchy 4 Hierarchy 3 Hierarchy 2 Hierarchy 1	Every fourth financial year. Next assessment is scheduled for 2021/2022.	Hierarchy 4 – Refer to '3 month' label in Proactive Inspection Schedule. Hierarchy 3 – Refer to '6 month' label in Proactive Inspection Schedule. Hierarchy 2 & 1 – Refer to 'Area' label in Proactive Inspection Schedule.
Bridge (road bridge, broadwalk, footbridge and culvert)			Every fourth financial year. Next assessment is scheduled for 2024/2025.	Visual inspection is conducted as assets are encountered during Proactive Inspection Schedule.
Traffic Management Devices			Not undertaken currently	Link Roads – Refer to '3 month' label in Proactive Inspection Schedule. Collector Roads – Refer to '3 month' label in Proactive Inspection Schedule. Local Access Roads – Refer to 'Area' label in Proactive Inspection Schedule.
Stormwater Drainage	Pits/Structures		Reactive assessments are undertaken as needed based on flooding complaints, capital works etc. Network wide assessment are not undertaken.	Visual inspection of pit structure above ground surface is undertaken as assets are encountered during Proactive Inspection Schedule.

Schedule 4 - Inspection Areas and Frequencies

Proactive Inspection Schedule

3 Month

Inspection identified as 3 Month are high use road, carpark and pathway assets throughout the municipality. The inspection of this group occurs every 6 months. The assets listed as 3 Month are scheduled to be inspected by the dates identified in the calendar (i.e. 30 June and 30 December). The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.

3 & 6 Month

Inspection identified as 3 & 6 Month are high and medium use road, carpark and pathway assets throughout the municipality. The inspection of this group occurs every 6 months. The assets listed as 3 & 6 Month are scheduled to be inspected by the dates identified in the calendar (i.e. 30 March and 30 September). The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.

Area

Inspection identified as Area are regular use road, carpark and pathway assets. The municipality is divided into 20 areas, see Inspection Areas map above, with each area inspected every 12 months. The assets listed in each Area has a scheduled inspection completion date as shown in the calendars. The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.

2021 Calendar Year

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	
Jan					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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Schedule 4 - Inspection Areas and Frequencies

Proactive Inspection Schedule

2022 Calendar Year

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues																								
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Schedule 4 - Inspection Areas and Frequencies

Proactive Inspection Schedule

2023 Calendar Year

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Schedule 4 - Inspection Areas and Frequencies

Proactive Inspection Schedule

2024 Calendar Year

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues
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Nov				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	Area: 19 & 20														Area: 1 & 3																						
Dec					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	Area: 1 & 3														3 Month																						

Schedule 4 - Inspection Areas and Frequencies

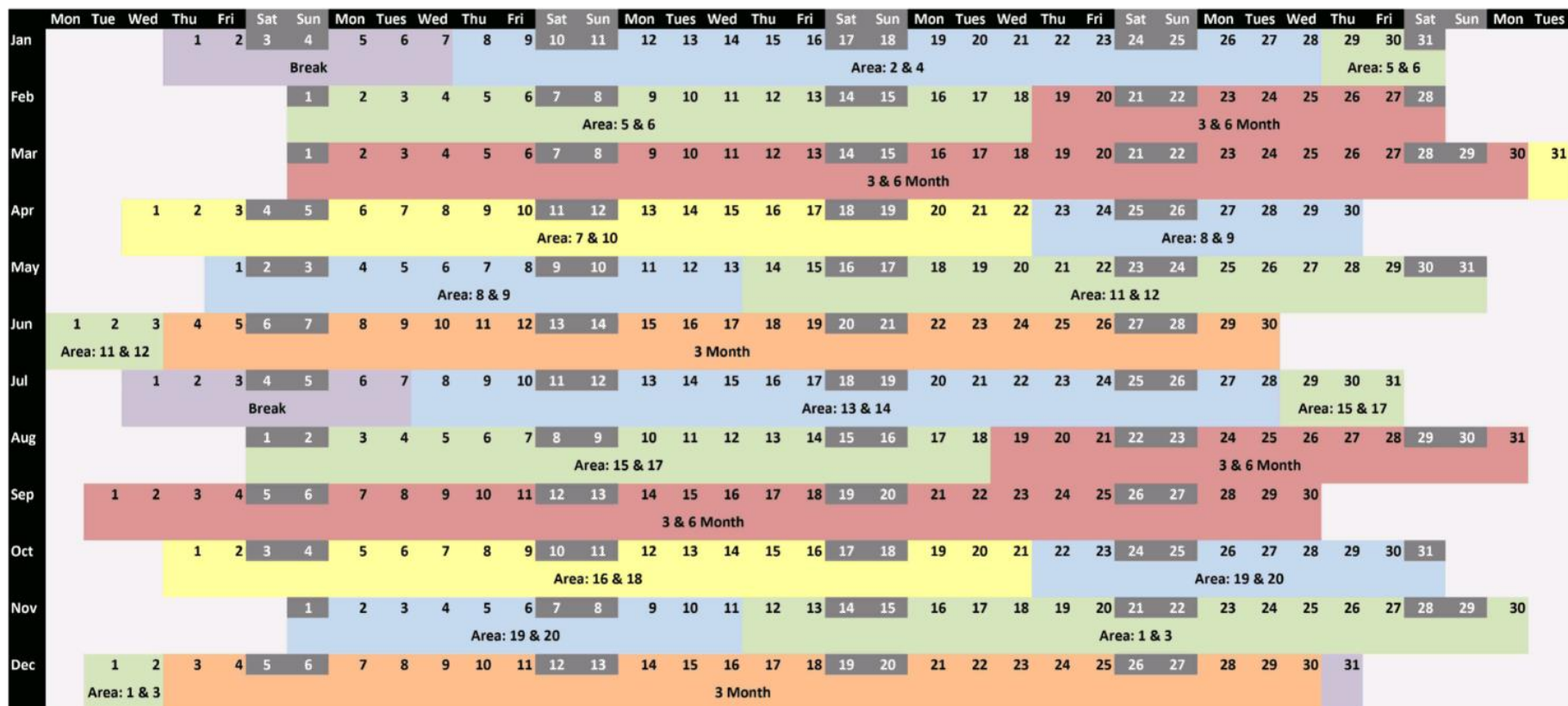
Proactive Inspection Schedule

2025 Calendar Year



Proactive Inspection Schedule

2026 Calendar Year





Schedule 5: Demarcation Agreement Register

Schedule 5 - Demarcation Agreement Register

Demarcation Agreement Register

Demarcation Agreement Name	Adoption Date	Maroondah City Council Reference	Description
Municipal Boundary Agreement – Knox City Council and Maroondah City Council	Nov 2016	16/209326	This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Manningham City Council and Maroondah City Council	Feb 2016	16/39152	This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Yarra Ranges City Council and Maroondah City Council	July 2020	20/176312	This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Whitehorse City Council and Maroondah City Council	July 2020	20/179495	This agreement defines each party's responsibility for various assets along the municipal boundary.
Operational Works Maintenance Agreement between VicRoads and Maroondah City Council	Pending Approval	S20/51091	This agreement defines each party's responsibility for the management of road side vegetation on various arterial (VicRoads') roads.
Safety Interface Agreement – Ringwood Station – Metro Trains Melbourne and Maroondah City Council	July 2019	21/10686	This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Station and its surrounding area.
Safety Interface Agreement – Heatherdale Station – Metro Trains Melbourne, Whitehorse City Council and Maroondah City Council	Jan 2021	21/10640	This agreement defines each party's responsibility for the management of various infrastructure associated with Heatherdale Station and its surrounding area.
Safety Interface Agreement – Level Crossings – Metro Trains Melbourne and Maroondah City Council	Jan 2021	21/10630	This agreement defines each party's responsibility for the management of various infrastructure associated with the level crossings and its surrounding area across Maroondah Municipality.
Safety Interface Agreement – Bridge Crossings – Metro Trains Melbourne and Maroondah City Council	Jan 2021	21/10635	This agreement defines each party's responsibility for the management of various infrastructure associated with the bridge & culvert crossings and its surrounding area across Maroondah Municipality.
Demarcation of Responsibility – Ringwood Town Square – Eastland and Maroondah City Council	Dec 2020	20/142971	This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Town Square.

To contact Council

- phone 1300 88 22 33 or (03) 9298 4598
- visit our website at www.maroondah.vic.gov.au
- email maroondah@maroondah.vic.gov.au

Translating and Interpreter Service

13 14 50

National Relay Service (NRS)

13 36 77

 MaroondahCityCouncil

 @CityofMaroondah

 Maroondah City Council

 Maroondah City Council

 maroondahcitycouncil





Road Management Plan- Change Register

Road Management Plan

2017					2021					Comments
SCHEDULE OF VERSION AND ADOPTION					SCHEDULE OF VERSION AND ADOPTION					Updated to list new Version of document.
Version	Prepared by	Adoption Date	Checked by	Comment	Version	Prepared by	Adoption Date	Checked by	Comment	
1	AT	Not Adopted		Preparation of draft document	1	AT	Not Adopted		Preparation of draft document	Updated with current asset network values. Maroondah 2040 vision stated.
2	AT	Not Adopted	DK, MI	Step program review undertaken and additional comments included	2	AT	Not Adopted	DK, MI	Step program review undertaken and additional comments included	
3	AT	13/12/04	DK, MI	Plan reviewed and modified following public exhibition	3	AT	13/12/04	DK, MI	Plan reviewed and modified following public exhibition	
4	ATo	10/12/07		Plan reviewed and modified following public exhibition	4	ATo	10/12/07		Plan reviewed and modified following public exhibition	
5	NT	20/07/09	ATo	Plan reviewed and modified following public exhibition	5	NT	20/07/09	ATo	Plan reviewed and modified following public exhibition	
6	DH, AP	01/07/13	ATo	Plan review as per Regulations	6	DH, AP	01/07/13	ATo	Plan review as per Regulations	
7	AP	01/07/17	DH	RMP reviewed and updated as per Regulations. Schedule 2, Schedule 3 and Schedule 9 from Version 7 deleted, with content included in the main body of the RMP. Schedule 1 and 7 from Version 7 have been combined into one schedule. Schedules have been re-numbered.	7	AP	01/07/17	DH	RMP reviewed and updated as per Regulations. Schedule 2, Schedule 3 and Schedule 9 from Version 7 deleted, with content included in the main body of the RMP. Schedule 1 and 7 from Version 7 have been combined into one schedule. Schedules have been re-numbered.	
					8	UL	01/07/21	AP	RMP reviewed and updated as per Regulations. Schedule 1 updated to reflect Council's level of service.	
Introduction Maroondah City Council's Road Management Plan 2017 – 2021 outlines Council's commitment to providing a safe local road and pathway network. The RMP is prepared in accordance with the Road Management Act 2004 (the Act) and documents the maintenance service standard and management systems. Council is the responsible authority for an extensive network of infrastructure assets within the municipal area, which includes a local road network of 482km, a car park network of 197,000m2 and a pathway network of 763km. The RMP also supports the delivery of Maroondah 2040 Community Vision and supports the delivery for the 'attractive, thriving and well built' and 'well governed and empowered' outcomes.					Introduction Maroondah City Council's Road Management Plan 2021 – 2025 outlines Council's commitment to providing a safe local road and pathway network. The RMP is prepared in accordance with the Road Management Act 2004 (the Act) and documents the maintenance service standard and management systems. Council is the responsible authority for an extensive network of infrastructure assets within the municipal area, which includes a local road network of 485 km, a car park network of 278,724 m2 and a pathway network of 812 km. The RMP also supports the delivery of Maroondah 2040 Community Vision to be a vibrant and diverse city with a healthy and active community, living in green and leafy neighbourhoods which are connected to thriving and accessible activity centre contributing to a prosperous economy within a safe, inclusive and sustainable environment					Updated to reflect current asset network values.
Background Council has a statutory obligation to inspect, maintain and repair a public road. Council's Road Management Plan (RMP) has been developed to set reasonable standards in relation to the performance of road management functions for the maintenance of its public roads and associated road infrastructure. The Act also requires that Council keep a register of public roads in respect of which it is the coordinating road authority. Council has developed criteria for inclusion of a road in the register around the scenario, "is the road reasonably required for general public use". While the development of a RMP is not compulsory, Maroondah City Council has taken the view, that the establishment of a RMP is based on sound asset management principles and practices that will provide a long-term community benefit. In establishing the RMP, Council has reviewed its maintenance standards and management systems required to deliver an effective service in the context of what is reasonable, affordable and achievable considering Council's limited resources and competing priorities.					Background Council has a statutory obligation to inspect, maintain and repair a public road. Council's Road Management Plan (RMP) has been developed to set reasonable standards in relation to the performance of road management functions for the maintenance of its public roads and associated road infrastructure. The Act also requires that Council keep a register of public roads in respect of which it is the coordinating road authority. Council has developed criteria for inclusion of a road in the register around the scenario, "is the road reasonably required for general public use". While the development of a RMP is not compulsory, Maroondah City Council has taken the view, that the establishment of a RMP is based on sound asset management principles and practices that will provide a long-term community benefit. In establishing the RMP, Council has reviewed its maintenance standards and management systems required to deliver an effective service in the context of what is reasonable, affordable and achievable considering Council's limited resources and competing priorities.					No changes.
Purpose of the road management plan Section 50 of the Act states: The purposes of a road management plan are having regard to the principal object of road management and the works and infrastructure management principles— a. to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and b. to set the relevant standard in relation to the discharge of duties in the performance of those road management functions.					Purpose of the road management plan Section 50 of the Act states: The purposes of a road management plan are having regard to the principal object of road management and the works and infrastructure management principles— a. to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and b. to set the relevant standard in relation to the discharge of duties in the performance of those road management functions.					No changes.
Function of the road authority Section 34 of the Act states: A road authority has the following general functions—					Function of the road authority Section 34 of the Act states: A road authority has the following general functions—					Updated to reflect current wording of Section 34 in the Act.



2017	2021	Comments
<p>a. to provide and maintain, as part of a network of roads, roads for use by the community served by the road authority;</p> <p>b. to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment;</p> <p>c. to manage traffic on roads in a manner that enhances the safe and efficient operation of roads;</p> <p>d. to design, construct, inspect, repair and maintain roads and road infrastructure;</p> <p>e. to coordinate the installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility or public transport services;</p> <p>f. to undertake works and activities which promote the functions referred to in paragraphs (a), (b), (c) and (d) and to undertake activities which promote the function in paragraph (e).</p>	<p>a. to provide and maintain, as part of a network of roads, roads for use by the community served by the road authority;</p> <p>b. to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment;</p> <p>c. to manage traffic on roads in a manner that enhances the safe and efficient operation of roads;</p> <p>ca. to design, construct, inspect, repair and maintain roads and road infrastructure;</p> <p>d. to coordinate the installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility or public transport services;</p> <p>e. to undertake works and activities which promote the functions referred to in paragraphs (a), (b), (c) and (ca) and to undertake activities which promote the function in paragraph (d).</p>	
<p>Statutory duty Section 40 of the Act States:</p> <p>1. A road authority has a statutory duty to inspect, maintain and repair a public road –</p> <p>a. to the standard specified in the road management plan for that public road or a specified class of public roads which includes that public road.</p> <p>2. The statutory duty imposed by subsection (1) does not create a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed.</p> <p>3. The statutory duty to inspect applies to any part of a public road which is—</p> <p>a. a roadway;</p> <p>b. a pathway;</p> <p>c. a shoulder;</p> <p>d. road infrastructure.</p>	<p>Statutory duty Section 40 of the Act States:</p> <p>1. A road authority has a statutory duty to inspect, maintain and repair a public road –</p> <p>a. to the standard specified in the road management plan for that public road or a specified class of public roads which includes that public road.</p> <p>2. The statutory duty imposed by subsection (1) does not create a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed.</p> <p>3. The statutory duty to inspect applies to any part of a public road which is—</p> <p>a. a roadway;</p> <p>b. a pathway;</p> <p>c. a shoulder;</p> <p>d. road infrastructure.</p>	No changes.
<p>Strategic direction Council plan Maroondah City Council's Council Plan 2013-2017 details what Council must do to work towards achieving the long term vision described in Maroondah 2040. The Council Plan sets out strategies for the next four years and considers what Council needs to undertake in these four years to achieve that vision. The RMP underpins the strategic directions contained within the Council Plan.</p> <p>The following key directions are supported by the RMP:</p> <ul style="list-style-type: none"> 5.5 Improve the efficiency of Maroondah's road network through effective asset management, maintenance and renewal works. 8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment. 8.6 Embrace emerging technology and the digital economy in the delivery of services, enhancement of assets, and engagement of the community. 	<p>Strategic direction Council plan Maroondah City Council's Council Plan 2017 - 2021 details what Council must do to work towards achieving the long term vision described in Maroondah 2040. The Council Plan sets out strategies for the next four years and considers what Council needs to undertake in these four years to achieve that vision. The RMP underpins the strategic directions contained within the Council Plan.</p> <p>The following key directions are supported by the RMP:</p> <ul style="list-style-type: none"> 5.5 Work in partnership to facilitate a safe, accessible and efficient integrated transport network that enhances liveability and facilitates living locally within 20-minute neighbourhoods 8.2 Ensure responsible and sustainable management of Maroondah's resources, assets, infrastructure and natural environment 8.7 Embrace emerging technology, the digital economy and opportunities for innovation in the delivery of services, enhancement of assets, and engagement of the community 	Updated to reflect current Council Plan.
<p>Asset management plan Council's Asset Management Plan (AMP) provides a strategic long term plan for the maintenance and development of Council's assets, including but not limited to roads and pathways.</p> <p>The levels of service specified in the AMP, the data collected from routine inspections, and the three yearly cyclic condition assessments undertaken as part of the pavement management system form a critical relationship in the ongoing maintenance of infrastructure, the development of works programs and the refinement of existing asset strategies.</p>	<p>Asset management plan Council's Asset Management Plan (AMP) provides a strategic long term plan for the maintenance and development of Council's assets, including but not limited to roads and pathways.</p> <p>The levels of service specified in the AMP, the data collected from routine inspections, and the four yearly cyclic condition assessments undertaken as part of the pavement management system form a critical relationship in the ongoing maintenance of infrastructure, the development of works programs and the refinement of existing asset strategies.</p>	No changes.
<p>Long term financial strategy Council has established a 10 year Long Term Financial Strategy to set Council's strategic direction. The strategy ensures the long term financial viability of Council and includes the review of expenditure on the</p>	<p>Long term financial strategy Council has established a 10 year Long Term Financial Strategy to set Council's strategic direction. The strategy ensures the long term financial viability of Council and includes the review of expenditure on the</p>	No changes.

2017	2021	Comments																																										
<p>renewal and maintenance of Council's assets in the context of Council's total budget.</p> <p>Emergency management plan</p> <p>Council's Municipal Emergency Management Plan has been produced pursuant to Section 20 of the Emergency Management Act 1986. The RMP addresses the prevention of, response to and recovery from emergencies within the municipality and is the result of the co-operative efforts of emergency management stakeholders, internal and external.</p> <p>The RMP takes into consideration the requirements of the Emergency Management Plan and the need to ensure that emergency events are factored into the standards established through the RMP.</p>	<p>renewal and maintenance of Council's assets in the context of Council's total budget.</p> <p>Emergency management plan</p> <p>Council's Municipal Emergency Management Plan (MEMP) has been produced pursuant to Section 20 of the Emergency Management Act 1986. The MEMP addresses the prevention of, response to and recovery from emergencies within the municipality and is the result of the co-operative efforts of Municipal Emergency Management Planning Committee (MEMPC) which consists of response and recovery agencies and organisations, Council members and local business and community representatives.</p> <p>The RMP takes into consideration the requirements of the Emergency Management Plan and the need to ensure that emergency events are factored into the standards established through the RMP.</p>	<p>Updated to reflect current practices.</p>																																										
<p>Assets</p> <p>Assets included in the RMP</p> <p>Whilst the Road Management Act is limited to a road authority's obligations within a road reserve, Council also voluntarily applies the same standards in this RMP to its road, car park and pathway asset classes, within road reserves and public open space.</p> <p>Following asset classes are included as part of the RMP.</p> <table><tr><td><ul style="list-style-type: none">Council (or Local) RoadsTraffic Management DevicesStormwater Pits (on or abutting roads and pathways)Structures (bridges or underpasses)</td><td><ul style="list-style-type: none">Car parks (including laneways)Kerb and ChannelPathways (footpath, reserve paths, shared paths)Street Trees (trees within a road reserve)*</td></tr></table> <p>* Where the street tree impacts the function of a pathway in accordance with Schedule 1. Street Trees impacting the function of a road will be identified and actioned as part of Council's cyclical Tree Inspection program.</p> <p>Further detail regarding inspection frequencies and intervention levels can be found in Schedule 1 and Schedule 4.</p> <p>Each of Council's asset classes are identified spatially in Council's Geographical Information System (GIS). The GIS system in conjunction with Council's Asset Management System forms Council's asset register.</p>	<ul style="list-style-type: none">Council (or Local) RoadsTraffic Management DevicesStormwater Pits (on or abutting roads and pathways)Structures (bridges or underpasses)	<ul style="list-style-type: none">Car parks (including laneways)Kerb and ChannelPathways (footpath, reserve paths, shared paths)Street Trees (trees within a road reserve)*	<p>Assets</p> <p>Assets included in the RMP</p> <p>Whilst the Road Management Act is limited to a road authority's obligations within a road reserve, Council also voluntarily applies the same standards in this RMP to its road, car park and pathway asset classes, within road reserves and public open space.</p> <p>Following asset classes are included as part of the RMP.</p> <table><tr><td><ul style="list-style-type: none">Council (or Local) RoadsTraffic Management DevicesStormwater Pits (on or abutting roads and pathways)Structures (bridges or underpasses)</td><td><ul style="list-style-type: none">Car parks (including laneways)Kerb and ChannelPathways (footpath, reserve paths, shared paths)Street Trees (trees within a road reserve)*</td></tr></table> <p>* Where the street tree impacts the function of a pathway in accordance with Schedule 1. Street Trees impacting the function of a road will be identified and actioned as part of Council's cyclical Tree Inspection program.</p> <p>Further detail regarding inspection frequencies and intervention levels can be found in Schedule 1 and Schedule 4.</p> <p>Each of Council's asset classes are identified spatially in Council's Geographical Information System (GIS). The GIS system in conjunction with Council's Asset Management System forms Council's asset register.</p>	<ul style="list-style-type: none">Council (or Local) RoadsTraffic Management DevicesStormwater Pits (on or abutting roads and pathways)Structures (bridges or underpasses)	<ul style="list-style-type: none">Car parks (including laneways)Kerb and ChannelPathways (footpath, reserve paths, shared paths)Street Trees (trees within a road reserve)*	<p>No changes.</p>																																						
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Hierarchy 1	All formed and unsealed pathways within road reserves and public open space																																											
<p>Level of service</p> <p>Adopted level of service</p>	<p>Level of service</p> <p>Adopted level of service</p>	<p>No changes.</p>																																										

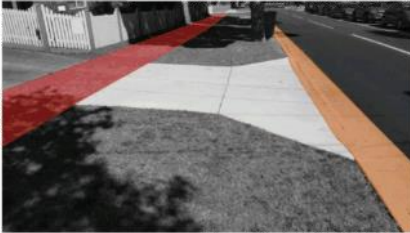
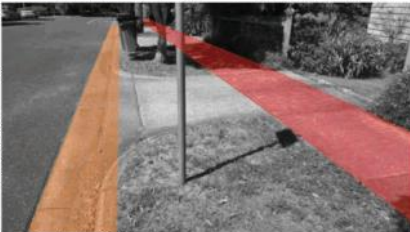






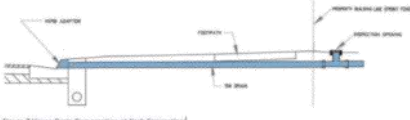
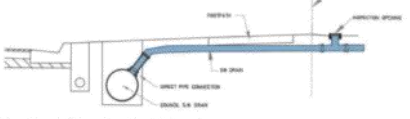
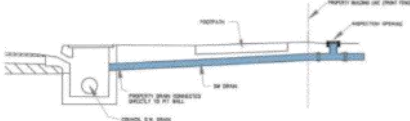
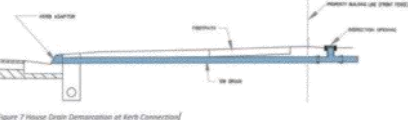
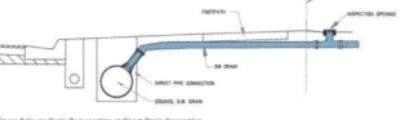
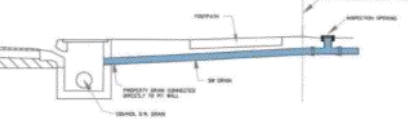
2017	2021	Comments
<p>The level of service stated in the RMP has been set taking account of user safety, resourcing (labour and material) and repair techniques. Council has established the RMP to meet its statutory duty stated in the Act:</p> <ul style="list-style-type: none"> Inspections frequencies (Schedule 4) to satisfy the duty to inspect a public road; Intervention levels (Schedule 1) to satisfy the duty to maintain and repair a public road. <p>This level of service assumes that Council's assets are safe for ordinary use and that a user will exercise reasonable care for their own safety.</p>	<p>The level of service stated in the RMP has been set taking account of user safety, resourcing (labour and material) and repair techniques. Council has established the RMP to meet its statutory duty stated in the Act:</p> <ul style="list-style-type: none"> Inspections frequencies (Schedule 4) to satisfy the duty to inspect a public road; Intervention levels (Schedule 1) to satisfy the duty to maintain and repair a public road. <p>This level of service assumes that Council's assets are safe for ordinary use and that a user will exercise reasonable care for their own safety.</p>	
<p>Proactive inspections (scheduled inspection)</p> <p>The Act provides that Council has a statutory duty to inspect a public road and pathway to the standard specified in the RMP. In determining the applicable standard Council has made a policy decision that the standards are reasonable.</p> <p>The proactive inspection frequencies have been documented in the RMP and are attached in Schedule 4. Council's Asset Management Team undertakes these inspections on a programmed basis, in accordance with the intervention levels stated in Schedule 1.</p>	<p>Proactive inspections (scheduled inspection)</p> <p>The Act provides that Council has a statutory duty to inspect a public road and pathway to the standard specified in the RMP. In determining the applicable standard Council has made a policy decision that the standards are reasonable.</p> <p>The proactive inspection frequencies have been documented in the RMP and are attached in Schedule 4. Council's Asset Management Team undertakes these inspections on a programmed basis, in accordance with the intervention levels stated in Schedule 1.</p>	No changes.
<p>Reactive inspections (unscheduled inspection)</p> <p>A reactive inspection is a defect or issue reported to Council which results in a reactive or unscheduled inspection. The report can be lodged by a member of the public or staff via Council's various communication methods, including but not limited to phone, letter, emails or social media. In these cases, Council will inspect and respond to all reports within the timeframes stated in Council's Customer Service Charter.</p>	<p>Reactive inspections (unscheduled inspection)</p> <p>A reactive inspection is a defect or issue reported to Council which results in a reactive or unscheduled inspection. The report can be lodged by a member of the public or staff via Council's various communication methods, including but not limited to phone, letter, emails or social media. In these cases, Council will inspect and respond to all reports within the timeframes stated in Council's Customer Service Charter.</p>	No changes.
<p>Council practices</p> <p>To allow for better management of Council's assets, its Asset Management team also identifies some condition and amenity related items. These items are identified in accordance with Schedule 1.</p>	<p>Council practices</p> <p>To allow for better management of Council's assets, its Asset Management team also identifies some condition (asset preservation) and amenity related items. These items are identified in accordance with Schedule 1.</p>	Term 'asset preservation' added to paragraph to provide further clarity on the meaning of 'condition'.
<p>Asset protection inspections</p> <p>As part of the building works approval process, Council requires the owner / builder to undertake an assessment of the condition of the adjacent Council infrastructure prior to building works, to ensure that any new damage is repaired. Following the building works Council inspects the condition of its assets and ensures that all reinstatement works are undertaken to Council's satisfaction.</p> <p>Council will undertake inspections of Service Authority (Utilities) works in accordance with the requirements of the Ministerial Code of Practice for Management of Road Utility Infrastructure in Road Reserves, and the associated Regulations.</p>	<p>Asset protection inspections</p> <p>As part of the building works approval process, Council requires the owner / builder to undertake an assessment of the condition of the adjacent Council infrastructure prior to building works, to ensure that any new damage is repaired. Following the building works Council inspects the condition of its assets and ensures that all reinstatement works are undertaken to Council's satisfaction.</p> <p>Council will undertake inspections of Service Authority (Utilities) works in accordance with the requirements of the Ministerial Code of Practice for Management of Road Utility Infrastructure in Road Reserves, and the associated Regulations.</p>	No changes.
<p>Asset condition assessment</p> <p>Council's Asset Management team commissions external contractors to undertake a condition assessment of Council's road and associated road infrastructure on a minimum three-yearly cyclical basis. The condition assessments assist Council's Asset Management team to undertake total life-cycle asset management associated with its assets. The data collected is utilised in the development of future works programs and funding applications.</p> <p>These inspections look at the general overall condition of the network and as such are not intended to identify individual defects that might exceed stated intervention levels. This is done via Council's proactive and reactive inspections.</p> <p>The frequency of the asset condition assessments is detailed within Schedule 4 of the RMP.</p>	<p>Asset condition assessment</p> <p>Council's Asset Management team commissions external contractors to undertake a condition assessment of Council's road and associated road infrastructure on a minimum four-yearly cyclical basis. The condition assessments assist Council's Asset Management team to undertake total life-cycle asset management associated with its assets. The data collected is utilised in the development of future works programs and funding applications.</p> <p>These inspections look at the general overall condition of the network and as such are not intended to identify individual defects that might exceed stated intervention levels. This is done via Council's proactive and reactive inspections.</p> <p>The frequency of the asset condition assessments is detailed within Schedule 4 of the RMP.</p>	No changes.
<p>Maintenance intervention levels</p> <p>Council's statutory duty under the Act extends beyond the duty to inspect a public road. Once a proactive inspection has discovered a defect or a defect is reported by the public or through reactive inspections,</p>	<p>Maintenance intervention levels</p> <p>Council's statutory duty under the Act extends beyond the duty to inspect a public road. Once a proactive inspection has discovered a defect or a defect is reported by the public or through reactive inspections,</p>	No changes.

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<p>Council has a duty to assess the defect against its stated intervention levels to determine whether repair works are required and where applicable that this is done within the specified period of time.</p> <p>Council has developed and documented minimum intervention levels for its road and pathway assets that it considers are reasonable in the context of what is affordable, and achievable within current budgets, available resource levels, and the adopted risk profiles.</p> <p>The intervention levels specified in the RMP each have a corresponding response times to mitigate the risk posed. The intervention levels have been determined based on what is considered reasonable in the context of Council's available resources and allocated budgets.</p> <p>Reactive inspection response times are aligned with Council Customer Service Charter and is not specified in the RMP.</p> <p>As Council develops a greater understanding of its assets and work practices through the implementation of the RMP, the levels of service and budgets will be further refined.</p> <p>The criteria utilised for determining appropriate levels of service for an asset include:</p> <ul style="list-style-type: none"> Existing and proposed resource levels Risk principles / considerations Available budgets, expenditure profiles and existing financial strategies Road related asset maintenance strategies and policies and overall organisational funding priorities Community and social expectations Road users' obligations under the Road Safety Act and based on common law principles to exercise reasonable care for their own safety. 	<p>Council has a duty to assess the defect against its stated intervention levels to determine whether repair works are required and where applicable that this is done within the specified period of time.</p> <p>Council has developed and documented minimum intervention levels for its road and pathway assets that it considers are reasonable in the context of what is affordable, and achievable within current budgets, available resource levels, and the adopted risk profiles.</p> <p>The intervention levels specified in the RMP each have a corresponding response times to mitigate the risk posed. The intervention levels have been determined based on what is considered reasonable in the context of Council's available resources and allocated budgets.</p> <p>Reactive inspection response times are aligned with Council Customer Service Charter and is not specified in the RMP.</p> <p>As Council develops a greater understanding of its assets and work practices through the implementation of the RMP, the levels of service and budgets will be further refined.</p> <p>The criteria utilised for determining appropriate levels of service for an asset include:</p> <ul style="list-style-type: none"> Existing and proposed resource levels Risk principles / considerations Available budgets, expenditure profiles and existing financial strategies Road related asset maintenance strategies and policies and overall organisational funding priorities Community and social expectations Road users' obligations under the Road Safety Act and based on common law principles to exercise reasonable care for their own safety. 	
<p>Maintenance activity prioritisation</p> <p>Council will prioritise its maintenance activities in accordance with the specified intervention levels in Schedule 1 and inspection frequencies in Schedule 4. The decision making process and establishment of policy decisions in respect of maintenance activities will take into account factors such as available resources, budgets, social, political and environmental factors.</p>	<p>Maintenance activity prioritisation</p> <p>Council will prioritise its maintenance activities in accordance with the specified intervention levels in Schedule 1 and inspection frequencies in Schedule 4. The decision making process and establishment of policy decisions in respect of maintenance activities will take into account factors such as available resources, budgets, social, political and environmental factors.</p>	No changes.
<p>Road management limitations</p> <p>Council will make every endeavour to comply with all aspects of its RMP. However, in the event of natural disasters and other events, as listed but not limited to those below, Council reserves the right to prioritise its response to works in certain situations.</p> <p>In determining the priorities for works there will be occasions where the standards set are not achievable. These may be for a variety of reasons that could not have been reasonably foreseen or managed such as:</p> <ul style="list-style-type: none"> Emergency and disaster events: such as but not limited to storms, floods, fire, essential services disruption, widespread disease, terrorist attack, civil unrest or disobedience, major substance spillage or leak Financial and resource constraints: such as but not limited to labour disputes and labour shortages, lack of suitably qualified contractors, unavailability of consumables needed for works, price fluctuations in consumables, unforeseen variations to Council's revenue sources including external funding or the amount of a particular type of work exceeds Council's reasonable budgetary allowance for that work Statutory obligations: The RMP has been established in the context of Council's current statutory obligations, service delivery priorities based on local community needs and available resources. If significant additional statutory obligations or demands for services are placed on Council without adequate funding of those obligations then that may constitute an intervening event. <p>When the above situations occur, Council may suspend or adjust some or all of the specified service</p>	<p>Road management limitations</p> <p>Council will make every endeavour to comply with all aspects of its RMP. However, in the event of natural disasters and other events, as listed but not limited to those below, Council reserves the right to prioritise its response to works in certain situations.</p> <p>In determining the priorities for works there will be occasions where the standards set are not achievable. These may be for a variety of reasons that could not have been reasonably foreseen or managed such as:</p> <ul style="list-style-type: none"> Emergency and disaster events: such as but not limited to storms, floods, fire, essential services disruption, widespread disease, terrorist attack, civil unrest or disobedience, major substance spillage or leak Financial and resource constraints: such as but not limited to labour disputes and labour shortages, lack of suitably qualified contractors, unavailability of consumables needed for works, price fluctuations in consumables, unforeseen variations to Council's revenue sources including external funding or the amount of a particular type of work exceeds Council's reasonable budgetary allowance for that work Statutory obligations: The RMP has been established in the context of Council's current statutory obligations, service delivery priorities based on local community needs and available resources. If significant additional statutory obligations or demands for services are placed on Council without adequate funding of those obligations then that may constitute an intervening event. <p>When the above situations occur, Council may suspend or adjust some or all of the specified service</p>	The officer authorised to change the RMP has been updated to CEO following legal advice.

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and intervention levels, works priorities and any other activities under the RMP until such time as Council has recovered sufficiently from the intervening event to return in part or whole to normal operations. The RMP may also be reactivated as a whole or in stages. Whenever Council's RMP is suspended or adjusted or reactivated under this clause, then Council's Director Operations, Infrastructure & Leisure (or equivalent position or anyone acting in this position or equivalent position) will issue written directions to Council staff to confirm the scope, timing and reasons for such direction. In issuing any direction under this clause the relevant Council Officer is to take into account the considerations contained in section 83 of the Wrongs Act 1958 (Vic). Council will maintain a register of these directions.	and intervention levels, works priorities and any other activities under the RMP until such time as Council has recovered sufficiently from the intervening event to return in part or whole to normal operations. The RMP may also be reactivated as a whole or in stages. Whenever Council's RMP is suspended or adjusted or reactivated under this clause, then Council's Chief Executive Officer (or equivalent position or anyone acting in this position or equivalent position) will issue written directions to Council staff to confirm the scope, timing and reasons for such direction. In issuing any direction under this clause the relevant Council Officer is to take into account the considerations contained in section 83 of the Wrongs Act 1958 (Vic). Council will maintain a register of these directions.	
Register of public roads Section 19(1) of the Act imposes a statutory duty upon Council to keep a register of all municipal roads that are public roads. For a road to be included in the register Council has to decide whether '... the road is reasonably required for general public use...' Section 17(3).	Register of public roads Section 19(1) of the Act imposes a statutory duty upon Council to keep a register of all municipal roads that are public roads. For a road to be included in the register Council has to decide whether '... the road is reasonably required for general public use...' Section 17(3).	No changes.
What is a public road? The Act does not provide an exhaustive definition of what is a road. Section 3 provides that a road includes any public highway (defined to mean a common law highway); any ancillary area (such as a car park adjacent to a public road); and any land declared to be a road by a road authority. Of roads relevant to Council (municipal roads), the legislation provides that the following municipal roads are public roads: roads declared under the Local Government Act 1989; and roads which VicRoads declare to be a municipal road. Of the remaining municipal roads only those roads that Council makes a decision are reasonably required for general public use become public roads. Where the legislation dictates or Council has made a decision that a municipal road is a public road, this road must be included on Council's Register.	What is a public road? The Act does not provide an exhaustive definition of what is a road. Section 3 provides that a road includes any public highway (defined to mean a common law highway); any ancillary area (such as a car park adjacent to a public road); and any land declared to be a road by a road authority. Of roads relevant to Council (municipal roads), the legislation provides that the following municipal roads are public roads: roads declared under the Local Government Act 1989; and roads which VicRoads declare to be a municipal road. Of the remaining municipal roads only those roads that Council makes a decision are reasonably required for general public use become public roads. Where the legislation dictates or Council has made a decision that a municipal road is a public road, this road must be included on Council's Register.	No changes
Register content The following information must be included in the Register in accordance with the provisions of Schedule 1 of the Act: (a) the name of each public road (b) if a road becomes a public road after 1 July 2004, the date on which the road became a public road (c) if the public road ceases to be a public road, the date the road ceased to be a public road; (d) the classification of the public road (e) the reference of any plan or instrument made on or after 1 July 2004 that fixes or varies the boundaries of a public road (f) any ancillary areas (g) the reference to any arrangement under which road management functions in respect of any part of a public road or ancillary area is transferred to or from another road authority (h) any other matter required to be included by this Act, the relevant road Minister, or which is prescribed.	Register content The following information must be included in the Register in accordance with the provisions of Schedule 1 of the Act: (a) the name of each public road (b) if a road becomes a public road after 1 July 2004, the date on which the road became a public road (c) if the public road ceases to be a public road, the date the road ceased to be a public road; (d) the classification of the public road (e) the reference of any plan or instrument made on or after 1 July 2004 that fixes or varies the boundaries of a public road (f) any ancillary areas (g) the reference to any arrangement under which road management functions in respect of any part of a public road or ancillary area is transferred to or from another road authority (h) any other matter required to be included by this Act, the relevant road Minister, or which is prescribed.	No changes.
Required considerations Is the area of land a road? The following criteria should be considered when deciding whether an area of land is a road: <ul style="list-style-type: none"> Is it a public highway including a highway at common law? Is it an ancillary area? Has the land been declared to be a road, or forming part of a public highway or ancillary area? Has Council previously been deemed to be the responsible authority for it? Has the land been developed or constructed for use as a road? Any other relevant matter brought to Council's attention? 	Required considerations Is the area of land a road? The following criteria should be considered when deciding whether an area of land is a road: <ul style="list-style-type: none"> Is it a public highway including a highway at common law? Is it an ancillary area? Has the land been declared to be a road, or forming part of a public highway or ancillary area? Has Council previously been deemed to be the responsible authority for it? Has the land been developed or constructed for use as a road? Any other relevant matter brought to Council's attention? 	No changes.

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<p>Is the road reasonably required for general public use?</p> <p>The following criteria should be considered when deciding whether a municipal road is reasonably required for general public use:</p> <ul style="list-style-type: none"> Has it been developed or constructed for use by the general public? Does it serve a defined purpose or function for the general public? Is there evidence that it is currently being used by the general public? Is there unrestricted public access? What are the consequences if public access was removed? Can the needs for public use of this land be readily accommodated with alternatives? Any other relevant matter brought to Council's attention? 	<p>Is the road reasonably required for general public use?</p> <p>The following criteria should be considered when deciding whether a municipal road is reasonably required for general public use:</p> <ul style="list-style-type: none"> Has it been developed or constructed for use by the general public? Does it serve a defined purpose or function for the general public? Is there evidence that it is currently being used by the general public? Is there unrestricted public access? What are the consequences if public access was removed? Can the needs for public use of this land be readily accommodated with alternatives? Any other relevant matter brought to Council's attention? 	No changes.
<p>Availability of register of public roads</p> <p>Council's Registers of Public Roads contains lists of roads, car parks, rights of ways (ROW) and shared paths. The Register can be view on Council's website or at any Council Service Centres.</p>	<p>Availability of register of public roads</p> <p>Council's Registers of Public Roads contains lists of roads, car parks, rights of ways (ROW) and shared paths. The Register can be view on Council's website or at any Council Service Centres.</p>	No changes.
<p>Demarcation of responsibility</p> <p>Arterial roads</p> <p>The operational responsibility for arterial roads is shared between Council and VicRoads. While VicRoads is the coordinating road authority for arterial roads, Council is the responsible road authority for aspects of the arterial road behind the kerb and channel such as footpaths. The figure below describes the most common operational demarcation scenario found for the arterial road network.</p>  <p>Figure 1 Operational Responsibility for VicRoads' Arterial Roads (Source: Code of Practice for Operational Responsibility for Public Roads)</p>	<p>Demarcation of responsibility</p> <p>Arterial roads</p> <p>The operational responsibility for arterial roads is shared between Council and VicRoads. While VicRoads is the coordinating road authority for arterial roads, Council is the responsible road authority for aspects of the arterial road behind the kerb and channel such as footpaths. The figure below describes the most common operational demarcation scenario found for the arterial road network.</p>  <p>Figure 2 Operational Responsibility for VicRoads' Arterial Roads (Source: Code of Practice for Operational Responsibility for Public Roads)</p>	No changes.
<p>Rights of way</p> <p>A right of way (ROW), also known as a laneway, is typically identified as 'Road' on title. All ROWs are included in the Register of Public Roads and an appropriate maintenance and inspection regime applied to the area of land that reflects the expected frequency of use by the public and the associated risk.</p> <p>In some instances, land maybe subject to a carriageway easement. Where the carriageway easement has the potential to provide property access, or form part of the public infrastructure network, or has dedicated and demonstrated long-term use by the public and is constructed, or developed for use by the general public, Council will generally consider it to be a public road and therefore be included in the Register and become Council's responsibility.</p>	<p>Rights of way</p> <p>A right of way (ROW), also known as a laneway, is typically identified as 'Road' on title. All ROWs are included in the Register of Public Roads and an appropriate maintenance and inspection regime applied to the area of land that reflects the expected frequency of use by the public and the associated risk.</p> <p>In some instances, land maybe subject to a carriageway easement. Where the carriageway easement has the potential to provide property access, or form part of the public infrastructure network, or has dedicated and demonstrated long-term use by the public and is constructed, or developed for use by the general public, Council will generally consider it to be a public road and therefore be included in the Register and become Council's responsibility.</p>	No changes.
<p>Body corporate driveways / private roads</p> <p>Body corporate common property is privately owned land that does not form part of the municipal road network and is the responsibility of the body corporate to maintain.</p>	<p>Body corporate driveways / private roads</p> <p>Body corporate common property is privately owned land that does not form part of the municipal road network and is the responsibility of the body corporate to maintain.</p>	No changes.
<p>Ancillary assets</p> <p>An ancillary asset is owned or managed by Council but is not part of the road. Typically an ancillary assets would be a car park, rest stop or scenic lookout. The following criteria are to be considered in determining whether an area can be considered an ancillary area:</p> <ul style="list-style-type: none"> Is it under Council's ownership or management? Required by Council or the public for use other than as a road? Can a dedicated and demonstrated long-term use by the public can be shown? 	<p>Ancillary assets</p> <p>An ancillary asset is owned or managed by Council but is not part of the road. Typically an ancillary assets would be a car park, rest stop or scenic lookout. The following criteria are to be considered in determining whether an area can be considered an ancillary area:</p> <ul style="list-style-type: none"> Is it under Council's ownership or management? Required by Council or the public for use other than as a road? Can a dedicated and demonstrated long-term use by the public can be shown? 	No changes.

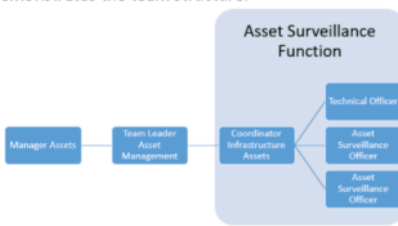



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<ul style="list-style-type: none"> No prior owner is exercising any rights of private ownership over the land? Any other relevant matter brought to Council's attention? <p>Council will manage ancillary assets in accordance with the RMP.</p>	<ul style="list-style-type: none"> No prior owner is exercising any rights of private ownership over the land? Any other relevant matter brought to Council's attention? <p>Council will manage ancillary assets in accordance with the RMP.</p>	
<p>Boundary roads Where Council's municipal boundary has been established on a road, the boundary is the centre line of the road reservation. In such cases a single road will have two coordinating road authorities who are responsible for the portion of road within their own municipal district.</p> <p>Council has formalised agreements with each of its adjoining municipalities agreeing to transfer road management functions for each boundary road to a single responsible road authority.</p> <p>The current agreements are listed within Schedule 5 of the RMP.</p>	<p>Boundary roads Where Council's municipal boundary has been established on a road, the boundary is the centre line of the road reservation. In such cases a single road will have two coordinating road authorities who are responsible for the portion of road within their own municipal district.</p> <p>Council has formalised agreements with each of its adjoining municipalities agreeing to transfer road management functions for each boundary road to a single responsible road authority.</p> <p>The current agreements are listed within Schedule 5 of the RMP.</p>	No changes.
<p>Crown land or freehold title Council is responsible for the care and maintenance for roads, pathways and car parks that are located on crown land and freehold title. These can include reserve access tracks that are formed and provide access to car parks and shared pathways that have been constructed by Council, or have been historically maintained by Council, and therefore require consideration for inclusion in the register of public roads.</p> <p>It is considered that roads, car parks, pedestrian pathways or access tracks located on crown land or separate freehold title, that Council accepts are a common law public highway, are constructed and developed for use by the public, and are reasonably required for general public use, will be included in the Register of Public Roads and managed in accordance with the RMP.</p>	<p>Crown land or freehold title Council is responsible for the care and maintenance for roads, pathways and car parks that are located on crown land and freehold title. These can include reserve access tracks that are formed and provide access to car parks and shared pathways that have been constructed by Council, or have been historically maintained by Council, and therefore require consideration for inclusion in the register of public roads.</p> <p>It is considered that roads, car parks, pedestrian pathways or access tracks located on crown land or separate freehold title, that Council accepts are a common law public highway, are constructed and developed for use by the public, and are reasonably required for general public use, will be included in the Register of Public Roads and managed in accordance with the RMP.</p>	No changes.
<p>Vehicle crossings A vehicle crossing is a point next to a road to enable a person using the road to have access to land on the other side of a pathway (footpath, reserve path or shared path) or channel (kerb and channel or table/open drain).</p> <p>Schedule 10 and Section 225 of the Local Government Act, gives Council the power to require the property owner to maintain or reconstruct the crossing to Council's approved standard at the property owner's cost. Council's Local Law 11, Clause 25 further supports this provision.</p> <p>If the property owner wishes to construct a new vehicle crossing or renew an existing vehicle crossing, consent must be obtained from Council. Council will not contribute funds towards the construction of the pathway or channel sections in these situations.</p>	<p>Vehicle crossings A vehicle crossing is a point next to a road to enable a person using the road to have access to land on the other side of a pathway (footpath, reserve path or shared path) or channel (kerb and channel or table/open drain).</p> <p>Schedule 10 and Section 225 of the Local Government Act, gives Council the power to require the property owner to maintain or reconstruct the crossing to Council's approved standard at the property owner's cost. Council's Local Law 11, Clause 25 further supports this provision.</p> <p>If the property owner wishes to construct a new vehicle crossing or renew an existing vehicle crossing, consent must be obtained from Council. Council will not contribute funds towards the construction of the pathway or channel sections in these situations.</p>	No changes
<p>Pathway A pathway forms part of Council's pedestrian network which is integral to the connection and accessibility of pedestrians throughout the municipality. Where a vehicle crossing intersects a pathway, Council is responsible for the inspection, maintenance and renewal of the pathway network which traverses a vehicle crossing as shown in red in Figure 3 and Figure 4.</p>	<p>Pathway A pathway forms part of Council's pedestrian network which is integral to the connection and accessibility of pedestrians throughout the municipality. Where a vehicle crossing intersects a pathway, Council is responsible for the inspection, maintenance and renewal of the pathway network which traverses a vehicle crossing as shown in red in Figure 3 and Figure 4.</p>	No changes.
<p>Channel A channel forms part of Council's stormwater system and is integral for the management of surface stormwater flows. Where a vehicle crossing, intersects the channel, Council is responsible for the inspection, maintenance and renewal of the channel network which traverses a vehicle crossing as shown in orange in Figure 3 to Figure 6.</p> <p>All other components of a vehicle crossing are the responsibility of the relevant property owner to inspect, maintain and renew.</p>	<p>Channel A channel forms part of Council's stormwater system and is integral for the management of surface stormwater flows. Where a vehicle crossing, intersects the channel, Council is responsible for the inspection, maintenance and renewal of the channel network which traverses a vehicle crossing as shown in orange in Figure 3 to Figure 6.</p> <p>All other components of a vehicle crossing are the responsibility of the relevant property owner to inspect, maintain and renew.</p>	No changes.







2017	2021	Comments
 <p>Figure 3 Example of Vehicle Crossing Demonstration</p>  <p>Figure 4 Example of Vehicle Crossing Demonstration</p>  <p>Figure 5 Example of Vehicle Crossing Demonstration</p>  <p>Figure 6 Example of Vehicle Crossing Demonstration</p>	 <p>Figure 3 Example of Vehicle Crossing Demonstration</p>  <p>Figure 4 Example of Vehicle Crossing Demonstration</p>  <p>Figure 5 Example of Vehicle Crossing Demonstration</p>  <p>Figure 6 Example of Vehicle Crossing Demonstration</p>	
<p>Stormwater Connection</p> <p>Council has deemed that each property's private stormwater system up to and including the connection to a public (Council or Melbourne Water) stormwater asset to be the responsibility of the relevant property owner to inspect, maintain and renew.</p> <p>In many instances, the public stormwater asset is located outside of the property boundary, within the road reserve. In these cases, the property owner continues to be responsible for their private stormwater system up to and including the connection point. This is shown in blue in Figure 7 to Figure 9.</p>  <p>Figure 7 House Drain Demonstration at Kerb Connection</p>  <p>Figure 8 House Drain Demonstration at Direct Drain Connection</p>  <p>Figure 9 House Drain Demonstration at Direct Pit Connection</p>	<p>Stormwater Connection</p> <p>Council has deemed that each property's private stormwater system up to and including the connection to a public (Council or Melbourne Water) stormwater asset to be the responsibility of the relevant property owner to inspect, maintain and renew.</p> <p>In many instances, the public stormwater asset is located outside of the property boundary, within the road reserve. In these cases, the property owner continues to be responsible for their private stormwater system up to and including the connection point. This is shown in blue in Figure 7 to Figure 9.</p> <p>If the property owner wishes to construct a connection or renew an existing connection to a public (Council or Melbourne Water) stormwater asset, consent must be obtained from Council.</p>  <p>Figure 7 House Drain Demonstration at Kerb Connection</p>  <p>Figure 8 House Drain Demonstration at Direct Drain Connection</p>  <p>Figure 9 House Drain Demonstration at Direct Pit Connection</p>	<p>New paragraph added to clarify requirement for consent.</p>

2017	2021	Comments																																																																																										
<p>Assets in private area</p> <p>Council may become the responsible authority for road and associated road infrastructure within private property. For this to occur the infrastructure must form part of the public infrastructure network and have dedicated and demonstrated long-term use by the general public.</p> <p>A typical example of Council infrastructure on private property can be found along shop fronts. In some instances, the footpath along the shop front is partially or completely located within private property. In many of these instances, Council would be the responsible authority for the full extent of the footpath as it forms part of the public pathway network.</p>	<p>Assets in private area</p> <p>Council may become the responsible authority for road and associated road infrastructure within private property. For this to occur the infrastructure must form part of the public infrastructure network and have dedicated and demonstrated long-term use by the general public.</p> <p>A typical example of Council infrastructure on private property can be found along shop fronts. In some instances, the footpath along the shop front is partially or completely located within private property. In many of these instances, Council would be the responsible authority for the full extent of the footpath as it forms part of the public pathway network.</p>	No changes.																																																																																										
<p>Nature strip</p> <p>Nature strips are the piece of land situated between the edge of a road and the property boundary (excluding any kerb and formed pathway). Nature strips form part of the road reserve and provide:</p> <ul style="list-style-type: none">• A space for authorities to house their assets• May contain trees for shade and beautification of a street. <p>While a resident does not own the naturestrip in front of their homes, they are encouraged to maintain it. Maintenance carried out by the resident typically involve regular mowing, weeding, cutting the edges and picking up litter.</p> <p>In accordance with the Road Management Act, sections 40 and 107, Council does not have a statutory or common law duty to inspect, maintain and repair the naturestrip.</p> <p>Modifications or landscaping of naturestrips must be undertaken in accordance with Council’s Naturestrip Landscaping Guidelines.</p>	<p>Nature strip</p> <p>Nature strips are the piece of land situated between the edge of a road and the property boundary (excluding any kerb and formed pathway). Nature strips form part of the road reserve and provide:</p> <ul style="list-style-type: none">• A space for authorities to house their assets• May contain trees for shade and beautification of a street. <p>While a resident does not own the naturestrip in front of their homes, they are encouraged to maintain it. Maintenance carried out by the resident typically involve regular mowing, weeding, cutting the edges and picking up litter.</p> <p>In accordance with the Road Management Act, sections 40 and 107, Council does not have a statutory or common law duty to inspect, maintain and repair the naturestrip.</p> <p>Modifications or landscaping of naturestrips must be undertaken in accordance with Council’s Naturestrip Landscaping Guidelines.</p>	No changes.																																																																																										
<p>RMP actions and responsibilities</p> <table><tr><th>Action No.</th><th>Action Description</th><th>Relevant Plan Section</th><th>Frequency / Cycle</th><th>Responsibility</th></tr><tr><td>1</td><td>Plan stewardship</td><td>All</td><td>N/A</td><td>Manager Assets</td></tr><tr><td>2</td><td>Asset surveillance inspections</td><td>Schedule 1 Schedule 4</td><td>As per Schedule 4</td><td>Manager Assets</td></tr><tr><td>3</td><td>Asset condition assessments</td><td>Schedule 4</td><td>As per Schedule 4</td><td>Manager Assets</td></tr><tr><td>4</td><td>Asset maintenance activities</td><td>Schedule 1</td><td>As per Schedule 1</td><td>Manager Operations</td></tr><tr><td>5</td><td>RMP review and update</td><td>All</td><td>As per Road Management Act</td><td>Manager Assets</td></tr><tr><td>6</td><td>Register of Public Roads review and update</td><td>Schedule 2 Schedule 3 Schedule 5</td><td>As required or as part of Action 5.</td><td>Manager Assets</td></tr><tr><td>7</td><td>Inspection Methodology and Intervention Levels review and update</td><td>Schedule 1</td><td>As required or as part of Action 5.</td><td>Manager Assets</td></tr><tr><td>8</td><td>Boundary and Other Agreement review and update</td><td>Schedule 5</td><td>As required or as part of Action 5.</td><td>Manager Assets</td></tr></table>	Action No.	Action Description	Relevant Plan Section	Frequency / Cycle	Responsibility	1	Plan stewardship	All	N/A	Manager Assets	2	Asset surveillance inspections	Schedule 1 Schedule 4	As per Schedule 4	Manager Assets	3	Asset condition assessments	Schedule 4	As per Schedule 4	Manager Assets	4	Asset maintenance activities	Schedule 1	As per Schedule 1	Manager Operations	5	RMP review and update	All	As per Road Management Act	Manager Assets	6	Register of Public Roads review and update	Schedule 2 Schedule 3 Schedule 5	As required or as part of Action 5.	Manager Assets	7	Inspection Methodology and Intervention Levels review and update	Schedule 1	As required or as part of Action 5.	Manager Assets	8	Boundary and Other Agreement review and update	Schedule 5	As required or as part of Action 5.	Manager Assets	<p>RMP actions and responsibilities</p> <table><tr><th>Action No.</th><th>Action Description</th><th>Relevant Plan Section</th><th>Frequency / Cycle</th><th>Responsibility</th></tr><tr><td>1</td><td>Plan stewardship</td><td>All</td><td>N/A</td><td>Manager Assets</td></tr><tr><td>2</td><td>Asset surveillance inspections</td><td>Schedule 1 Schedule 4</td><td>As per Schedule 4</td><td>Manager Assets</td></tr><tr><td>3</td><td>Asset condition assessments</td><td>Schedule 4</td><td>As per Schedule 4</td><td>Manager Assets</td></tr><tr><td>4</td><td>Asset maintenance activities</td><td>Schedule 1</td><td>As per Schedule 1</td><td>Manager Operations</td></tr><tr><td>5</td><td>RMP review and update</td><td>All</td><td>As per Road Management Act</td><td>Manager Assets</td></tr><tr><td>6</td><td>Register of Public Roads review and update</td><td>Schedule 2 Schedule 3 Schedule 5</td><td>As required or as part of Action 5.</td><td>Manager Assets</td></tr><tr><td>7</td><td>Inspection Methodology and Intervention Levels review and update</td><td>Schedule 1</td><td>As required or as part of Action 5.</td><td>Manager Assets</td></tr><tr><td>8</td><td>Boundary and Other Agreement review and update</td><td>Schedule 5</td><td>As required or as part of Action 5.</td><td>Manager Assets</td></tr></table>	Action No.	Action Description	Relevant Plan Section	Frequency / Cycle	Responsibility	1	Plan stewardship	All	N/A	Manager Assets	2	Asset surveillance inspections	Schedule 1 Schedule 4	As per Schedule 4	Manager Assets	3	Asset condition assessments	Schedule 4	As per Schedule 4	Manager Assets	4	Asset maintenance activities	Schedule 1	As per Schedule 1	Manager Operations	5	RMP review and update	All	As per Road Management Act	Manager Assets	6	Register of Public Roads review and update	Schedule 2 Schedule 3 Schedule 5	As required or as part of Action 5.	Manager Assets	7	Inspection Methodology and Intervention Levels review and update	Schedule 1	As required or as part of Action 5.	Manager Assets	8	Boundary and Other Agreement review and update	Schedule 5	As required or as part of Action 5.	Manager Assets	No changes.
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<p>Appendices</p> <p>The following appendices are attached to the plan:</p> <p>Schedule 1 – Inspection Methodology and Intervention Levels</p> <p>Schedule 2 – Road Classification Map</p> <p>Schedule 3 – Pathway Hierarchy Map</p> <p>Schedule 4 – Inspection Areas and Frequencies</p> <p>Schedule 5 – Demarcation Agreement Register</p>	<p>Appendices</p> <p>The following appendices are attached to the plan:</p> <p>Schedule 1 – Inspection Methodology and Intervention Levels</p> <p>Schedule 2 – Road Classification Map</p> <p>Schedule 3 – Pathway Hierarchy Map</p> <p>Schedule 4 – Inspection Areas and Frequencies</p> <p>Schedule 5 – Demarcation Agreement Register</p>	No changes.																																																																																										



Schedule 1 - Asset Surveillance and Intervention Levels

2017					2021					Comments
SCHEDULE OF VERSION AND ADOPTION					SCHEDULE OF VERSION AND ADOPTION					Updated to list new Version of document.
Revision	Prepared By	Adoption Date	Checked By	Comments	Revision	Prepared By	Adoption Date	Checked By	Comments	
A		01/01/03		Original document released.	A		01/01/03		Original document released.	
B		01/06/05		Amended document released, in accordance with Road Management Act 2004 requirements.	B		01/06/05		Amended document released, in accordance with Road Management Act 2004 requirements.	
C	ATO	01/07/07	NT	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.	C	ATO	01/07/07	NT	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.	
D	NT	01/07/09	AT	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.	D	NT	01/07/09	AT	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.	
E	IF / AP	01/07/13	DH	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.	E	IF / AP	01/07/13	DH	Document redrafted in conjunction with the review of Council's Road Management Plan and release for use.	
2017	MK / AP	01/07/17	DH	Document reviewed in conjunction with the review of Council's Road Management Plan. Schedule 1 and 7 from RMP Version 7 have been combined in this schedule.	2017	MK / AP	01/07/17	DH	Document reviewed in conjunction with the review of Council's Road Management Plan. Schedule 1 and 7 from RMP Version 7 have been combined in this schedule.	
					2020	LL	01/07/2021	AP	Document reviewed in conjunction with the review of Council's Road Management Plan. Proactive inspection and Council Practice have been updated to reflect Council's policies and standards.	
Introduction This document sets out the requirements for Maroondah City Council's inspection methodology (Asset Surveillance Function) and intervention levels. It details the requirements for the Asset Surveillance Officers including details relating to inspection					Introduction This document sets out the requirements for Maroondah City Council's inspection methodology (Asset Surveillance Function) and intervention levels. It details the requirements for the Asset Surveillance Officers including details relating to inspection					No changes.



2017	2021	Comments
frequency, type of defects and defect intervention levels.	frequency, type of defects and defect intervention levels.	
Asset Surveillance Function Team Structure The asset surveillance function consists of four (4) officers with two (2) dedicated inspectors with the title of Asset Surveillance Officer. Figure 1 graphically demonstrates the team structure.  <p>Figure 1 Asset Surveillance Function Team Structure</p>	Asset Surveillance Function Team Structure The Asset Surveillance Function is part of the Asset Management team within the Assets service area. The asset surveillance function consists of two (2) dedicated inspectors with the title of Asset Surveillance Officer.	Figure of team structure removed.
Asset Surveillance Officer Maroondah City Council is obligated to provide and maintain, so far as practicable, a working environment for its employees and members of the public, that is safe. The Asset Surveillance Officers are provided with and are required to: wear high visibility tops in accordance with applicable Council Policies; wear comfortable walking shoes; and carry appropriate identification. The Officers conduct their inspection using mobile computing devices (iPads) which have access to Council's infrastructure asset databases and map bases. Inspections can be conducted 'on foot' or via 'vehicles' taking account of the typical use of the asset class and safety. 'On foot' inspections are the preferred inspection method and is typically used to inspect pathways, signs and road furniture. This type of inspection allows the inspector to review the asset from the perspective of the user and at a safe speed away from road traffic. 'Vehicular' inspections are only used to identify defects located within the roadway. When a defect is identified, the Officer is required to stop their vehicle in a safe and legal manner before using their mobile computing device.	Asset Surveillance Officer Maroondah City Council is obligated to provide and maintain, so far as practicable, a safe working environment for its employees and safe public spaces for members of the community. The Asset Surveillance Officers are to carry appropriate identification (as provided) and are required to: wear high visibility tops in accordance with applicable Council Policies; wear comfortable walking shoes; and required to follow corporate occupational health and safety policies and procedures. The Officers conduct their inspections using mobile computing devices (iPads) which have access to Council's infrastructure asset databases and map bases. Inspections can be conducted 'on foot' or via 'vehicles' taking account of the typical use of the asset class and safety. 'On foot' inspections are the preferred inspection method and are typically used to inspect pathways, signs and road furniture. This type of inspection allows the inspector to review the asset from the perspective of the user and at a safe speed away from road traffic. 'Vehicular' inspections are only used to identify defects located within the roadway. When a defect is identified, the Officer is required to stop and turn off their vehicle in a safe and legal manner before using their mobile computing device.	Minor changes to improve readability.
Inspection Area and Frequency The municipality has been segregated into 20 areas to adequately program the surveillance activities. Further details of the segmentation and inspection frequency is detailed in Schedule 4.	Inspection Area and Frequency The municipality has been segregated into 20 areas to adequately program the surveillance activities. Further details of the segmentation and inspection frequency is detailed in Schedule 4.	No changes.
Defect Table The following table outlines the defects identified as part of Council's inspection of roads and pathways, including Council's response to a defect. The table is divided into 6 sections: <ul style="list-style-type: none"> Proactive Inspections – Roads and Carpark; Council Practice – Roads and Carparks; Proactive Inspections – Pathways; Council Practice – Pathways; Proactive Inspections – All; and Council Practice – All. Please refer to Road Management Plan for further information about Proactive Inspections and Council Practice.	Defect Table The following table outlines the defects identified as part of Council's inspection of roads and pathways, including Council's response to a defect. The table is divided into 6 sections: <ul style="list-style-type: none"> Proactive Inspections – Roads and Carpark; Council Practice – Roads and Carparks; Proactive Inspections – Pathways; Council Practice – Pathways; Proactive Inspections – All; and Council Practice – All. Please refer to the Road Management Plan for further information about Proactive Inspections and Council Practice.	No changes.
RD01 - RD13; and RD16		No changes.
RD14		Defect moved from Council Practice - Roads and Carparks to Proactive Inspections - Roads and Carparks. (Increase to Level of Service)
RD15		Defect removed as this types of defect can be captured under RD14. (No change to Level of Service)
PTH01 - PTH12; PTH14		No changes.
PTH13		Defect removed as Council's Development Engineers are conducting proactive inspection of development sites. (No change to Level of Service)

2017	2021	Comments
<p>PTH14</p> 	<p>PTH15</p> 	Defect description added. (No change to Level of Service)
<p>ALL01 - ALL08</p> <p>ALL09</p> 	<p>ALL09</p> 	No changes.
<p>ALL10</p> 	<p>ALL10</p> 	Response time reduced to 5 days. (Increase to Level of Service)



RD14 - 2017

RD14	Road / Carpark	Constructed	Kerb (Vertical Movement)	The vertical difference between sections of kerb at the point where the vertical movement is greatest, including at the interface between kerb and road surface.	Greater than or equal to 50mm in depth			Inspection to determine severity, extent and priority of work	28 Days
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RD14 - 2021

RD14	Road / Carpark	Constructed	Kerb (Vertical Movement)	The vertical difference between sections of kerb at the point where the vertical movement is greatest, including at the interface between kerb and road surface.	Greater than or equal to 50mm in depth			Place asphalt/concrete (or similar product) to remove the displacement.	28 Days
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RD15 - 2017

RD15	Road / Carpark	Constructed	Kerb (Missing Section)	Sections of kerb missing or cracked resulting in lips or depressions.	Part of kerb missing - missing section is greater than or equal to 50mm x 100mm, excluding private stormwater connections / outlets. (Kerb adaptors)			Inspection to determine severity, extent and priority of work	28 Days
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PTH13 - 2017

PTH13	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2	Pathway protection devices at building sites (i.e. timber over footpath and vehicle crossing)	Timber pathway protection device over a sealed footpath.	Any pathway protection devices at a building site	Image not available	Image not available	Contact builder / owner to remove device immediately.	14 days
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PTH14 - 2017

PTH14	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 / Hierarchy 1	Sign (excluding parking signs, way-finding signs) is illegible	Sign (excluding parking signs, way-finding signs) is illegible due to graffiti, damage, obstructed by vegetation or sign has faded.	Regulatory sign (excluding parking signs) or hazard sign is illegible from the direction of travel at a distance of 100m in daylight. Generally sign has graffiti which makes the sign illegible OR sign is obstructed by vegetation would be identified.			Remove graffiti OR Remove / trim obstructing vegetation OR Replace sign	14 days
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PTH14 - 2021

PTH14	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 / Hierarchy 1	Sign (excluding parking signs, way-finding signs) is illegible	Sign (excluding parking signs, way-finding signs) is illegible due to graffiti, damage, obstructed by vegetation or sign has faded.	Regulatory sign (excluding parking signs, way-finding signs) is illegible from the direction of travel at a distance of 100m in daylight. Generally sign has graffiti which makes the sign illegible OR sign is obstructed by vegetation would be identified.			Remove graffiti OR Remove / trim obstructing vegetation OR Replace sign	14 days
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PTH15 - 2021

PTH15	Pathways	Hierarchy 4 / Hierarchy 3 / Hierarchy 2 / Hierarchy 1	Loose gravel on pathway	Loose gravel washed on to pathway from private property	Loose gravel washed on to pathway from private property impeding its use and hazardous to pedestrian.			Inspect to assess severity and extent of hazard to pedestrian, determine appropriate remediation measure.	14 days
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ALL09 - 2017

ALL09	Road / Carpark / Pathways		Hazard due to Other Authority Asset	Other service authority asset has created a hazard to Council's asset or to pedestrians using Council's asset. Examples include Telstra pits on the pavement or nature strip with significant lips around pit.	Other Authority asset has created a hazard to Council's asset			Communicate with asset owner	28 days
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ALL09 - 2021

ALL09	Road / Carpark / Pathways		Hazard due to Other Authority Asset	Other service authority asset has created a hazard to Council's asset or to pedestrians using Council's asset. Examples include Telstra pits on the pavement or nature strip with significant lips around pit.	Other Authority asset has created a hazard to Council's asset			Communicate with asset owner.	5 days
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ALL10 - 2017

ALL10	Road / Carpark / Pathways		Hazard due to Private/Unknown Asset	A private or unknown asset which has created a hazard to council's asset.	Private/unknown asset has created a hazard to Council's asset	Image not available	Image not available	Communicate with asset owner	28 days
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ALL10 - 2021

ALL10	Road / Carpark / Pathways		Hazard due to Private/Unknown Asset	A private or unknown asset which has created a hazard to council's asset.	Private/unknown asset has created a hazard to Council's asset	Image not available	Image not available	Communicate with asset owner.	5 days
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Schedule 2 - Road Classification Map

2017	2021	Comments
		Map updated.

Schedule 3 - Pathway Hierarchy Map

2017	2021	Comments
		Map updated.

Schedule 4 - Inspection Areas and Frequencies

2017	2021	Comments
<p>Inspection Areas map</p> <p>Inspection Frequencies</p> <p>Council undertaken Proactive Inspections and Asset Condition Assessments on various asset classes to identify and priorities maintenance activities and develop future capital works programs.</p> <p>Asset Condition Assessment</p> <p>Council undertaken a rolling three (3) year program for the collection of condition data relating to roads and road associated assets. Please refer to the Road Management Plan for further information about Asset Condition Assessment.</p> <p>Proactive Inspection</p> <p>Proactive inspections are undertaken in accordance with Schedule 1. The timeframe for undertaking the inspection is shown in the Proactive Inspections Schedule section, below. Please refer to the Road Management Plan for further information about Proactive Inspections.</p>	<p>Inspection Frequencies</p> <p>Council undertaken Proactive Inspections and Asset Condition Assessments on various asset classes to identify and priorities maintenance activities and develop future capital works programs.</p> <p>Asset Condition Assessment</p> <p>Council undertaken a rolling four (4) year program for the collection of condition data relating to roads and road associated assets. Please refer to the Road Management Plan for further information about Asset Condition Assessment.</p> <p>Proactive Inspection</p> <p>Proactive inspections are undertaken in accordance with Schedule 1. The timeframe for undertaking the inspection is shown in the Proactive Inspections Schedule section, below. Please refer to the Road Management Plan for further information about Proactive Inspections.</p>	<p>No changes.</p> <p>No changes.</p> <p>Condition assessment program cycle changed to every 4 years.</p> <p>No changes.</p>
<p>Asset Condition Assessment</p> <p>Council undertaken a rolling three (3) year program for the collection of condition data relating to roads and road associated assets. Please refer to the Road Management Plan for further information about Asset Condition Assessment.</p>	<p>Asset Condition Assessment</p> <p>Council undertaken a rolling four (4) year program for the collection of condition data relating to roads and road associated assets. Please refer to the Road Management Plan for further information about Asset Condition Assessment.</p>	Asset Condition Assessment column updated.
<p>3 Month</p> <p>Inspection identified as 3 Month are high use road, carpark and pathway assets throughout the municipality. The inspection of this group occurs every 6 months. The assets listed as 3 Month are scheduled to be inspected by the dates identified in the calendar (i.e. 30 June and 30 December). The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.</p>	<p>3 Month</p> <p>Inspection identified as 3 Month are high use road, carpark and pathway assets throughout the municipality. The inspection of this group occurs every 6 months. The assets listed as 3 Month are scheduled to be inspected by the dates identified in the calendar (i.e. 30 June and 30 December). The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.</p>	No changes.
<p>3 & 6 Month</p> <p>Inspection identified as 3 & 6 Month are high and medium use road, carpark and pathway assets throughout the municipality. The inspection of this group occurs every 6 months. The assets listed as 3 & 6 Month are scheduled to be inspected by the dates identified in the calendar (i.e. 30 March and 30 September). The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.</p>	<p>3 & 6 Month</p> <p>Inspection identified as 3 & 6 Month are high and medium use road, carpark and pathway assets throughout the municipality. The inspection of this group occurs every 6 months. The assets listed as 3 & 6 Month are scheduled to be inspected by the dates identified in the calendar (i.e. 30 March and 30 September). The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.</p>	No changes.

2017	2021	Comments
<p>Area Inspection identified as Area are regular use road, carpark and pathway assets. The municipality is divided into 20 areas, see Inspection Areas map above, with each area inspected every 12 months. The assets listed in each Area has a scheduled inspection completion date as shown in the calendars. The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.</p>	<p>Area Inspection identified as Area are regular use road, carpark and pathway assets. The municipality is divided into 20 areas, see Inspection Areas map above, with each area inspected every 12 months. The assets listed in each Area has a scheduled inspection completion date as shown in the calendars. The inspection start dates are scheduled, however the inspection may start a maximum of 6 weeks before the scheduled end date.</p>	No changes.
2017 to 2021 Calendars	2021 to 2026 Calendars	Calendars updated to reflect RMP period.

2017

Asset Class	Asset Sub-Type(s)	Hierarchy	Asset Condition Assessment	Proactive Inspection
Roads	Constructed Formed and Sealed Formed and Unsealed	Link Roads Collector Roads Local Access Roads	Every 3 rd financial year. Next assessment is scheduled for 2017/2018.	Link Roads – Refer to '3 month' label in Proactive Inspection Schedule. Collector Roads – Refer to '3 month' label in Proactive Inspection Schedule. Local Access Roads – Refer to 'Area' label in Proactive Inspection Schedule.
Carparks	Constructed Formed and Sealed Formed and Unsealed		Every 3 rd financial year. Next assessment is scheduled for 2017/2018.	Refer to 'Area' label in Proactive Inspection Schedule.
Pathways	Formed and Sealed Formed and Unsealed	Hierarchy 4 Hierarchy 3 Hierarchy 2 Hierarchy 1	Every 3 rd financial year. Next assessment is scheduled for 2017/2018.	Hierarchy 4 – Refer to '3 month' label in Proactive Inspection Schedule. Hierarchy 3 – Refer to '6 month' label in Proactive Inspection Schedule. Hierarchy 2 & 1 – Refer to 'Area' label in Proactive Inspection Schedule.
Bridge (road bridge, boardwalk, footbridge and culvert)			Every 3 rd financial year. Next assessment is scheduled for 2020/2021.	Visual inspection is conducted as assets are encountered during Proactive Inspection Schedule.
Traffic Management Devices			Not undertaken currently	Link Roads – Refer to '3 month' label in Proactive Inspection Schedule. Collector Roads – Refer to '3 month' label in Proactive Inspection Schedule. Local Access Roads – Refer to 'Area' label in Proactive Inspection Schedule.
Stormwater Drainage	Pits/Structures		Reactive assessments are undertaken as needed based on flooding complaints, capital works etc. Network wide assessment are not undertaken.	Visual inspection of pit structure above ground surface is undertaken as assets are encountered during Proactive Inspection Schedule.

2021

Asset Class	Asset Sub-Type(s)	Hierarchy	Asset Condition Assessment	Proactive Inspection
Roads	Constructed Formed and Sealed Formed and Unsealed	Link Roads Collector Roads Local Access Roads	Every 4th financial year. Next assessment is scheduled for 2021/2022.	Link Roads – Refer to '3 month' label in Proactive Inspection Schedule. Collector Roads – Refer to '3 month' label in Proactive Inspection Schedule. Local Access Roads – Refer to 'Area' label in Proactive Inspection Schedule.
Carparks	Constructed Formed and Sealed Formed and Unsealed		Every 4th financial year. Next assessment is scheduled for 2021/2022.	Refer to 'Area' label in Proactive Inspection Schedule.
Pathways	Formed and Sealed Formed and Unsealed	Hierarchy 4 Hierarchy 3 Hierarchy 2 Hierarchy 1	Every 4th financial year. Next assessment is scheduled for 2021/2022.	Hierarchy 4 – Refer to '3 month' label in Proactive Inspection Schedule. Hierarchy 3 – Refer to '6 month' label in Proactive Inspection Schedule. Hierarchy 2 & 1 – Refer to 'Area' label in Proactive Inspection Schedule.
Bridge (road bridge, boardwalk, footbridge and culvert)			Every 4th financial year. Next assessment is scheduled for 2024/2025.	Visual inspection is conducted as assets are encountered during Proactive Inspection Schedule.
Traffic Management Devices			Not undertaken currently	Link Roads – Refer to '3 month' label in Proactive Inspection Schedule. Collector Roads – Refer to '3 month' label in Proactive Inspection Schedule. Local Access Roads – Refer to 'Area' label in Proactive Inspection Schedule.
Stormwater Drainage	Pits/Structures		Reactive assessments are undertaken as needed based on flooding complaints, capital works etc. Network wide assessment are not undertaken.	Visual inspection of pit structure above ground surface is undertaken as assets are encountered during Proactive Inspection Schedule.

Schedule 5 - Demarcation Agreement Register

2017					2021					Comments
Demarcation Agreement Name	Adoption Date	End Date	Maroondah City Council Reference	Description	Demarcation Agreement Name	Adoption Date	End Date	Maroondah City Council Reference	Description	
Municipal Boundary Agreement – Knox City Council and Maroondah City Council	01 Nov 2016	-	16/209326	This agreement defines each party's responsibility for various assets along the municipal boundary.	Municipal Boundary Agreement – Manningham City Council and Maroondah City Council	29 Feb 2016	-	16/39152	This agreement defines each party's responsibility for various assets along the municipal boundary.	Register updated.
Municipal Boundary Agreement – Manningham City Council and Maroondah City Council	29 Feb 2016	-	16/39152	This agreement defines each party's responsibility for various assets along the municipal boundary.	Municipal Boundary Agreement – Yarra Ranges City Council and Maroondah City Council	07 Jul 2020	-	20/176312	This agreement defines each party's responsibility for various assets along the municipal boundary.	
Municipal Boundary Agreement – Yarra Ranges City Council and Maroondah City Council	Under Review			This agreement defines each party's responsibility for various assets along the municipal boundary.	Municipal Boundary Agreement – Whitehorse City Council and Maroondah City Council	Under Review			This agreement defines each party's responsibility for various assets along the municipal boundary.	
Operational Works Maintenance Agreement between VicRoads and Maroondah City Council	Under Review			This agreement defines each party's responsibility for the management of road side vegetation on various arterial (VicRoads') roads.	Safety Interface Agreement – Ringwood Station – Metro Trains Melbourne and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Station and its surrounding area.	
Safety Interface Agreement – Ringwood Station – Metro Trains Melbourne and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Station and its surrounding area.	Safety Interface Agreement – Heatherdale Station – Metro Trains Melbourne, Whitehorse City Council and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Heatherdale Station and its surrounding area.	
Safety Interface Agreement – Heatherdale Station – Metro Trains Melbourne, Whitehorse City Council and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Heatherdale Station and its surrounding area.	Demarcation of Responsibility – Ringwood Town Square – Eastland and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Town Square.	
Demarcation of Responsibility – Ringwood Town Square – Eastland and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Town Square.						

2017

Demarcation Agreement Register

Demarcation Agreement Name	Adoption Date	End Date	Maroondah City Council Reference	Description
Municipal Boundary Agreement – Knox City Council and Maroondah City Council	01 Nov 2016	-	16/209326	This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Manningham City Council and Maroondah City Council	29 Feb 2016	-	16/39152	This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Yarra Ranges City Council and Maroondah City Council	Under Review			This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Whitehorse City Council and Maroondah City Council	Under Review			This agreement defines each party's responsibility for various assets along the municipal boundary.
Operational Works Maintenance Agreement between VicRoads and Maroondah City Council	Under Review			This agreement defines each party's responsibility for the management of road side vegetation on various arterial (VicRoads') roads.
Safety Interface Agreement – Ringwood Station – Metro Trains Melbourne and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Station and its surrounding area.
Safety Interface Agreement – Heatherdale Station – Metro Trains Melbourne, Whitehorse City Council and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Heatherdale Station and its surrounding area.
Demarcation of Responsibility – Ringwood Town Square – Eastland and Maroondah City Council	Being Developed			This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Town Square.

2021

Demarcation Agreement Register

Demarcation Agreement Name	Adoption Date	End Date	Maroondah City Council Reference	Description
Municipal Boundary Agreement – Knox City Council and Maroondah City Council	Nov 2016	-	16/209326	This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Manningham City Council and Maroondah City Council	Feb 2016	-	16/39152	This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Yarra Ranges City Council and Maroondah City Council	July 2020		20/176312	This agreement defines each party's responsibility for various assets along the municipal boundary.
Municipal Boundary Agreement – Whitehorse City Council and Maroondah City Council	July 2020		20/179495	This agreement defines each party's responsibility for various assets along the municipal boundary.
Operational Works Maintenance Agreement between VicRoads and Maroondah City Council	Pending Approval		S20/51091	This agreement defines each party's responsibility for the management of road side vegetation on various arterial (VicRoads') roads.
Safety Interface Agreement – Ringwood Station – Metro Trains Melbourne and Maroondah City Council	July 2019		21/10686	This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Station and its surrounding area.
Safety Interface Agreement – Heatherdale Station – Metro Trains Melbourne, Whitehorse City Council and Maroondah City Council	Jan 2021		21/10640	This agreement defines each party's responsibility for the management of various infrastructure associated with Heatherdale Station and its surrounding area.
Safety Interface Agreement – Level Crossings – Metro Trains Melbourne and Maroondah City Council	Jan 2021		21/10630	This agreement defines each party's responsibility for the management of various infrastructure associated with the level crossings and its surrounding area across Maroondah Municipality.
Safety Interface Agreement – Bridge Crossings – Metro Trains Melbourne and Maroondah City Council	Jan 2021		21/10635	This agreement defines each party's responsibility for the management of various infrastructure associated with the bridge & culvert crossings and its surrounding area across Maroondah Municipality.
Demarcation of Responsibility – Ringwood Town Square – Eastland and Maroondah City Council	21 December 2020		20/142971	This agreement defines each party's responsibility for the management of various infrastructure associated with Ringwood Town Square.

Solar Savers Household Agreement Summary

This is a summary of the agreement between you and the Council for the purchase and installation of a solar system through Solar Savers. This summary does not replace nor form part of the Solar Savers Householder Agreement.

Main agreement

The Council will:

- find a solar system and electrician to install the system for you.
- pay for the up-front cost of the solar system and the installation.

You will:

- pay back the Council in equal payments through rates payments for 8 years.
- pay for the cost of connecting your solar system to your energy retailer .

We have calculated that your new solar system will provide you with electricity cost savings that outweigh the cost of the system, leaving you financially in front at the end of each year. However, as each household's circumstances are different, we are unable to guarantee that your savings will exceed the cost of installing a solar system.

Payments

- The Council will let you know the total cost of the solar system and your payment plan. The payment plan will show the amount of each payment to make.
- You agree to ensure that all regular payments are made on time, as interest may apply if you pay late.

Note: If there is a problem in delivering or installing of the solar system, please contact Council so we can arrange a new payment schedule.

The Council owns the solar system until you pay for the cost in full.

Electrician

- The Council will contract an electrician to install the solar system. Before installation, the Council will give you the details of the electrician.

- Please give the electrician access to your home for quotations, to install, or to repair the solar system. Please ensure access to your home is safe.
- Please make sure you sign all the permissions and documents the electrician needs to connect your solar system to the grid.

Use, Service and Warranties

- You agree not to damage the solar system, and use it according to the manual.
- You agree not to sell or trade the solar system in any way until you pay for it in full.
- All the warranties of the solar system belong to your home.
- The manufacturer is responsible for the solar system. The electrician is responsible for the installation and the service of the solar system. The Council is not responsible for the solar system, or its installation and maintenance.
- In case of a fault with the solar system, please contact the manufacturer or the electrician and use the warranties.

Responsibility

You agree that you will not claim for any damage, loss, death or injury caused by the solar system from the Council.

Reasons that end the agreement

- The Council may end the agreement if you stop paying, or you do not sign the permissions.
- The Council will let you know in writing the reasons for ending the agreement. You will then have 60 days to solve the problem before the agreement ends.
- The agreement may end if the Council cannot find a solar system and electrician for you. In this case, you and the Council will have no further obligations to each other.

Changes during the agreement

Increase in costs

The total cost of the solar system may rise for reasons outside of the Council's control. This could be because of changes in the law, or different building works at your home. If the total cost of the solar system increases by 10% or more, you have the right to submit a claim to the Council to withdraw from the rates payment scheme.

Householder Agreement (COUNCIL RATES)

COUNCIL

and

THE HOUSEHOLDER NAMED IN THE AGREEMENT

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Householder Agreement

9 April, 2021

BETWEEN

<Council Name> <ABN>

Of <Council Address>

(Council)

and

«Rateable_Mailing_Address»

of «Rates_Property_Address»

(Householder)

BACKGROUND

Council is participating in the Solar Savers program (**Program**), whereby certain residents of the <Council Name> may elect to have a solar energy system installed at their residential property by a contractor engaged by Council.

- A. Council intends to pay for the solar energy system to be installed and recover this cost through a special rate scheme yet to be declared by Council. The delivery of the Program is conditional upon the special rate scheme going ahead and will not proceed if the special rate scheme is not declared, or is rendered by a court or tribunal to be legally invalid.
- B. A separate agreement will be entered into between Council and the contractor engaged to supply and install the solar energy systems under the Program.
- C. This agreement records the agreed terms between Council and the Householder regarding the supply and installation of a solar energy system under the Program.

IT IS AGREED AS FOLLOWS

1. **Term of Agreement**

This Agreement shall commence on the Commencement Date and, unless terminated in accordance with this Agreement, shall continue until the Expiry Date.

2. **Pre-Conditions**

- 2.1 The provision of a Solar Energy System to the Householder under this Agreement is conditional upon and subject to:
- 2.1.1 Council entering into a contract with a person or body to supply and install the Solar Energy System to the Householder as part of the Program; and
 - 2.1.2 Council declaring the Scheme to recover the costs of the Program.
- 2.2 No Solar Energy System will be provided under this Agreement until the pre-conditions in clause 2.1.1 - 2.1.2 have been satisfied.
- 2.3 If the conditions in clause 2.1.1 - 2.1.2 have not been satisfied within 90 days of council declaring the Scheme, in the absence of agreement to the contrary between the parties, this Agreement immediately ends and each Party is released from their obligations under this Agreement and no party will have any further liability, responsibility or obligation to the other.

3. **Declaration of Invalidity of Scheme**

In the event that, during the term of this Agreement, a court or tribunal of Victoria declares the Scheme to be invalid, or determines that the Householder is not bound by the Scheme, the following will apply:

- 3.1 if the Solar Energy System has not yet been supplied and installed at the Householder's property, this Agreement will terminate immediately, each Party is released from their obligations under this Agreement and no party will have any further liability, responsibility or obligation to the other; or
- 3.2 if the Solar Energy System has already been supplied and installed at the Householder's property, the Householder may elect to:
 - 3.2.1 allow the Solar Energy System to be removed from the Householder's premises and returned to Council; or
 - 3.2.2 keep the Solar Energy System provided and pay to Council, in a lump sum or otherwise as agreed between the Parties, the outstanding amount for the Cost of the Solar Energy System, within 60 days of receiving written notice from Council that the Scheme will no longer apply to the Householder.

4. **Payment for Solar Energy System**

- 4.1 The Cost of the Solar Energy System is the total amount set out in Item 3 of Schedule 1 and itemised in Schedule 2. This amount purchases the supply and installation of the Solar Energy System and any required repair or replacement covered by the warranty during the warranty period, as set out in Schedule 3, but does not cover general maintenance, service calls or repair or replacement outside the warranty.

- 4.2 The Cost of the Solar Energy System under clause 4.1 may be adjusted by Council during the term of this Agreement if, for a reason beyond the control of Council or the Contractor, further costs are required to be incurred in supplying or installing the Solar Energy System.
- 4.3 Council envisages that any adjustment to the Cost of the Solar Energy System under clause 4.2 will only arise where:
- 4.3.1 there is a change to legislation applicable to, or regulation of, the installation of the Solar Energy System (e.g. changes to Small-scale Technology Certificates); or
- 4.3.2 the installation of the Solar Energy System originally quoted for changes as a result of building works undertaken at the Householder's property or a request to change the location of the Solar Energy System.
- 4.4 Any adjustment under clause 4.2 will be made by way of a variation to the Scheme, in accordance with section 166 of the *Local Government Act 1989*. Where a variation would result in a change to the Householder's liability under the Scheme of 10% or more, the Householder will have an opportunity to make submissions to Council in respect of it and withdraw from the Scheme.
- 4.5 Payment for the Cost of the Solar Energy System is to be by equal instalments apportioned over the Term of the Agreement. The amount payable by the Householder for each payment is set out at Item 5 of Schedule 1.
- 4.6 From the Commencement Date the Householder will receive a rates notice each quarter setting out their liability under the Scheme for the property at which the Solar Energy System is installed, until their liability under the Scheme is discharged in full.
- 4.7 Unless otherwise agreed between the Parties, all payments are due at the date set out in each rates notice. In the event that payment has not been made by the due date, Penalty Interest is payable upon any outstanding amounts, in accordance with the *Local Government Act 1989* and this Agreement.
- 4.8 Any delay or adjustment to the delivery date for the Solar Energy System or adjustment to the Cost of the Solar Energy System under clause 4.2 does not entitle the Householder to delay or withhold payment under this Agreement.
- 4.9 The Cost of the Solar Energy System will not be adjusted after installation has occurred.
- 4.10 Council will provide Solar Victoria the evidence required to claim the Victorian Government Solar Homes Rebate on behalf of the Householder. If the Householder is eligible, Council will apply the rebate amount to their liability under the Scheme.

5. Council's Obligations

Council's obligations under this Agreement include the obligation to make all reasonable efforts to:

- 5.1 enter into contractual arrangements with a licensed electrical contractor, who has experience and expertise in the Solar Energy industry and who is of good repute, CEC accredited and fully insured to supply and install the Solar Energy System ;
- 5.2 declare the Scheme and collect payments from the Householder in accordance with clause 4;

- 5.3 ensure that any Contractor engaged under clause 5.1 provides the supply and installation of a Solar Energy System to the Householder within a reasonable time of this Agreement being entered into; and
- 5.4 assign all warranties attaching to the Solar Energy System to the Householder in accordance with clause 7.

6. The Householder's Obligations

- 6.1 The Householder must pay to Council the Cost of the Solar Energy System in accordance with clause 4.
- 6.2 The Householder must allow the Contractor and its agents access to their property for the purposes of conducting site inspections, installing the Solar Energy System and to carry out any required repairs or replacements.
- 6.3 The Householder must ensure that those parts of their property in which works are being undertaken by the Contractor are safe to access prior to the Contractor or its agents accessing the Householder's property.
- 6.4 The Householder authorises the Contractor to submit an application to their electricity provider to connect a renewable energy system to the electricity provider's electrical distribution network and the Householder must take all reasonable action required by the Contractor, including signing any relevant documents, in order for that connection to take place.
- 6.5 The Householder is responsible for any metering or other fees charged by their electricity provider and such charges do not form part of this Agreement.
- 6.6 The Householder must not intentionally damage, sell, trade or otherwise dispose of any part of the Solar Energy System during the term of this Agreement.
- 6.7 The Householder must comply with any warranties, manufacturer's instructions and user manuals relating to the Solar Energy System and acknowledges that any failure to do so may void those warranties.
- 6.8 The Householder does not have any entitlement to claim, create or assign any Small-scale Technology Certificates in relation to the Solar Energy System provided under this Agreement.

7. Assignment of Warranties

- 7.1 The Contractor has agreed that all warranties relevant to the Solar Energy Systems will be issued in respect of, and remain with, the relevant properties at which the Solar Energy Systems are installed, meaning that it should not be necessary to assign the warranties.
- 7.2 If the Householder has any concerns, queries or requests for a service call, repair or replacement of the Solar Energy System, the Householder must contact the Contractor who supplied and installed the Solar Energy System. Contact details for the Contractor will be supplied to the Householder prior to the installation of the Solar Energy System.

8. No Guarantee of Savings

- 8.1 While it is reasonably expected that the operation of the Solar Energy System will result in reduced electricity costs for the Householder, no guarantee is made by Council that the Householder will save money on their electricity bills as a result of the provision of the Solar Energy System under this Agreement.

- 8.2 Neither Council, nor the Contractor, is responsible for any inaccuracies or losses caused to the Householder by changes to feed in tariffs, electricity prices or government schemes.

9. **No Liability**

- 9.1 To the fullest extent permitted by law, while Council will take all commercially reasonable care in arranging for the provision of the Solar Energy System under the Agreement, Council shall not be liable in respect of any loss or damage (including consequential loss or damage), however caused, which may be suffered or incurred or which may arise directly or indirectly in respect of the installation or operation of the Solar Energy System.
- 9.2 To the fullest extent permitted by law, Council is not liable for the ongoing maintenance, repair or replacement of the Solar Energy System, including but not limited to:
- 9.2.1 the replacement of the goods or the supply of equivalent goods;
 - 9.2.2 the repair of such goods;
 - 9.2.3 the payment of the cost of replacing the goods or of acquiring equivalent goods; or
 - 9.2.4 the payment of the cost of having the goods repaired.

10. **Ownership of Solar Energy System**

- 10.1 Ownership of the Solar Energy System remains fully vested in Council during the term of the Agreement, unless the Solar Energy System is otherwise paid for in full at which time the ownership of the Solar Energy System vests in the Householder.
- 10.2 Once all payments payable under this Agreement have been made by the Householder in accordance with clause 4, the full ownership of the Solar Energy System will pass from Council to the Householder.

11. **Release and Indemnity**

- 11.1 The Householder agrees to the installation and use of the Solar Energy System under this Agreement at their own risk and releases Council from all claims resulting from any damage, loss, death or injury in connection with the installation and use of the Solar Energy System except to the extent that Council is negligent.
- 11.2 The Householder must indemnify and hold harmless Council against all claims resulting from any damage, loss, death or injury in connection with the installation and use of the Solar Energy System except to the extent that Council is negligent.

12. **Termination**

- 12.1 Without limiting the generality of any other clause, Council may terminate this Agreement by notice in writing if the Householder breaches any essential terms of this Agreement and such breach is not remedied within 60 days of written notice by Council.
- 12.2 If notice of termination is given to the Householder pursuant to clause 12.1, Council may, in addition to terminating this Agreement:
- 12.2.1 repossess the Solar Energy System;

- 12.2.2 retain any moneys already paid;
- 12.2.3 charge a reasonable sum for any work performed in disconnecting and removing the Solar Energy System;
- 12.2.4 be regarded as discharged from any further obligations under this Agreement; and
- 12.2.5 pursue any additional or alternative remedies provided by law.

13. No Fettering of Council's Powers

It is acknowledged and agreed that this Agreement does not fetter or restrict Council's powers or discretions in relation to any powers or obligations it has under any Act, regulation or local law that may apply to the Scheme or any other aspect of this Agreement.

14. Entire Agreement

This Agreement constitutes the entire agreement between the parties. Any prior arrangements, agreements, representations or undertakings are superseded.

15. Joint and Several Liability

If the Householder consists of more than one person, this Agreement binds them jointly and each of them severally.

16. Survival of Indemnities

Each indemnity in this Agreement is a continuing obligation, separate and independent from the other obligations of the parties and survives termination of this Agreement.

17. Severability

If any provision of this Agreement is held invalid, unenforceable or illegal for any reason, this Agreement shall remain otherwise in full force apart from such provision which shall be deemed deleted.

18. Governing Law

This Agreement will be governed by and construed according to the law of Victoria.

19. Disputes

19.1 Householder to contact Contractor regarding Solar Energy System

Any grievances or concerns relating to the Solar Energy System must be conveyed to the Contractor, in accordance with clause 7.2.

19.2 Other disputes arising under this Agreement

If any dispute arises between the Householder and Council regarding this Agreement, the Parties must at first instance endeavour to resolve it by discussion and agreement.

20. **Definitions**

In this Agreement, unless the contrary intention appears:

Agreement means this agreement and includes the Schedules and any Annexures.

Commencement Date means the date on which this Agreement commences as specified in Schedule 1.

Contractor means the licensed electrical contractor, whether being a person or entity, engaged by Council to supply and install Solar Energy Systems under the Program.

Cost means the amounts payable under this Agreement as outlined in Schedule 1, which may be amended from time to time in the manner described in this Agreement.

Council means the <Council Name> Council.

Expiry Date means the date on which this Agreement ends as specified in Schedule 1.

Householder means the person or persons named in the Agreement as being the resident or residents of the property at which a Solar Energy System will be installed.

Party means either Council or the Householder as the context dictates.

Payment Schedule means the arrangements for payment by the Householder to Council, as set out in clause 4.

Penalty Interest means interest at the rate of 10 per cent per annum, or such other rate as may be fixed by section 2 of the *Penalty Interest Rates Act* 1983 from time to time.

Program means the "Solar Savers Program" of Council.

Scheme means the Special Rate Scheme to be declared by Council, under the *Local Government Act* 1989, to recoup the costs of the Solar Energy Systems provided as part of the Program.

Solar Energy System means the system described at Schedule 2 and includes the solar panels and any associated infrastructure and materials provided by the Contractor for the proper functioning of the solar panels to produce electricity from solar power, but does not include any infrastructure or services provided by third parties (such as electricity distributors or electricity retailers).

Small-scale Technology Certificate, has the same meaning as in the *Renewable Energy (Electricity) Act* 2000 (Cth) and includes any other certificate, right or entitlement of a similar nature which arises under Victorian or Commonwealth legislation;

Term means the term of this Agreement as set out in clause 1.

Victorian Government Solar Homes Rebate means a rebate applied on the Cost of the Solar Energy System, up to a maximum of \$1,888 as part of the Solar Homes package. Householders may receive the rebate if they meet the Solar Homes eligibility criteria, as described in Item 4, Schedule 1.

SIGNED as an agreement

SIGNED for and on behalf of <Council Name>)

ABN <ABN> in the presence of:)

)

Signature

Witness name

Full name

Witness signature

Officer title

SIGNED by the Householder/s named in this
agreement in the presence of:

Signature

Witness name

Full name

Witness signature

Signature

Full name

Schedule 1- Summary Schedule

- | | | |
|----|--|--|
| 1. | Commencement Date | <insert date> |
| 2. | Expiry date | <insert date> |
| 3. | Cost of the Solar Energy System (inclusive of Solar Homes Rebate and STCs) | «Quote_Amount»

See breakdown provided at
Schedule 2 |
| 4. | Solar Homes Rebate | \$1,850.00 |
| 5. | Amount payable by the Householder in each quarterly rates notice from the Commencement Date (excluding GST) | An amount equal to 1/40 th of the total cost, being:

«Quarterly_Payment_rates» |

Schedule 2 - Solar Energy System Details and Cost

See Attached Quotation for system details and cost.

Reference	«Referral_Number»
Name	Install_Name»
Phone	«Contact_Name.Phone» / «Mobile»
Email	Conntact_Name.Email»

Item Specification

System Size	«System_Size_Agreement»
Panels	<Risen RSM72-6- 330Wp>
Inverter	<SOLIS/ ABB UNO-DM/H/ Huawei-SUN2000L>
Small scale technology certificates (STC) estimate	«Number_of_STCs» certificates - this discount has been incorporated into the pricing as specified in quotation.

The Household is provided a 10 day cooling off period from signing the agreement.

The Contractor reserves the right to contact the Householder to re-issue this Schedule, within 7 business days of receipt of your signed Household Agreement to adjust pricing or details where quality assurance matters have been identified.

Schedule 3 - Warranty and Supplier Terms and Conditions

See attached

Terms and Conditions

System Component Warranties

PROPOSED SPECIAL CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS

Attachment 2**Apportionment of costs**

Each listed property has been assessed as to the size of solar panel and installation costs and has been provided and agreed to the following quotation to have a solar energy system installed at their property for the following costs.

Property Address	Cost
3/20 Carcoola Road, RINGWOOD EAST VIC, 3135	\$3,191.80
16 Federation Glen CROYDON HILLS VIC 3136	\$3,768.40
2/13 William Road CROYDON VIC 3136	\$3,876.00
106 LOUGHNAN RD RINGWOOD NORTH VIC 3134	\$5,218.00
39 Hull Road CROYDON VIC 3136	\$5,482.40
18 Cielterre Avenue RINGWOOD NORTH VIC 3134	\$5,982.40
11 Avalon Grove RINGWOOD NORTH VIC 3134	\$6,187.40
2A Caromar Street CROYDON VIC 3136	\$4,178.40
2 Viewmont Court CROYDON NORTH VIC 3136	\$5,482.20
26 Old Warrandyte Rd, RINGWOOD NORTH VIC 3134	\$3,576.40
17 Eastmead Rd, CROYDON VIC 3136	\$2,944.40
12A East Mead Road CROYDON VIC 3136	\$3,039.00
11 Rodleigh St CROYDON VIC 3136	\$5,016.00
3 Faraday Road, CROYDON SOUTH VIC 3136	\$3,735.00
226 Wonga Rd WARRANWOOD VIC 3134	\$5,681.60
31 Kardinia Cres WARRANWOOD VIC 3134	\$5,885.40
8 Ellison Street RINGWOOD VIC 3134	\$4,206.40
82 The Range Boulevard, CROYDON VIC 3136	\$3,618.40
16 Marden Place HEATHMONT VIC 3135	\$4,835.40
1/17 Pascoe Avenue CROYDON VIC 3136	\$4,258.40
3 Balcombe court CROYDON VIC 3136	\$4,856.40
TOTAL COST	\$95,019.80

**Disclaimer**

The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors faults defects or omissions in the information.

No Guarantee or warranty is given as to the accuracy or completeness of the details shown on this map. Maroondah City Council shall not be liable in anyway for loss of any kind including damages costs interest loss of profits arising from error inaccuracy incompleteness of this information.



Maroondah City Council
 PO Box 156
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