



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

AGENDA ORDINARY COUNCIL MEETING

Meeting to be held at

Wellington Centre – Wellington Room

Foster Street, Sale and via MS Teams

Tuesday 4 March 2025, commencing at 5:00 PM

**or join Wellington on the Web:
www.wellington.vic.gov.au**

**ORDINARY MEETING OF COUNCIL
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COUNCIL MEETING INFORMATION

Members of the Public Gallery should note that the Council records and publishes Council meetings via YouTube to enhance the accessibility of Council meetings to the broader Wellington community. These recordings are also archived and may be published on Council's Website for viewing by the public or used for publicity or information purposes. At the appropriate times during the meeting, members of the gallery may address the Council at which time their image, comments or submissions will be recorded.

Members of the public who are not in attendance at the Council meeting but who wish to communicate with the Council via the online webform should lodge their questions or comments early in the meeting to ensure that their submissions can be dealt with at the end of the meeting.

Please could gallery visitors, Councillors and invited online attendees ensure that mobile phones and other electronic devices are turned off or in silent mode for the duration of the meeting.

MISSION STATEMENT

Working together to make a difference. We listen and lead to provide quality services that improve life for all.

ACKNOWLEDGEMENT OF COUNTRY

“Wellington Shire Council acknowledges our offices are located on the traditional lands of the Gunaikurnai nation. We pay our deep respects to their Elders past, present and future and acknowledge their ongoing cultural and spiritual connections to their land and waters.”

1. APOLOGIES

2. DECLARATION OF CONFLICT/S OF INTEREST

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 18 February 2025.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 18 February 2025.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

5. ACCEPTANCE OF LATE AND URGENT ITEMS

6. NOTICE/S OF MOTION

7. RECEIVING OF PETITION OR JOINT LETTERS

7.1. OUTSTANDING PETITIONS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

7.2. RECEIPT OF PETITION: GET LIGHTS INSTALLED AT STEAD STREET RESERVE SALE

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To present Council with a petition regarding a request to install lights at Stead Street Reserve Sale for health and safety reasons.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council receive the attached petition regarding installing lights at Stead Street Reserve Sale and refer it to the General Manager Built & Natural Environment for consideration and response.

BACKGROUND

A petition with 28 names and original dated signatures was received by Wellington Shire Council on Friday 21 February 2025.

ATTACHMENTS

1. Petition - Get lights installed at Stead Street Reserve Sale [7.2.1 - 2 pages]

OPTIONS

Council has the following options available:

1. Receive the attached petition regarding installing lights at Stead Street Reserve Sale and refer it to the General Manager Built & Natural Environment for consideration and response; or
2. Receive the attached petition regarding installing lights at Stead Street Reserve Sale and refer it to the General Manager Built & Natural Environment for a report to a future Council Meeting; or
3. Not receive the attached petition to install lights at Stead Street Reserve Sale.

PROPOSAL

That Council receive the attached petition regarding installing lights at Stead Street Reserve Sale and refer it to the General Manager Built & Natural Environment for consideration and response.

**PETITION TO GET LIGHTS INSTALLED AT STEAD STREET
RESERVE SALE FOR HEALTH AND SAFETY REASONS**

DATE:	NAME:	SIGNATURE:
22/1/25	Rehana Webster	
22/01/2025	Sarah Reynolds	
22/1/25	Mark Hurst	
22/1/25	Faye Flint	J. Flint
22/1/25	Bev. Mitchell	B. Mitchell
22/1/85	PAUL HAK	Paul Hak
22.1.25	BOB HEANEY	
22.1.25	Simon Paffew	
22-1-25	Don Light	
06/2/25	HASTITHA KARANATHA	
04/02/25	Julie Stada	
18/2/25	Tracee Collins	
18/2/25	Brande Weekes	
18/2/25	Vanessa Robinson	Robinson
18/2/25	Meg Fitt	M. Fitt
18/2/25	Sharyn Dawson	Sharyn Dawson
18/2/25	Hollie Bouke	
18/2/25	Sandra Sanders	S. Sanders
18/2/25	Janelle Stewart	
18/2/25	Gwen Macnee	G Macnee
18/02/2025	S. Sker	
18/2/2025	Fiona McAuliffe	Fiona McAuliffe
18/2/2025	Lynette Teese	Lynette
18/2/2025	Ashley Andrews	
18/2/25	Bernie Larsen	B. Larsen
18/02/25	Allison Inglis	
18/02/25	ELSIE O'HANLON	
18/2/25	Melissa James	

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

9. QUESTION/S ON NOTICE

9.1. OUTSTANDING QUESTION/S ON NOTICE

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

10. DELEGATES REPORT

11. GENERAL MANAGER CORPORATE SERVICES

11.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To report on all assembly of Councillor records received for the period 10 February 2025 to 23 February 2025.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 10 February 2025 to 23 February 2025.

BACKGROUND

Section 80A of the *Local Government Act 1989* required a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, matters considered and any conflict of interest disclosures made by a Councillor. These records were required to be reported at an ordinary meeting of the Council and recorded in the minutes. Under the *Local Government Act 2020*, this requirement is no longer provided for however, in accordance with good governance, Council will continue to provide records of assemblies of Councillors to ensure that the community are kept informed of Councillors activity and participation.

Following is a summary of all Assembly of Councillor records received for the period 10 February 2025 to 23 February 2025.

ATTACHMENTS

1. Assembly of Councillors 18 February 2025 - Council Day [11.1.1 - 2 pages]

OPTIONS

Council has the following options:

1. Note and receive the attached assembly of Councillors records; or
2. Not receive the attached assembly of Councillors records.

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 10 February 2025 to 23 February 2025.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complied with Section 80A of the *Local Government Act 1989* however, without prescription under the *Local Government Act 2020*, Council will continue to provide these records in accordance with good governance.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

COUNCIL WORKSHOPS – 18 FEBRUARY 2025			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
<i>Cr Scott Rossetti</i>	YES	David Morcom	Chief Executive Officer
<i>Cr Cindy Madeley</i>	YES	Arthur Skipitaris	General Manager Corporate Services
<i>Cr Catherine Bannerman</i>	YES	Chris Hastie	General Manager Built and Natural Environment
<i>Cr Liz Foot</i>	YES	Andrew Pomeroy	General Manager Development
<i>Cr Edward Lowe</i>	YES		
<i>Cr Garry Stephens</i>	YES		
<i>Cr Carmel Ripper</i>	YES		
<i>Cr John Tatterson</i>	YES		
<i>Cr Geoff Wells</i>	YES		
CONFLICTS OF INTEREST NOTED*			
NIL			

* In accordance with Rule 18.5 of the Wellington Shire Council Governance Rules a Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

WORKSHOP DETAILS – 18 FEBRUARY 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.1	RISK APPETITE STATEMENTS	<ul style="list-style-type: none"> <i>Carly Bloomfield, Manager Organisational Performance and Governance</i> <i>Jessica Saunders, Coordinator Governance and Risk</i> <i>Conflicts of Interest: NIL</i>
1.2	COMMUNITY AND CULTURE DIVISION UPDATE	<ul style="list-style-type: none"> <i>Sam McPherson, Manager Communities, Facilities and Emergencies</i> <i>Suzie Snooks, Manager Arts and Culture</i> <i>Ross McWhirter, Manager Leisure Services</i> <i>Conflicts of Interest: NIL</i>

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

WORKSHOP DETAILS – 18 FEBRUARY 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.3	UPDATE ON SHARED SERVICES	<ul style="list-style-type: none"> Arthur Skipitaris, General Manager Corporate Services Conflict of Interest: NIL
1.4	PROPOSED PLANNING SCHEME AMENDMENT C119WELL	<ul style="list-style-type: none"> Caragh Button, Strategic Planner Barry Hearsey, Manager Land Use Planning Conflict of Interest: NIL
1.5	BUDGET INTRODUCTION	<ul style="list-style-type: none"> Peta Crawford, Acting Manager Corporate Finance Conflict of Interest: NIL
1.6	FEES CHARGES AND CAPITAL	<ul style="list-style-type: none"> Peta Crawford, Acting Manager Corporate Finance Conflict of Interest: NIL

11.2. COUNCILLOR EXPENSE AND ADMINISTRATION POLICY

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

For Council to review and adopt the attached Councillor Expense and Administration Policy.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the attached Councillor Expense and Administration Policy.

BACKGROUND

In accordance with Section 40 of the *Local Government Act 2020*, the Council is required to reimburse a Councillor for expenses incurred whilst performing Councillor duties. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors.

The policy is required to provide guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to Councillors to discharge their duties.

Council's current *Council Expense and Administration* policy is due for review. Following the new requirements for Councillor professional development over the entire Council term, the policy has been reviewed and largely rewritten due to changes following the 2024 Victorian Government governance and integrity reforms.

The policy has been renamed *Councillor Expense and Administration Policy*. Of note, the sections regarding the allocation of funds to Councillor professional development have been heavily revised. Previously, Councillor professional development was largely focused on individual requests. However, in response to the new regulatory requirements it is necessary to include group professional development training as well.

The revised policy also includes clarity around the definition of 'Council business' that provides the basis on which claims for reimbursement may be made by Councillors. The reimbursement rate for the use of private vehicles has been revised to use the ATO 'cents per kilometre' method

The policy has further been revised to improve clarity, with the intention to clearly outline the reimbursement claims that Councillors are permitted to make.

ATTACHMENTS

1. 1.1 Councillor Expense and Administration Policy [11.2.1 - 8 pages]

OPTIONS

Council has the following options available:

1. Adopt the attached Councillor Expense and Administration Policy;
2. Not adopt the attached Councillor Expense and Administration Policy and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council adopt the attached Councillor Expense and Administration Policy.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

The proposed policy clearly outlines the reimbursement claims that Councillors are permitted to make while carrying out official Council business. The policy aims to provide Councillors with the resources required for them to carry out their duty and limit out-of-pocket expense claims to only bona fide claims. A budget is allocated annually to fund the reimbursement of Councillor expenses and the provision of resources, facilities and other support.

Under the new regulatory requirements, the Chief Executive Officer must deliver annual professional development training to the entire councillor group and budget accordingly. The Councillor training budget will be set in each year's budget process.

COMMUNICATION IMPACT

If approved by Council, the policy will be published on the Wellington Shire Council website providing the community with the opportunity to access the policy.

LEGISLATIVE IMPACT

The proposed policy has been drafted in accordance with the requirements of the *Local Government Act 2020*.

COUNCIL POLICY IMPACT

The updated policy will be uploaded to the list of Council Policies on the Wellington Shire Council website once adopted.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcomes:

Strategic Outcome 4.1: *"A financially sustainable, high performing organisation."*

Strategic Outcome 4.2: *"Services deliver operating efficiencies and best value."*

This report supports the above Council Plan strategic outcomes.

RESOURCES AND STAFF IMPACT

The policy will be operationalised using existing staff and resources. If adopted, the operational impact of this policy will be communicated to the staff involved with the processing of councillor expenses.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

A process for community engagement is not required under the *Local Government Act 2020* for changes to this policy. Councillors have been consulted about the proposed policy.

RISK MANAGEMENT IMPACT

The proposed policy provides transparency and accountability of Councillor expenses and helps to mitigate corruption risks.

COUNCILLOR EXPENSE AND ADMINISTRATION POLICY

Policy Number:	1.1
Approved by:	Council
Date Approved:	March 2025
Date of Next Review:	December 2026
Applicable to:	Councillors
Responsible Officer:	General Manager Corporate Services
Related Policies:	Election Period Policy Provision of Motor Vehicles for Councillors Policy
Related Documents:	Governance Rules Councillor Expense Claim Form Councillor Travel Expense Claim Form Remote Area Travel Allowance Claim Form
Statutory Reference:	<i>Local Government Act 2020</i> <i>Local Government (Governance and Integrity) Regulations 2020</i> <i>Carers Recognition Act 2012</i> <i>Charter of Human Rights and Responsibilities Act 2006</i> <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>

NOTE: with reference to section 41 of the *Local Government Act 2020*, Council does not currently have delegated committees and so this policy refers to Councillors only.

1. OVERVIEW

This policy establishes the processes for the reimbursement of expenses for Councillors when conducting Council business. It aims to support Councillors in fulfilling their responsibilities while ensuring that Council operates in accordance with community expectations.

Councillors are elected to govern the Wellington Shire in accordance with the *Local Government Act 2020* (the Act). Councillors are provided with administrative support, resources and professional development, and are reimbursed for the expenses specified in this policy while carrying out official Council business.

This policy also outlines the eligibility requirements for the base allowance and remote travel area allowance which are paid in accordance with the determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

Council staff are empowered to question or refuse a request for reimbursement from a Councillor when it does not accord with this policy.

2. COUNCILLOR RESOURCES

Council will provide Councillors with the resources and facilities reasonably necessary to enable them to effectively perform their role in accordance with section 42 of the Act.

The Executive Assistant to the Chief Executive Officer will be made available to assist the Mayor and Councillors generally, and assist with the administration of this policy.

2.1 Administrative supplies

Councillors have access to the digital "Councillor Homepage", containing Council policies and practices, claim forms, policy matters of general Local Government significance, and other materials to support Councillors in their Council business.

To enable Councillors to work online and access key Councillor resources, each Councillor is entitled to the following:

- Laptop
- Mobile phone and plan which includes calls, text and data
- Access to printers at the Council Chamber and the Desailly Street office

Councillors will be provided with name tags, business cards and basic stationery needs as required. Each Councillor will be provided with a security access swipe card authorising access to Council's main buildings and parking permits are available upon application.

All provided resources and equipment remains the property of the Council and must be returned at the end of a Councillor's term of office or upon retirement / resignation of the Councillor.

For site visits, Councillors will be loaned protective clothing required to carry out duties of office. This includes the provision of hard hats and reflective vests, which must be returned promptly upon the completion of the duty.

2.2 Insurance

Councillors are covered by Council's insurance against actions or claims whether arising during or after their term of office in respect of the lawful performance of their role as Councillor. All insurances are subject to any limitations or conditions set out in the insurance policies.

However, a Councillor is not automatically covered by Council's insurance should the claim relate to an application for internal arbitration and associated findings of an arbiter, or an application to the Councillor Conduct Panel and associated findings of a Councillor Conduct Panel.

Councillors injured while carrying out duties as a Councillor may be entitled to claim workers compensation (Workcover) in accordance with the *Workplace Injury Rehabilitation and Compensation Act 2013*.

2.3 Councillor wellbeing

Councillors have access to Council's employee assistance program and counselling services for mental health and wellbeing support. This confidential and complimentary service is available to assist with support that is required in the role of Councillor, or in a personal capacity.

Councillors may approach the Chief Executive Officer to discuss any support that may be required to enhance their performance as Councillor.

3. PROFESSIONAL DEVELOPMENT

Council must support all Mayors, Deputy Mayors and Councillors to complete mandatory training within regulated timeframes. The *Local Government (Governance and Integrity) Regulations 2020* provide the framework for the matters that must be covered in the delivery of mandatory training, including matters that the Chief Executive Officer considers will support Councillors in the performance of their role.

When developing the Council budget, Council must have regard to setting a suitable budget for Councillor professional development, including ensuring that the budgetary requirements for the following types of professional development are met for the coming year where relevant:

3.1 Councillor induction

Council will provide a comprehensive induction program for all Councillors that meets regulatory requirements, with a mixture of internal and external presenters.

3.2 Mayoral training

Council will facilitate mayoral training attendance for elected Mayors and Deputy Mayors that meets regulatory requirements.

3.3 Councillor professional development program

Council will provide a yearly professional development program in consultation with Councillors, including developing a suitable budget.

3.4 Individual professional development

Individual professional development may take the form of various activities such as training, or attendance at conferences and events. Councillors may request to undertake appropriate professional development that may be of benefit to the individual's role as a Councillor and Council as a whole.

Requests for individual professional development, must be submitted in writing to all Councillors and the CEO. The request should outline the benefits to be gained from attendance and provide a detailed breakdown of total costs. This must be undertaken prior to the next available Councillor Diary Meeting.

A Councillor may not unilaterally decide that the individual professional development activity satisfies the definition of Council business unless the activity is subsequently acknowledged and endorsed as Council business at a Councillor Diary Meeting.

In considering requests for individual professional development, Council must consider the current budget allowance, needs of the Council and whether the matter has been or will be covered through the mandated Professional Development Program.

4. ALLOWANCES

Base allowances and remote area allowances are paid in accordance with section 39 of the Act and the determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*. A Council cannot pay an allowance to a Mayor, Deputy Mayor or Councillor that exceeds the amount specified in the relevant Determination.

The Victorian Government views Councillor allowances 'not as a form of salary, but as some recognition of the contributions made by those elected to voluntary, part time roles in the community'.

Allowances are in addition to reimbursements for approved expenses and other support.

4.1 Base Allowances

In accordance with section 39 of the Act, Councillors are entitled to receive an allowance while performing their duty as a Councillor. The Mayor and Deputy Mayor receive a higher allowance. The framework and values of the base allowance are determined in accordance with the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*. Councils are divided into four categories with Wellington Shire Council recognised as a category two Council.

Allowances are taxable income and are paid monthly in advance. Personal taxation implications are the responsibility of individual Councillors. Council is required to increase allowances in accordance with any adjustment factor as prescribed by determinations of the Victorian Independent Remuneration Tribunal. The values are inclusive of any Superannuation Guarantee Contribution amount, or equivalent, that may be payable under Commonwealth law.

4.2 Remote Area Travel Allowance

The purpose of Remote Area Travel Allowance is to provide additional payment for time spent on long distance travel in remote areas involving travel more than 50 kilometers from a Councillor's normal place of residence for the purpose of Council business.

The allowance is determined in accordance with the Victorian Independent Remuneration Tribunal, with a maximum amount claimable each year.

This Policy authorises the following as Council business for the purpose of claiming the Remote Area Travel Allowance:

- Ordinary and Special/Unscheduled Council Meetings;
- Council Workshops;
- Engagements where the Councillor is the nominated representative for Council as detailed on the Register of Council Committees and Advisory Groups;
- Civic Receptions;
- ANZAC Day, Australia Day, NAIDOC week or any national commemorative functions;
- Any other events, functions or meetings where the Chief Executive Officer and/or General Manager has requested Councillor attendance;
- An invitation to attend a community function/meeting as detailed in the Councillor Diary; and
- Any other municipal or community function which has been authorised by Council resolution.

Claims are to be completed using the C8 Remote Area Travel Allowance Claim Form which is available on the Councillor Homepage.

5. COUNCILLOR EXPENSES THAT WILL BE REIMBURSED

Section 40(1) of the Act provide that Councils are only required to reimburse Councillors for out-of-pocket expenses which are bona fide, have been reasonably incurred in performing their role, and are reasonably necessary for the performance of their role. In requesting reimbursements, Councillors are required to outline the reason for the expense to confirm that the claim is legitimate and to support transparency.

Out-of-pocket expenses may only be claimed when performing Council business as defined under “Definition of Council business” in this Policy.

5.1 Definition of Council business

“Council business” involves the business of the Council, not the activities of a specific Councillor.

Council business includes the following events and activities:

- Meetings of the Council or its Committees;
- Meetings, briefing sessions and civic or ceremonial functions convened by the Mayor or the Council;
- Meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as Council representative or is authorised by Council;
- A meeting, function or other official role as a representative of the Mayor or the Council;
- Other meetings, inspections or events attended by a Councillor in an official capacity; and
- Induction or professional development activities being undertaken by a Councillor.

A Councillor may not unilaterally decide that an activity satisfies the definition of Council business unless the activity is acknowledged and endorsed as Council business at a Councillor Diary Meeting.

On occasions where more than one Councillor representative is invited to attend a function or event, reimbursement will be payable provided such attendance by multiple Councillors has been endorsed at a preceding Councillor Diary Meeting.

5.2 General Councillor expenses that will be reimbursed

Reimbursement for appropriately documented out-of-pocket expenses may include payment for:

- Council business related travel;
- Meals while attending Council business related events;
- Event tickets or entry fees when attending on behalf of Council;
- Use of communication technology (access to internet);
- Dependent care including childcare costs
- The costs of a Councillor undertaking a working with children check; and
- Councillor Professional Development (subject to section 3).

5.3 Dependent Care Expenses

Councillors incurring bona fide dependent care expenses paid to a recognised provider will be reimbursed expenses when the dependent care is necessary in order to allow the Councillor to perform Council duties as defined under “Definition of Council business” in this Policy.

Dependent care includes childcare, specific home care and any other support provided in the case of a dependent as defined under the meaning of a care relationship under section 4 of the *Carers Recognition Act 2012*.

Where the care relates to dependent adults, the Chief Executive Officer must be satisfied that the expense is warranted. Expenses cannot be claimed for care provided by a direct relative or someone who normally or regularly lives with a Councillor.

5.4 Councillors with disabilities

The Council will meet reasonable expenses to provide additional support and/or equipment to assist a Councillor with a disability to perform Council business functions. Individual arrangements are to be discussed with the Chief Executive Officer.

5.5 Excluded Reimbursements

The following expenses will not be reimbursed by Council:

- Any expense arising from a breach of road, traffic, parking or other regulations or laws;
- Reading material, stationery, furniture or equipment additional to that provided for in this policy;
- Damage to or loss of personal possessions;
- Expenses for a partner or dependent not expressly provided for within this policy;
- Donations, tips, gifts or the purchase of raffle tickets;
- Hotel mini bar, inhouse entertainment, or similar;
- Alcohol;
- Personal consumption items such as confectionery, snacks and drinks;
- Expenses incurred by third parties;
- Expenses claimed as a tax deduction; and
- Expenses which are fully or partly recoverable from a third party.

6. TRAVEL

Where practical, travel that involves an anticipated reimbursement claim must be undertaken by the shortest distance and shortest travel time possible. Mileage reimbursements will be referenced back to the Councillor Diary Meeting. The distance claimed may be cross referenced for accuracy.

6.1 Mayoral Vehicle

Council provides the Mayor with a motor vehicle and associated fuel card for both official and personal use during the Mayoral term. The motor vehicle is fully maintained to the standard specified in the Provision of Motor Vehicles for Councillors Policy.

If the Mayor elects to use their own private vehicle during their Mayoral term, the following applies:

- The Mayor is responsible for all maintenance of their private vehicle;
- A fuel card will be assigned to and provided for use with their private vehicle only;
- The Mayor is responsible for insuring their own vehicle, and it is advisable that they record with their insurer that their private vehicle is being used for business purposes;
- Council will not be responsible for any damage, loss or breakdown that occurs whilst private vehicles are being used for Council purposes; and
- Council will not cover or contribute to any insurance excess that may be payable.

6.2 Access to Council Fleet Vehicles

A Council fleet vehicle may be provided to a Councillor upon request, subject to availability, to complete Council business. Use of a Council vehicle must be in accordance with relevant Council policies including completing the Driver's Logbook. Fleet vehicle bookings can be made via the Executive Assistant to the CEO.

6.3 Myki Card

Council will provide Councillors a Myki card upon request for travel via public transport to and from Council business. Alternatively, Councillors may use their personal Myki card and Council will reimburse the associated cost of travel in line with appropriate receipt documentation.

6.4 Use of Private Vehicles by Councillors

Councillors are encouraged to first consider a Council fleet vehicle and/or public transport before deciding to use their private vehicle to carry out Council business.

For travel by private vehicle for Council business purposes, reimbursement will be calculated using the flat rate specified by the Australian Taxation Office cents per kilometre method for the applicable income year. The cents per kilometre rate covers all car expenses, including depreciation, registration and fuel costs.

Councillors may also seek reimbursement of costs associated with tolls and car parking fees incurred when using their private vehicle for Council business. Claims must be accompanied by copies of receipts or accounts detailing the individual transactions.

6.5 Interstate and International Travel

Requests for attendance at interstate and overseas events must be submitted in writing and accompanied by a business case, describing the benefits to be gained from attendance and detailing the total costs and council funds requested. Councillors should not make any travel arrangements unless the activity is subsequently acknowledged and endorsed as Council business at a Councillor Diary Meeting.

Councillors are required to prepare a report for Council after their return from interstate or international travel outlining the purpose of conference, seminar, event or study tour, learning outcomes, applicable benefits to Wellington Shire, issues for consideration of Council and any recommendations.

Council will not reimburse any expenses relating to the partner's travel or attendance where a Councillor elects to have their partner accompany them on travel.

6.6 Standard of Accommodation

Standards of accommodation vary markedly in both urban and regional areas. It is expected that Councillors will select accommodation in commercial establishments like hotels, motels and serviced apartments with appropriate consideration for what offers best-value.

7. SUBMITTING A CLAIM FOR REIMBURSEMENT

Councillor reimbursement claim forms are located on the Councillor Homepage.

All reimbursement claims are to be itemised on the relevant reimbursement form with supporting evidentiary documentation. Reimbursements will not be approved without sufficient evidence. If expense receipts or invoices cannot be produced, a statutory declaration may be requested from the claiming Councillor.

Claims must include sufficient detail to demonstrate, in accordance with the Act, that the reimbursed expense is a reasonable and legitimate out-of-pocket expense while conducting Council business.

Reimbursement claims are authorised by the Executive Assistant to the CEO and forwarded to the Finance Unit for processing. Payment will be made via electronic transfer to the bank account nominated by the Councillor.

Claims are to be submitted as soon as possible but not less than quarterly (by end June, September, December and March). All outstanding claims for the June quarter must be received no later than ten business days after the end of the financial year. Any claims submitted later than three months after the expense was incurred will not be considered for payment.

8. REPORTING

Reimbursements of Councillor expenses will be reviewed on a regular basis by the Remuneration Committee and Council’s Audit & Risk Committee.

Council’s Annual Report provides a summary of Councillor allowances and expenses, including reimbursement of expenses for each Councillor paid by the Council. Annual expenses are calculated over a financial year (1 July to 30 June). An annual and quarterly summary of expenses will also be provided to each Councillor.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
2.0	February 2025	Change of name from ‘Council Expense and Administration Policy’ to ‘Councillor Expense and Administration Policy’. Policy restructured and rewritten to directly address legislation, updated regulations and relevant guiding material.

11.3. UPDATED APPOINTMENT TO COMMITTEES & DELEGATES 2025

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To formally appoint Council Advisory Committees, Community Asset Committees and Committees of Other Organisations (Delegates) for 2024-2025 in accordance with the attached register.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Councillors be formally appointed to Council Committees in accordance with the attached updated Register of Council Committees and Advisory Groups 2024-2025.

BACKGROUND

Council operates a range of committees that require a Councillor nominee. Each year Council reviews the appointments. The Register of Council Advisory Committees, Community Asset Committees and Committees of Other Organisations 2024-2025 was initially approved at the 3 December 2024 Council Meeting.

An updated Register of Council Committees and Advisory Groups 2024-2025 is now provided for Council approval.

The updated register contains the following updates:

- Councillor Wells to be appointed the alternate Councillor delegate on the Star of the South Community Advisory Group.
- Councillor Geoff Wells to be appointed Councillor delegate on the Gippsland Critical Minerals Community Reference Group.

ATTACHMENTS

1. Register of Council Committees and Advisory Groups 2024-25 V 2 [11.3.1 - 9 pages]

OPTIONS

Council has the following options available:

1. That Councillors be formally appointed to Council Committees in accordance with the attached Register of Council Committees and Advisory Groups 2024-2025; or
2. That Councillors are not formally appointed to Council Committees in accordance with the attached Register of Council Committees and Advisory Groups 2024-2025 and Council seek further information.

PROPOSAL

That Councillors be formally appointed to Council Committees in accordance with the attached Register of Council Committees and Advisory Groups 2024-2025.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 3 “Liveability and Wellbeing” states the following strategic outcome:

Strategic Outcome 3.2: "An actively engaged community."

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**REGISTER OF
COUNCIL ADVISORY COMMITTEES,
COMMUNITY ASSET COMMITTEES
AND COMMITTEES OF OTHER
ORGANISATIONS (DELEGATES)**

2024/2025

UPDATED MARCH 2025

**REGISTER OF COUNCIL ADVISORY COMMITTEES, COMMUNITY ASSET COMMITTEES AND
COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) 2024/25**

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SECTION 1: COUNCIL MEETINGS

Purpose:

Primary decision making forum of the Council at which general business of the Council may be transacted (Ordinary meetings). In the event of a requirement for an Unscheduled Meeting, only the business specified in the notice calling the meeting may be transacted.

Members:

Mayor and all Councillors

Schedule:

Ordinary Meetings: As per Council approved Council Meeting schedule

Unscheduled Meetings: As required

COUNCIL RESOLUTION PENDING

SECTION 2: COUNCIL ADVISORY COMMITTEES

COUNCIL ADVISORY COMMITTEES/MEETINGS			
<i>Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues. These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision making role. The Mayor may attend any meeting.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Aqua Energy Redevelopment – Project Reference Group <i>Purpose: To implement community engagement, planning and review processes for the Aqua Energy Redevelopment Project, providing a forum for information to stakeholders in terms of project progress.</i>	Manager Leisure Services	As required. Changing between Monthly and Bi-Monthly	<i>Councillor Tatterson Councillor Madeley (Deputy Mayor)</i>
Audit & Risk Committee <i>Purpose: To assist Council in the effective conduct of its responsibilities for financial and non-financial reporting and performance, management of risk, information services governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.</i> <i>* Remuneration applies to independent members (non-Council)</i>	General Manager Corporate Services	Meets at least quarterly, with extra meetings scheduled if needed	<i>Councillor Bannerman Councillor Lowe Councillor Wells (alternate)</i>
CEO Employment and Remuneration Committee <i>Purpose: To oversee the review of the CEO's performance as per the terms and conditions of the contract of employment.</i> <i>* The CEO Employment and Remuneration Committee must include the Mayor, Deputy Mayor and a previous Mayor (or a nominated Councillor if no previous Mayor).</i>	General Manager Corporate Services	As required	<i>Councillor Rossetti (Mayor) Councillor Madeley (Deputy Mayor) Councillor Stephens</i>
Gippsland Art Gallery Advisory Group <i>Purpose: To provide input to the Council on the operation, policy development and future planning of Gippsland Art Gallery.</i>	Manager Arts and Culture	1 st Monday at 5:00pm; March, June, September and December	<i>Councillor Madeley (Deputy Mayor) Councillor Foat (alternate)</i>
Gippsland Regional Sports Complex User Group Committee <i>Purpose: To provide advice, information, and feedback in relation to operational, maintenance and use of Gippsland Regional Sports Complex. Also, to share information with other users of the Gippsland Regional Sports Complex.</i>	GRSC Operations Leader	<i>Bi-Annually, Term 2 and Term 4, usually a Wednesday at 6:00pm</i>	<i>Councillor Lowe Councillor Wells (alternate)</i>

COUNCIL ADVISORY COMMITTEES/MEETINGS			
<i>Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues. These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision making role. The Mayor may attend any meeting.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Place Names Committee <i>Purpose: Make recommendations to Council on naming issues.</i>	Manager Assets and Projects	3 rd Tuesday every three (3) months	<i>Councillor Ripper</i> <i>Councillor Foat</i> <i>Councillor Madeley (Deputy Mayor)</i>
Port of Sale Masterplan Implementation Steering Committee <i>Purpose: To facilitate the coordinated implementation of the key elements of the Port of Sale Masterplan (September 2021).</i>	General Manager Development	As required	<i>Councillor Ripper</i> <i>Councillor Foat</i> <i>Councillor Wells</i>
Remuneration Committee <i>Purpose: To monitor and review Councillor expenses, Councillor allowances in line with the Victorian Independent Remuneration Tribunal determinations for adjustments, Enterprise Bargaining Agreements and any other related matters that may arise.</i> <i>* Chaired by the Mayor, and must include two other Councillors on the committee</i>	General Manager Corporate Services	Quarterly or more frequently if required	<i>Councillor Rossetti (Mayor)</i> <i>Councillor Bannerman</i> <i>Councillor Ripper</i>
Strategic Land Use Planning Project Review Group <i>Purpose: To provide local Councillor input into and review the range of current strategic planning projects and Planning Scheme Amendments.</i>	Manager Land Use Planning	Quarterly or additional meetings scheduled if required	<i>Councillor Foat</i> <i>Councillor Tatterson</i> <i>Councillor Bannerman</i>
Wellington Disability Advisory Committee <i>Purpose: To provide advice to Wellington Shire Council on matters relating to access and inclusion for people living with a disability</i>	Positive Ageing and Disability Partnerships Officer	Four formal meetings a year	<i>Councillor Madeley (Deputy Mayor)</i> <i>Councillor Stephens (alternate)</i>
Wellington Youth Service Network (WYSN) <i>Purpose: To optimise the quality of life of all young people within the Wellington Shire.</i>	Youth Partnerships Officer	Two face-to-face meetings per year and seven online meetings.	<i>Councillor Bannerman</i>
Wellington Shire Youth Council <i>Purpose: To develop and deliver projects and campaigns, and advocate for young people in Wellington</i>	Youth Project Officer – FreeZA Youth Partnerships Officer	Fortnightly	<i>Councillor Madeley (Deputy Mayor)</i> <i>Councillor Bannerman (alternate)</i>

SECTION 3: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT)

COMMUNITY ASSET COMMITTEES			
<i>Under section 65 of the Local Government Act 2020 the Council may establish one or more Community Asset Committees, made up of any combination of Councillors, Council Officers and community members or organisations as determined by Council.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Briagolong Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Recreation Reserve.</i>	Coordinator Community Committees	2 nd Monday monthly Briagolong Recreation Reserve	<i>Nil</i>
Cameron Sporting Complex Committee <i>Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra</i>	Coordinator Community Committees	3 rd Thursday bi-monthly Cameron Sporting Complex	<i>Councillor Tattersson</i>
Gordon Street Reserve Committee <i>Purpose: To protect, promote and develop the Gordon Street Reserve.</i>	Coordinator Community Committees	1 st Monday of every third month Gordon Street Recreation Reserve	<i>Nil</i>
Maffra Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Maffra Recreation Reserve.</i>	Coordinator Community Committees	1 st Monday monthly Maffra Recreation Reserve Meeting Room	<i>Councillor Wells</i>
Newry Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Newry Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday of September, December, March, May & June	<i>Nil</i>

SECTION 4: OTHER GROUPS AND COMMITTEES

OTHER GROUPS AND COMMITTEES		
<i>These groups are subject to formal Council approval processes.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
Wellington Shire Municipal Emergency Management Planning Committee (MEMPC) <i>Purpose: A multi-agency collaboration group whose members bring organisational, industry or personal expertise to the task of emergency management planning for Wellington Shire. Councillors fulfill the role of Community Representatives on the Committee.</i>	Quarterly	<i>Councillor Stephens</i> <i>Councillor Lowe (alternate)</i>
Business Boost Reference Group (Business Recovery Sub-committee) <i>Purpose: To provide a forum for representatives of business associations and Council to share information and feedback relating to economic development activity across Wellington Shire.</i>	Online meetings held approximately every 6 to 8 weeks. Meetings are usually held from 7:30 to 8:30am	<i>Councillor Foat</i> <i>Councillor Tatterson</i>
Wellington Renewable Energy Forum <i>Purpose: To demonstrate support and provide input to the Renewable Energy projects and proposals in Wellington Shire.</i>	Bi-monthly meetings Meetings are held Tuesdays 2:00-3:30pm	<i>Councillor Madeley (Deputy Mayor)</i> <i>Councillor Foat</i> <i>Councillor Wells</i>
Sale Performance Space Fundraising Committee <i>Purpose: To maintain a public fund into which the public may contribute towards the construction, maintenance, upgrade and expansion of Council owned cultural spaces, facilities and equipment.</i>	As required	<i>Councillor Madeley (Deputy Mayor)</i>

SECTION 5: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)		
<i>Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
<p>Gippsland Climate Change Network Incorporated</p> <p><i>Purpose: To provide Gippsland, at an individual and organizational level; information, consultation, and facilitation to enable action on climate change, whilst also providing a voice for Gippsland on climate change issues.</i></p>	1 st Monday from 10:00am – 1:00pm of each month unless otherwise noted	<i>Councillor Madeley (Deputy Mayor)</i>
<p>Municipal Association of Victoria (MAV)</p> <p><i>Purpose: The legislated peak body for local government in Victoria.</i></p>	Monthly meetings and as required	<i>Councillor Rossetti (Mayor)</i> <i>Councillor Tatterson (alternate)</i>
<p>Rural Councils Victoria (RCV) Committee</p> <p><i>Purpose: RCV is a representative body and has both CEOs and Councillors on its Committee. RCV has six regions and a CEO and Councillor from each region is elected onto the Committee for a four year term. This process will occur at the end of 2024. The Committee meets 6-8 times per year.</i></p> <p><i>Each member council can nominate a Councillor for a position on the Committee.</i></p>	Committee meets 6-8 times per year. Annual forum.	<i>Councillor Bannerman</i>
<p>South East Australian Transport Strategy (SEATS)</p> <p><i>SEATS (South East Australian Transport Strategy Inc) is a membership based organisation, originally formed in the mid 1990s by Local Government Authorities in Victoria and NSW to advocate for improved freight transport networks in south east Australia. Delegates can be elected officials or technical staff with expertise in transport, freight logistics or major capital works.</i></p>	August – two day meeting held in Victoria November – 1 day workshop/meeting in NSW and 1 day workshop/meeting in Vic February – two day meeting held in NSW May – 1 day workshop/meeting in Vic and 1 day workshop/meeting in NSW	<i>Councillor Tatterson</i>
<p>Star of the South Community Advisory Group</p> <p><i>Purpose: The Star of the South Community Advisory Group (the Group) is one avenue for community involvement in the Star of the South project (the Project) and will be an important point of connection between the Project and the Gippsland community.</i></p>	Meetings held approximately every 6-8 weeks	<i>Councillor Bannerman</i> <i>Councillor Wells (alternate)</i>
<p>National Timber Council Association Inc</p> <p><i>Purpose: To pursue a variety of issues relevant to local governments that have forest industries/timber issues with the Federal Government.</i></p>	Quarterly teleconferences Twice yearly in person at the ALGA Conference in November	<i>Councillor Bannerman</i>
<p>Timber Towns Victoria</p> <p><i>Purpose: To pursue a variety of issues relevant to local governments which have forest industries in Victoria and keep abreast of the issues and trends in forestry development that may have an impact upon rural communities.</i></p>	2 nd Friday each month (Executive) 2 nd Friday bi-monthly (Ordinary Members)	<i>Councillor Bannerman</i>

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)		
<i>Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
<p>Gippsland Critical Minerals Community Advisory Group</p> <p><i>Purpose: To provide a vital link between the project team for the Fingerboards Mine Project (the Project) and the local community and to foster transparent, inclusive, meaningful and constructive engagement, ensuring the community's views, concerns and aspirations help shape key project milestones.</i></p>	Quarterly	<i>Councillor Wells</i>

12. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.1. DRAFT ROAD MANAGEMENT PLAN REVIEW FOR COMMUNITY CONSULTATION

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

For Council to authorise the issue of a notice to amend the Road Management Plan, as attached, pursuant with Section 10 of the *Road Management (General) Regulations 2016*.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council;

- 1. Authorise the Chief Executive Officer or delegate to issue a notice to amend the Road Management Plan, as attached, pursuant with section 10 of the Road Management (General) Regulations 2016; and***
- 2. Release the Draft Road Management Plan 2025, as attached, for public comment for a minimum period of 28 days.***

BACKGROUND

The *Road Management Act 2004* (the Act) specifies that road authorities, such as Wellington Shire Council, have a duty to inspect, maintain and repair Public Roads. Road Authorities may develop and publish a Road Management Plan, to set the relevant standard in relation to the discharge of these duties and to establish a system for road management functions based on policy and operational objectives, considering available resources.

The Road Management Plan encourages a coordinated approach to the maintenance of road infrastructure, employing efficient asset management and maintenance processes. A Road Management Plan can also provide a policy defence from litigation under the Act and as such is a requirement of Council's public liability insurer.

The Act and associated Code of Practice for Road Management Plans sets the framework for the making of Road Management Plans. These documents specify that in relation to public roads (roads listed on the Register of Public Roads), a Road Management Plan may contain:

- Determination of standards in relation to the inspection, maintenance and repair of road infrastructure;
- The prioritisation process for the inspection, maintenance and repair of road related infrastructure;
- Description of types of infrastructure;
- Description of the inspections required for the different types of road infrastructure;
- The standard or target condition to be achieved in the maintenance and repair of different types of road infrastructure; and

- Details of the management system, which is established or is to be established and implemented by the road authority to discharge its duty to inspect, maintain and repair.

Wellington Shire Council's first Road Management Plan was prepared and adopted in 2004 following the introduction of the *Road Management Act 2004*. The Road Management Plan has been subsequently reviewed in 2009, 2012, 2013, 2017, and 2021. The Road Management Plan 2021 was adopted by Council on 15 June 2021 and remains current.

It is a requirement of the *Road Management Act (General) Regulations 2016* that municipal Councils who have made a Road Management Plan must conduct a review of that plan in the same period as they are required to conduct a review of the Council Plan. Specifically, six months after each general election or by the 30 June 2025, whichever is later. In accordance with this requirement, the Road Management Plan is currently under review.

The proposed Road Management Plan 2025 includes minor alterations to content from the current Road Management Plan, including:

- Updating Council's Road Management Plan in line with guidance provided by the Municipal Association of Victoria (MAV);
- Updating Council's intervention levels in line with MAV benchmarking and guidance; and
- Improving the understanding of Council's vegetation maintenance practices through the inclusion of diagrams and wording revisions where relevant.

ATTACHMENTS

1. Draft Road Management Plan 2025 [12.1.1 - 38 pages]
2. Draft Road Management Plan 2025 Summary [12.1.2 - 4 pages]

OPTIONS

Council has the following options available:

1. That Council authorise the Chief Executive Officer or delegate to issue a notice, for a minimum period of 28 days, to amend the Road Management Plan as attached, pursuant with section 10 of the *Road Management (General) Regulations 2016*;
2. Council does not authorise the issue of a notice to amend the Road Management Plan at this time.

PROPOSAL

1. Authorise the Chief Executive Officer or delegate to issue a notice to amend the Road Management Plan, as attached, pursuant with section 10 of the Road Management (General) Regulations 2016.
2. Release the Draft Road Management Plan 2025, as attached, for public comment for a minimum period of 28 days.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

The proposed amendments to the Road Management Plan do not have a financial impact and can be delivered within existing budgets.

COMMUNICATION IMPACT

As required by the *Road Management Act (General) Regulations 2016*, a notice to amend the Road Management Plan will be published in the Victorian Government Gazette and the Gippsland Times. In addition, a document summarising the proposed changes in the draft Road Management Plan 2025 will be available for review on Council's website and at Service Centres in Sale and Yarram. Further community engagement will take place through the Your Wellington Your Say webpage along with notifications through social media.

LEGISLATIVE IMPACT

The Road Management Plan has been prepared in accordance with the *Road Management Act 2004*, the *Road Management Act (General) Regulations 2016* and relevant Code of Practice.

It is a requirement of the *Road Management Act (General) Regulations 2016* that municipal councils who have made a Road Management Plan must conduct a review of that plan in the same period as they are required to conduct a review of the Council Plan, six months after each general election or by the 30 June 2025, whichever is later.

A written report must be produced summarising the findings and conclusions of the Road Management Plan review.

The consultative process is defined in *section 10* of the *Road Management (General) Regulations 2016*, which states a notice is to be published in the Victorian Government Gazette and local newspapers, stating the following.

- a. the purpose and general purport of the review;
- b. the infrastructure and classes of infrastructure to which the road management plan applies; and
- c. where a copy of the proposed amendments may be obtained or inspected
- d. that any person may make a submission on the proposed review to the Council in writing within the period of at least 28 days after the date on which notice is given.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcome:

Strategic Outcome 4.2: "Services deliver operating efficiencies and best value."

This report supports the above Council Plan strategic objective and strategy.

RESOURCES AND STAFF IMPACT

The Road Management Plan has been reviewed based on, and accounting for, the amount of existing resources available to undertake Council's duties to inspect, repair and maintain public roads established within the *Road Management Act 2004*.

COMMUNITY IMPACT

The Road Management Plan identifies Council's level of service for its local road network. The document identifies inspection frequencies, defect levels and defect response times which dictate the requirements Council's maintenance teams must adhere to. The Road Management Plan is considered to directly impact the community's satisfaction levels in terms of its Council's road network.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

Should the recommendation be adopted by Council, there will be a period of community consultation planned to commence from Friday 7 March 2025 and remain open for a minimum period of 28 days, closing not before 4 April 2025.

Subject to community engagement successfully commencing on Friday 7 March 2025, a notice will be published on Council's website, in the Gippsland Times and in the Victorian Government Gazette from Friday 7 March 2025 in the next available publication.

Throughout this period, submissions will be received and considered prior to the final Road Management Plan being presented to Council for adoption.

RISK MANAGEMENT IMPACT

A Road Management Plan can provide a policy defence from litigation under the *Road Management Act 2004* and subsequently minimise Council's exposure to risk.

A compliant Road Management Plan is an audited requirement of Council's insurers.



Road Management Plan 2025

Schedule of Changes and Amendments

Version No.	Description	Date	Comment	Authorised
No. 1	Road Management Plan 2004	5 October 2004	Original	Council
No. 2	Road Management Plan 2009	19 May 2009	Whole Document Review	Council
No. 3	Road Management Plan 2012	18 September 2012	Whole Document Review	Council
No. 4	Road Management Plan 2013	2 July 2013	Alterations to Intervention Levels, Hierarchy Description alterations, General formatting	Council
No. 5	Road Management Plan 2017	20 June 2017	Alterations to <i>Appendix A: Reasonably Required for General Public Use Criteria</i> , alteration to inspection frequencies, alteration to intervention levels for Vegetation Clearance Zone, additional defects listed in Appendix C, lowering of road defect response times, changes to footpath and shared path defects and lowering of response times, inclusion of audit and review time frames, general formatting and editing of document structure.	Council
No. 6	Road Management Plan 2021	<u>15 June 2021</u>	Whole Document Review including additional information under section 2. Key Consideration and section 10. Audit and Review; alteration to Appendix C for roadside vegetation intervention levels; changes to Appendix D for shared path and footpath defect intervention levels; general formatting and editing.	Council
No. 7	Road Management Plan 2025		<u>XX</u>	

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1. Introduction

Wellington Shire Council manages the public roads for which it is the Coordinating Road Authority or Responsible Road Authority under the Road Management Act 2004 in accordance with this Road Management Plan (RMP).

The primary objective of this RMP is to establish a management system for the road management functions of Wellington Shire Council, based on policy and operational objectives and to set the relevant standard in relation to these objectives.

Wellington Shire Council manages a public road network in excess of 3000km. The RMP is based on establishing objectives that allow the safe and efficient management of this road network.

Wellington Shire Council will make all reasonable endeavours to meet the requirements set out in this RMP. However, in events beyond Wellington Shire Council's control, such as natural disasters, including but not limited to fires, floods and droughts, or other factors including limited financial, human, or other resources, Wellington Shire Council reserves the right to suspend compliance with its RMP.

If the Chief Executive Officer of Wellington Shire Council considers it appropriate to suspend this RMP, they will write to the Council Officer with responsibility of enacting this RMP advising that some or all of the timeframes and other commitments documented are to be suspended. **See Appendix G – Request to suspend Road Management Plan.**

Once the events beyond the control of Wellington Shire Council have abated, or partially abated, Wellington Shire Council's Chief Executive Officer will write to the Council Officer with responsibility of enacting this RMP which parts of the RMP are reactivated and when.

2. Key Considerations

The road network in Wellington is significant and varies throughout the municipality in standard of construction, maintenance requirements, and topographic constraints. Wellington's road asset network comprises of ~~3,083-118~~ kilometres of formed roads (of which ~~1,5022~~ kilometres are sealed), ~~18273~~ bridges, ~~2853~~ kilometres of footpaths, ~~408387~~ kilometres of kerb and channel, ~~and 28373~~ major culverts, ~~and 27~~ floodways. In addition, there are numerous other existing road features which are maintained by Wellington Shire Council including minor culverts, drainage infrastructure, traffic signs and road pavement markings.

2.1 Stakeholders

Key stakeholder groups who use the road network and/or are affected by this RMP include:

- Residents and businesses who reside within the municipality of Wellington Shire Council.
- Users of vehicles such as trucks, buses, commercial vehicles, cars and motorcycles.
- Pedestrians, including those with disabilities and the elderly with restricted mobility.
- Users of a range of miscellaneous smaller, lightweight vehicles such as cyclists, mobility scooters, wheel chairs, prams, etc.
- Tourists and visitors to the municipality of Wellington Shire Council.
- Emergency service authorities (e.g. Victoria Police, CFA, Ambulance, SES).
- Utility agencies that use the road reserve for their infrastructure (e.g. water, sewerage, gas, electricity, telecommunications).
- State and Federal Government that periodically provide support funding to assist with management of the road network.

2.2 Relationships with other documents

Council Plan ~~2017–2021~~ 2021 - 2025:

Council's relevant areas of focus and goals in its Council Plan are:

~~**Communities Services and Infrastructure** - "Wellington Shire Council strives to be a high performing, financially sustainable organisation that meets community needs in an effective and efficient way. Our towns benefit from our holistic planning approach and our program of infrastructure delivery." We know and support each other and have a strong sense of community belonging. Diversity is respected and there are many social and community activities providing opportunities for all people to interact. We strive for good health, feel safe in our communities and are prepared for natural disasters."~~

~~Strategic Outcome 4.1 - A financially sustainable, high performing organisation.~~

~~Strategic Objective Outcome 1.4 4.2 - Services deliver operating efficiencies and best value Enhance resilience in our towns and our communities.~~

~~Strategic Outcome 4.3 - Well planned and sustainable towns, facilities, and infrastructure that service community need.~~

Strategic Outcome 4.4 - Safe and well-used transport connections across all modes of travel.

Services and Infrastructure – “Wellington has a built environment that is sustainable, appropriate, accessible and responsive to the community. Transport connects people to communities and places. Events and services support our strong communities.”

Strategic Objective 2.1 – Council services and infrastructure are responsive to identified current and future community needs within budgeted parameters.

~~Strategic Objective 2.2 – Council assets are responsibly, socially, economically and sustainably managed.~~

~~Strategic Objective 2.3 – Continued improvement to Wellington Shire’s connectivity with further developed, accessible transport networks.~~

Other key documents:

- Annual Budget

2.3 Policy and Budgetary Framework

The Road Management Plan is developed and reviewed in consideration of the financial resources available in line with Council’s Policy and Budgetary Framework, which forms the basis for providing assets and resources to support service delivery.

Routine road maintenance activities and defect rectification works, with defects being defined in Appendix C and D of this Road Management Plan, are undertaken by Wellington Shire Council utilising its operational maintenance budgets. These form the basis of Council’s level of service for road users.

Routine and proactive maintenance activities are planned on a case-by-case basis for each road asset and considers the number and frequency of customer requests, rate of asset deterioration and the level of public use. The Road Management Plan influences the operational budget required to ensure Wellington Shire Council’s road network remains within the intervention levels set by this Road Management Plan.

Road renewal and rehabilitation works are generally funded through Council’s annual capital program via either rates or external funding sources. Current sources of funding for road maintenance include:

- General rate revenue
- Funding from external bodies (e.g. Roads to Recovery, Black Spot funding)
- Bridges Renewal Program
- Heavy Vehicle Safety and Productivity Program
- Special charge schemes under Council’s Residential Road and Street Construction Plan

2.4 Analysis of traffic information

Wellington Shire Council considers traffic accidents and traffic data when determining road maintenance and the capital works program, to promote a safe and efficient road network for all road users. Key locations are generally highlighted through routine inspections and road condition audits, as well as from members of the public through Council’s customer enquiry system.

Traffic accident history and traffic counts assist to inform Council’s future capital works program and identify projects for external funding opportunities.

2.5 Internal Reporting Requirements

Wellington Shire Council officers are required to undertake monthly, quarterly, and annual reports through Council’s internal reporting system. This documents Council’s level of compliance with its Road Management Plan through Key Performance Indicators. This information is compiled and provided to Council management for review and assists to inform any required changes to maintenance practices or operational budgets to improve compliance.

3. Register of Public Roads

The Road Management Act 2004 determines that a road authority must keep a Register of Public Roads specifying the public roads for which it is the Coordinating Road Authority.

The Wellington Shire Council Register of Public Roads includes the roads that are managed in accordance with this RMP. Public roads in which Wellington Shire Council is the Coordinating Road Authority are determined in conjunction with Section 17 of the Road Management Act 2004.

The Wellington Shire Council Register of Public Roads is available to access via download from:
www.wellington.vic.gov.au

The Wellington Shire Council Register of Public Roads is available to access in hard copy from:

- Wellington Shire Council Sale Service Centre – 18 Desailly Street, Sale, Victoria
- Wellington Shire Council Yarram Service Centre – 156 Grant Street, Yarram

3.1 ~~Other Road Authorities~~ Maintenance Demarcation (Boundary) Agreements

Wellington Shire Council is not the sole Coordinating Road Authority or Responsible Road Authority within the municipality. Other roads authorities include Regional Roads Victoria, the Department of Environment, Land, Water and Planning and private and corporate bodies.

Regional Roads Victoria is the coordinating road authority for all declared arterial roads within the municipality.

The Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads, details the operational responsibilities between Road Authorities.

Wellington Shire Council shares road and bridge assets with four surrounding road authorities of East Gippsland Shire Council, South Gippsland Shire Council, Latrobe City Council, and the Department of Environment, Land, Water and Planning (DELWP). Boundary Road Agreements have been previously developed between Wellington Shire Council and the appropriate road authority to ensure the effective and efficient management of the road network. Boundary Road Agreements identify shared road assets between two road authorities and outline the maintenance responsibilities of each road authority.

3.2 Roads Reasonably Required for General Public Use

Section 17(3) of the Road Management Act requires that the relevant Coordinating Road Authority must register on its Register of Public Roads a road in respect of which the road authority has made a decision that the road is *reasonably required for general public use*.

Upon receipt of a written request to include a road on Wellington Shire Councils Register of Public Roads, the Public Use Assessment Criteria (see **Appendix A**) is used to assist in the determination by a council officer, with appropriate delegation applicable to this decision, whether the road is *reasonably required for general public use*. Should the road be determined *reasonably required for general public use*, it shall be applied to the Register of Public Roads and managed in conjunction with this RMP.

3.3 Roads not listed on the Register

The following roads are not listed on our Register of Public Roads:

- Roads which are the full responsibility of the state government, or a private enterprise;
- Unused roads for which Council have not accepted responsibility;
- Roads drawn out on a plan of subdivision, until such time that Council accept responsibility for these roads;
- Roads which Council have not determined are reasonably required for general public use.

3.3.4 Public Highways

A road may be a Public Highway without necessarily being included on the Register of Public Roads. The non-inclusion of a Public Highway on the Register of Public Roads does not affect the rights of the public to use that road, however indicates that Wellington Shire Council has not determined the road *reasonably required for general public use* and it is not managed in conjunction with this RMP.

4. Responsibilities of Road Users

Road users have obligations and duties when travelling on Wellington Shire Council's public roads, in accordance with the provisions documented in the Road Safety Act 1986 and summarised below:

A person who drives a motor vehicle must drive in a safe manner having regard to all relevant factors including (but not limited to) the:

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

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

- physical characteristics of the road
- prevailing weather conditions
- level of visibility
- the condition of any vehicle the person is driving or riding on the highway
- prevailing traffic conditions
- the relevant road laws and advisory signs
- the physical and mental condition of the driver or road user.
- Physical characteristics of the road
- Prevailing weather conditions
- Level of visibility
- Condition of the motor vehicle
- Prevailing traffic conditions
- Relevant road laws and advisory signs
- Physical and mental condition of the driver

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

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

A road user other than a person driving a motor vehicle must use a road in a safe manner having regard to all the relevant factors:

A road user must have regard to the rights of other road users and the community, taking reasonable care to avoid conduct that may:

- Endanger the safety and welfare of other road users
- Damage any infrastructure on the road reserve
- Harm the environment of the road reserve.

4.1 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiate respective investigation and insurance reporting processes.

In accordance with Section 110 of the Road Management Act 2004, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

4.2 Consent for work within a road reserve

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

Wellington Shire Council also require property owners to apply for a vehicle crossing permit if they plan to build a driveway.

In this case, a fee applies to cover the costs of the administration and inspection of the work.

5. Type of Infrastructure

The type of infrastructure covered in this plan includes road infrastructure (e.g. physical roadways, footpaths, road shoulders) and road related infrastructure (e.g. road drainage assets and formations, traffic control devices, warning and regulatory signage).

Infrastructure not covered under this plan includes any area of public road that has not been developed by a road authority for use by the public as a roadway or pathway and any other non- road related infrastructure (e.g. roadside bushland, utility assets, private driveways).

Wellington Shire Council may undertake works on Public Roads and non-Public Roads for other purposes, including fire mitigation and management and noxious weed control. These activities are not performed in line with this RMP and determined by other Council strategies, plans and procedures.

5.1 Infrastructure for which this Road Management Plan does not apply

- Any road, driveway or pedestrian pathway on private property and/or providing access from private property to a public road.
- Any named unconstructed road which Council does not maintain but which provides access from private property to a public road.
- Roads or tracks, regardless of whether the road or track is located within a road reserve, that are not constructed to Council's minimum standards and are not listed on Council's Register of Public Roads.
- Any access track or driveway location within a road reserve, that was not constructed by or on behalf of Council that only provides access to adjoining private property and are not already listed on Council's Register of Public Roads.
- Any Arterial Road, National Highway or Freeway.
- Roads or tracks maintained by the Department of Environment Land Water and Planning.
- Railway Structures and associated assets set out in a Rail Safety Interface Agreement as being the responsibility of others.
- Any utility infrastructure or assets located within the road reserve.
- Any non-road infrastructure as defined by the Road Management Act 2004 (ie. roadside vegetation).
-

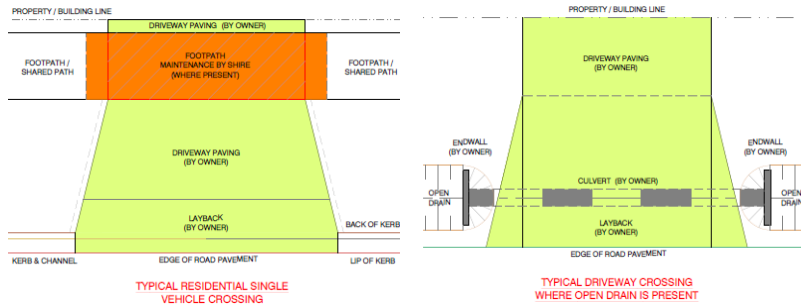
5.1.1 Responsibility for private driveways

As mentioned above in section 3.4, driveways are not covered under Council's Road Management Plan. It is the responsibility of the property owner to install and maintain their driveway infrastructure. Wellington Shire does not undertake work to private driveways as part of its regular road maintenance program.

Driveway infrastructure includes:

- Kerb layback
- Crossover between kerb and footpath
- Culvert when crossing an open drain

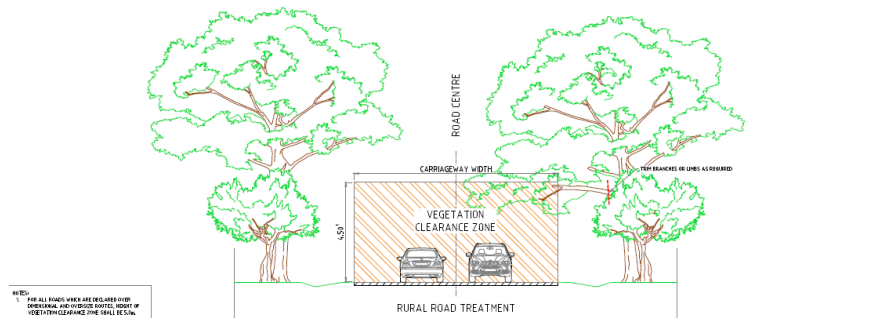
Below is a diagram which identifies the areas of a driveway which are the responsibility of the property owner.



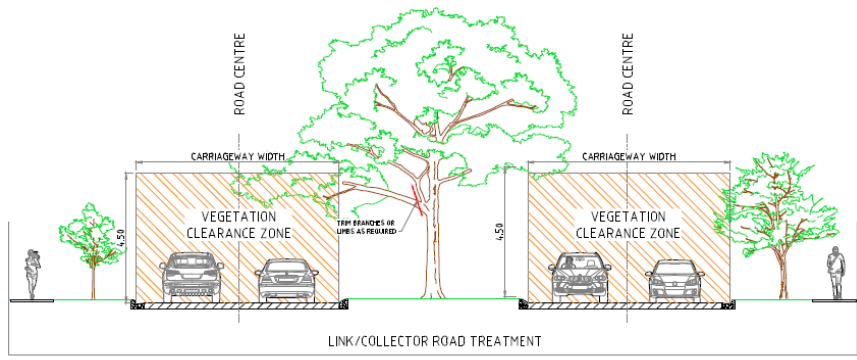
5.1.2 Rural and urban vegetation responsibilities

Wellington Shire Council manages its road network in line with the Road Management Act 2004, which specifies that a Road Authority does not have a maintenance responsibility for non-road infrastructure which includes roadside vegetation not impacting the road network (ie. bushland on rural roadsides). In line with this Road Management Plan, Wellington Shire Council manages a clearance envelope which extends over the trafficked portion of a maintained road to a height of 4.5 metres to allow for public traffic to pass safely. Any vegetation within this clear zone is identified as a defect through Council’s regular road inspections in line with this Road Management Plan, and actioned through either Council’s Built Environment team or Council’s Natural Environment and Parks team in accordance with the identified defect response times in Appendix C. Below are diagrams which provide further information on Council’s vegetation responsibilities [for roads](#) in both rural and urban areas.

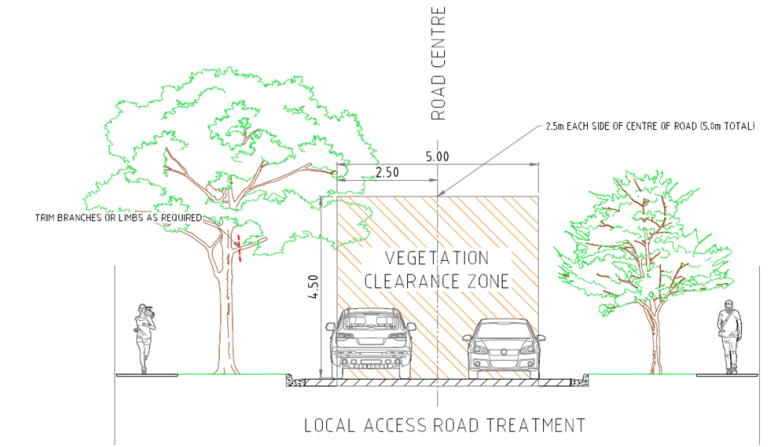
Rural vegetation clearance zone:



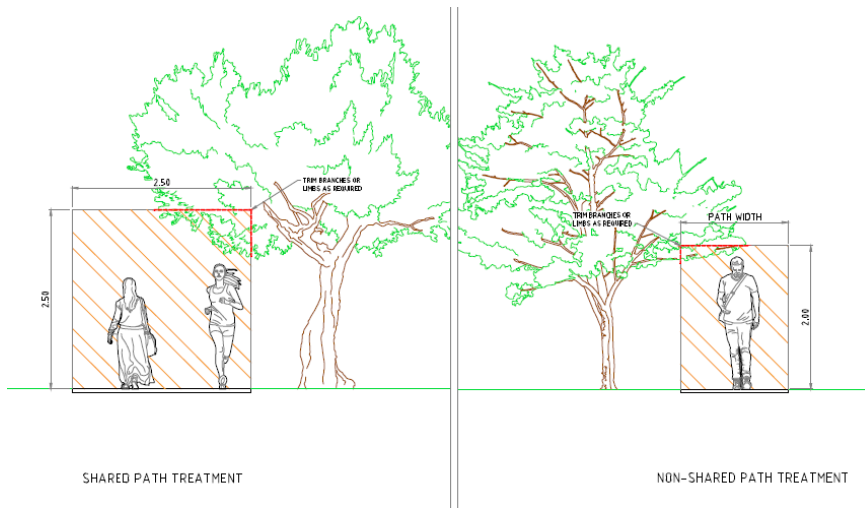
Urban vegetation clearance zone for link and collector roads:



Urban vegetation clearance zone for local access streets:



Additionally, Wellington Shire Council maintains a clear zone over its urban shared and footpath network which are further described in Appendix D. Below is a diagram which provides further information on Council's vegetation responsibilities for both shared paths and footpaths.



6. Asset Hierarchies

Road and footpath assets are classified into hierarchies. The role which each asset plays within the road or footpath network determines its hierarchy. The more central the asset is within the network, the higher its utilisation. This position is supported by average daily vehicle and pedestrian counts.

Asset hierarchies allow a risk-based approach to resource allocation and prioritisation that sees those assets receiving the most utilisation receiving a higher priority for inspection, maintenance, and repair. This is driven by the presumption that defects on assets with greater utilisation have a higher likelihood of consequence.

6.1 Road Hierarchy Description

Hierarchy Classification	Description	Indicative Daily Traffic
Link	Link between Arterial Roads, major community nodes or activity centres.	> 1500
Collector	Collects traffic from the local road network and directs traffic to Link or declared arterial roads. Through or major destination roads.	> 1000
Local Access A	A major access road for local residential or commercial traffic or public facility. Must be a through road or road to significant destination.	150 – 1500
Local Access B	A minor access road for local residential or commercial traffic.	30 - 500
Local Access C	Generally a no through road servicing limited stakeholders, however may continue as an unmaintained road into bushland etc. Limited public use.	< 40

6.2 Footpath Hierarchy Description

Classification	Description
Shared Paths	Paths that provide for shared use between both pedestrians and cyclists. Can include recreational routes or links between key community destinations. Shared Paths are likely to have a diverse range of users. Shared paths have specific maintenance and management requirements.
High Activity Footpaths	High Activity footpaths provide connections within CBD and Town Centres. These paths also link major public transportation hubs including bus stops and railway stations to town centres. High Activity paths are likely to have a diverse range of users and are most likely to have the highest traffic volumes.
Medium Activity Footpaths	Medium Activity paths provide connections to major destinations including schools, recreation facilities, hospitals, aged care facilities, libraries, community centres and residential nodes. These can also include major recreational paths. These paths are likely to have a diverse range of users. These routes are likely to have high traffic volumes at certain times.
Low Activity Footpaths	Low Activity paths provide connections to and within residential and industrial areas. These paths are likely to be used less frequently.

7. Road and Path Management

7.1 Management Process

An illustrated management process for roads and path assets is included as **Appendix B**. The management process includes proactive and reactive inspections, repairs of defects found to exceed stated intervention levels a program of capital renewal and upgrade works.

7.2 Inspection

Wellington Shire Council has a statutory duty to inspect public roads for which it is the responsible authority. These roads are included within the Wellington Shire Council Register of Public Roads. These inspections relate to the types of infrastructure detailed in Section 5 of this RMP.

There are two primary types of inspections employed as part of this Road Management Plan:

- Defect Inspections
- Condition Inspections

Proactive Road and Footpath inspection frequencies are documented in **Appendix E**.

7.2.1 Defect Inspections

The primary purpose of a Defect Inspection is to inspect the asset for defects exceeding nominated intervention levels as documented in **Appendix C - Roads** and **Appendix D - Footpaths**. The inspection can be generated from:

- 1) A proactive inspection program which includes kerb and channel, footpaths and shared footpaths, and signage
- 2) A Customer Request, as detailed in Section 8 of this RMP
- 3) Notification of an incident or accident on the road or footpath network

Council's proactive road inspections consider:

- Road surface
- Kerb and channel
- Associated regulatory and warning signage
- Line marking
- Roadside vegetation
- Intersection sight lines
- Minor culverts
- Guardrail

Council's proactive footpath inspections consider:

- Footpath surface
- Associated shared path signage
- Pram crossings
- Associated drainage infrastructure

Council's proactive bridge and major culvert inspections consider:

- Bridges
- Major culverts

7.2.2 Condition Inspections

Condition inspections are undertaken to ascertain information relating to remaining useful life of an asset or asset component. This information is used for renewal programming and Asset Management purposes. Condition Inspections intended to provide a high-level assessment of the overall network, as opposed to identifying individual or specific defects.

7.3 Road Maintenance Standards and Process

A schedule of intervention levels for defects and corresponding response times for repair has been established for roads managed in conjunction with this RMP (**Appendix C**).

The Road Management Act 2004 does not require roads or paths to be upgraded to a higher standard to which they were originally constructed, and it is not the intention of this plan to upgrade any road. The upgrade of assets is limited to Council's capital works program, special charge schemes or private development.

7.3.1 Proactive Repairs **Proactive Maintenance**

Proactive maintenance activities are cyclic and are performed in conjunction with predetermined proactive maintenance programs. These works are in addition to works specifically generated from proactive and reactive defect inspections (see Section 7.2).

Proactive maintenance activities may include but are not limited to:

- Gravel Road Grading
- Sealed Road Patrol
- Shoulder and Drainage Maintenance
- Roadside Grass Slashing
- Street Sweeping
- Line Marking

The allocation of resources directed to individual assets as part of proactive maintenance programs may consider:

- Asset Hierarchy
- Vehicles Per Day (estimated where unknown)
- School Bus Use
- Industry Use
- Topography
- Knowledge of other localised deterioration factors

Roads with a hierarchy classification of Local Access C will receive limited proactive maintenance.

7.3.47.3.2 Reactive Repairs

Intervention levels are used in Defect Inspections (see Section 7.2). All defects identified exceeding the nominated intervention levels are to be repaired or treated with temporary measures within the corresponding response time. Temporary measures are only utilised and intended as a means of reducing the risk of injury and/or property damage until such time as permanent repairs can be completed. These may include, but are not limited to:

- Erecting warning signage
- Installing safety barriers
- Performing a temporary repair
- Closing the road to traffic

7.3.3 Emergency Works

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

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

7.4 Footpath Maintenance Standards and Process

A schedule of defect intervention levels and corresponding response times are listed in **Appendix DE**.

These are recorded as a part of footpath programmed Defect Inspections (see Section 7.2) or as a result of a Customer Request.

7.5 Asset Levels of Service

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

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

8. Customer Requests and Notification

The following information is recorded when we receive a customer request from the community:

- Date the request was received
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the defect response times specified in Appendix C and D)
- Date when the request was actioned and/or completed (this typically involves someone carrying out a site inspection, followed by any necessary repair works conducted).

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

Customer requests and/or notification relating to a defect listed in **Appendix C** of this RMP will result in a reactive defect inspection taking place within a period of no later than 10 working days. However, if on being informed of a particular defect arising from a customer request or complaint, it is the opinion of the responsible and authorised delegated officer of Council that the particular defect requires a more urgent response from Council, then an inspection will ordinarily be conducted in a lesser timeframe in order for Council to ensure that, in the public interest and safety, a proper response to any hazard, deterioration or risk is made and appropriate action taken, being whether or not to remove the hazard or to repair the defect or deterioration in the road or pathway or to give warning of the hazard, defect or deterioration in the road or pathway.

If, at first contact with a customer, there is notification of a defect listed in **Appendix F**, communication with the relevant depot supervisor or works coordinator, or if unavailable another Built Environment Operations team member, must be made by telephone in addition to recording the customer request.

Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a *Description / Intervention Levels* specified in Appendix C and D, a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the Intervention Level specified in Appendix C and D, it would be noted (including why), but no remedial action will be conducted unless required for asset preservation purposes.

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 1.

9. Management System

Wellington Shire Council uses a centralised asset system for:

- All asset data
- Inspections, defects and corresponding actions
- Works completed

Customer requests and notifications are recorded in Wellington Shire Council's document management system, with a record of works available linked in the central asset system.

The systems that assist in delivering the objectives of this Road Management Plan are under continuous development and improvement.

10. Audit and Review

Wellington Shire Council undertakes the review of its Road Management Plan in accordance with section 54 of the Road Management Act 2004 and part 3 of the Road Management (General) Regulations 2016.

The Road Management Plan will be reviewed every four years within the period of 6 months after each general election or by the next 30 June, whichever is later. The review shall reflect changes in processes and practices, or changes in level of service standards identified for consideration or adopted since the last review.

Before adopting or amending this plan Council must undertake a process of:

- Giving notice of the Plan or amendment
- Allow 28 days for submissions
- Consider any submissions from the public
- Council adopts the final Road Management Plan via a Council report

The notice must be published in the Government Gazette and a local daily newspaper, which provides further information on the location of the proposed Plan amendments and where copies may be inspected or obtained. During the public submission phase, copies of the draft version of the plan will be located at the following locations:

- Sale and Yarram customer service centres
- Online on the Council's Your Wellington Your Say website at: www.your.wellington.vic.gov.au

Aspects of the Road Management Plan will be reviewed on a regular basis, to monitor compliance with established standards and to create a history of relevant information to inform decision making.

Road Management Plan Component	Audit / Review Frequency
Monitoring of compliance with inspection frequency, as specified in Appendix E	Monthly
Monitoring of compliance with response times, as specified in Appendices C and D	Monthly
Review of customer requests received, considering responsible Maintenance Team and Request Type	Each Month and Annual Total (Financial Year and Calendar Year)
Review of defects collected, considering asset type, responsible maintenance team, defect type and response time compliance	Annual Total (Financial Year and Calendar Year)

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Appendix C - Road Defect Intervention Levels and Response Times
Appendix D - Footpath and Shared Path Defect Intervention Levels and Response Times Appendix E - Inspection Frequencies
Appendix F - Priority Response Defects
Appendix G - Request to Suspend the Road Management Plan Form

APPENDIX A - REASONABLY REQUIRED FOR GENERAL PUBLIC USE ASSESSMENT CRITERIA

1 Background

- 1.1 Wellington Shire Council (WSC) currently has Public Road network of approximately 3100km. These roads are inspected, maintained and repaired in conjunction with the Road Management Act 2004 (*the Act*) and WSC Road Management Plan.
- 1.2 All Public Roads maintained by WSC are listed in the WSC Register of Public Roads.
- 1.3 All Public Roads are allocated an asset hierarchy in line with the WSC Road Management Plan.
- 1.4 WSC roads that have not been determined Public Roads since the Introduction of *the Act* have been allocated a road hierarchy of Non Council Maintained (NCM). These roads are not inspected, maintained or repaired by WSC.
- 1.5 Section 17(3) of *the Act* specifies that where a road authority has made a decision that a road is *reasonably required for general public use*, the road must be registered on its Register of Public Roads.
- 1.6 When assessing whether an existing NCM road is *reasonably required for general public use* (e.g. in response to a request from a member of the public), it is important to validate against standard criteria for an equitable and consistent outcome for the whole of community.

2 Reasonably Required for General Public Use Evaluation Criteria

- 2.1 The following criteria is used to determine if a road is reasonably required for general public use and therefore subsequently deemed a Public Road:
 - a) The road is essential for at least two discrete ~~land-owners~~~~landowners~~. Crown land is only considered a discrete ~~land-owner~~~~landowner~~ in instances where the road is utilised on a daily basis for public access.
 - b) Of the two discrete ~~land-owners~~~~landowners~~ who require the road for access noted in point (a), a minimum of one of the land owners must require the road for:
 - i. Essential access to a principal place of residence, or;
 - ii. Essential access to a commercial operation, which is in operation for a minimum of 5 days per week.
 - c) There is no reasonable alternative access to the road.
 - d) The road must have been ~~previously~~ developed for use as a road, free from any physical obstruction and capable of being maintained.
 - e) The physical road must be located in a designated road reserve or other land where Council has appropriate authority to undertake its relevant duties.
 - f) The road reserve must be fenced with clear boundaries between adjoining private land.
 - g) The road will require a registered name.

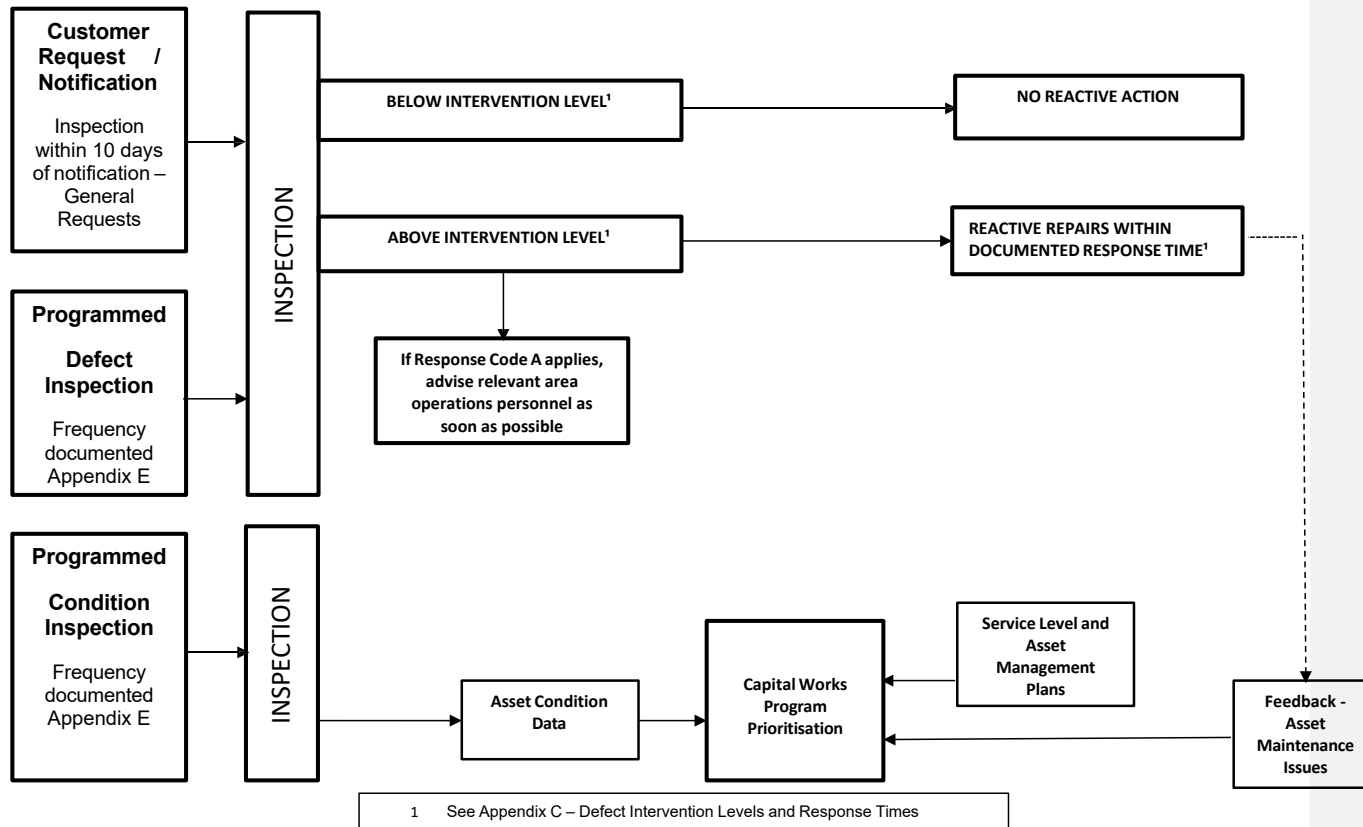
3 Determination and Review

- 3.1 A delegated Council officer with authority to alter the Register of Public Roads will make a determination taking into account the evaluation criteria listed in Section 2.
- 3.2 If a road is deemed to be reasonably required for general public use for part of its length only, the point where it ceases to meet the above criteria will generally be the point where it ceases to be designated as a Public Road. If there is a principal place of residence within 500m of this location, and the road meets all other criteria identified under Section 2 of this Road Management Plan, the length of Public Road may be extended to the access point.
- 3.3 A member of the public may request a further review by Council in instances where a road is not determined to meet the evaluation criteria listed in Section 2. In this instance Council officers will table a report at an ordinary meeting of Council for determination.

4 Road Management

- 4.1 If as a result of using the criteria, a determination is recommended that a road be designated as a Public Road, a road hierarchy shall be applied in conjunction with the road hierarchy descriptions within the Road Management Plan.
- 4.2 Maintenance and repair of assets is limited to the standard in which roads have been originally constructed. The upgrade of assets is limited to the WSC capital works program, special charge schemes and approved private upgrades works or private development projects (e.g. subdivisions).

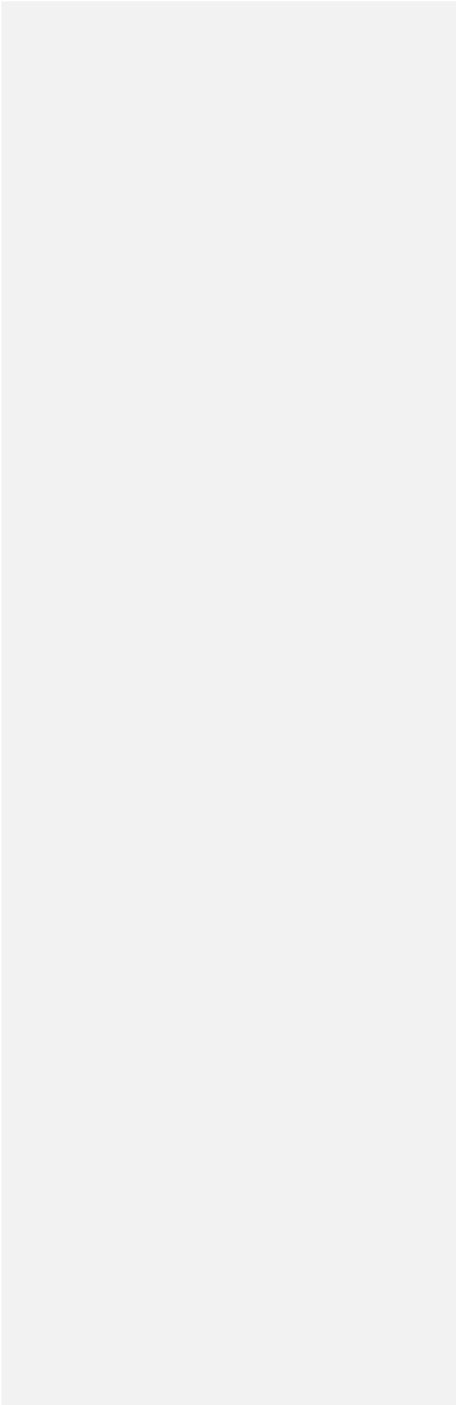
APPENDIX B - ROAD MANAGEMENT PROCESS



APPENDIX C – ROAD DEFECT INTERVENTION LEVELS AND RESPONSE TIMES

Defect	Severity	Extent	Response Code
Obstructions or Immediate Hazards on Roadway			
Materials that present an imminent and significant threat to the safety of reasonable road users	Area greater than 5m ²	Any location in traffic lane	A
Fallen Trees and Fallen Limbs	Height of obstacle greater than 100mm	Across traffic lane, reducing clear width to less than 6m	A
Water	Depth greater than 100mm	Any location in traffic lane, reducing clear width to less than 6m	A
Obstacle on roadway or shoulder	Height of obstacle greater than 100mm	Any location in traffic lane	A
Damaged or Missing Pit Lid	Crevice greater than 50mm in width or likely to fail further Missing Council drainage pit lids	Any location	A
Damaged or Missing Bridge Deck section	Crevice greater than 50mm in width	Any location	A
Pavement deformation in sealed road	Depth greater than 150mm	In trafficked area, diameter greater than 400mm	A
Sealed Roads			
Pothole	Depth greater than 75 50mm	Diameter greater than 320 200mm	B
Edge drop off onto Shoulder	Drop off greater than 75mm	Distance greater than 10m	C
Edge Break	Encroaching seal by distance greater than 100mm	Distance greater than 500mm 5m	C
Gravel Shoulders	Potholes or scouring with a depth greater than 75mm 100mm	Diameter greater than 300mm for potholes or distance greater than 10m for scouring	D
Pavement Failure	Sealed surface has broken up and extensive shoving / displacement has occurred creating a defect greater than 75mm in height or drop	In trafficked area	B
Wheel Ruts and Depressions	Deformation of depths greater than 75mm under a straight edge	In trafficked area	C
Shoulder Build-Up	Shoulder material height above seal preventing water run-off	Distance greater than 30m	D
Vegetation Growth on Seal	Encroaching sealed surface by distance greater than 100mm	Distance greater than 50m	D
Kerb and Channel Raised or Rolled	Channel raised greater than 50mm in comparison to road s Surface	Distance greater than 300mm 4m	D

<u>Kerb and Channel</u> Horizontal Displacement	<u>Channel moved</u> horizontally greater than 75mm compared to road surface	<u>Distance greater than 75mm</u>	D
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Defect	Severity	Extent	Response Code
Gravel Road Pavement			
Pothole	Depth greater than 100mm	Diameter greater than 300mm	B
Rutting	Ruts with depth greater than 100mm	In trafficked area	C
Corrugations	Depth greater than 50mm	Distance greater than 20m	C
Scouring	Depth greater than 100mm	In trafficked area	C
Rock or object protruding through pavement surface	Greater than 50mm above pavement surface	In trafficked area	B
Vegetation Growth on Pavement	Encroaching pavement by distance greater than 300mm	Length greater than 20m	D
Roadside Vegetation			
Vegetation cover intruding over a Carriageway	Minimum height clearance of 4.5-m <u>For gazetted Over Dimensional and Oversize and Overmass routes, minimum height clearance of 5m</u>	- Over traffic lanes - 2.5m each side of centre of road (5.0m total) – Local Access urban roads	D
Vegetation growth on verge of sealed road	Grass length greater than 300mm	1.5m from edge of seal, where no physical obstruction exists	D
Trees, shrubs and grasses restricting design sight distance for intersections, or restricting viewing of regulatory or warning signs and guideposts on roads	Minimum sight distance for intersections based on the prevailing operating speed of the road ¹ Restricted viewing of regulatory signs or warning signs and guideposts on roads	Any location	C
Traffic Control Devices			
Intersection Control	Missing, illegible or damaged Intersection Control Sign (e.g. Stop or Give Way) that makes it substantially ineffective	Any location	B
Missing, illegible or damaged Warning Sign	Missing, illegible or damaged sign to an extent that makes it substantially ineffective	Any location	C
Ineffective Delineation	Missing or defective guide-post or reflector making it substantially ineffective	Culvert crossing or at site of roadside hazard	C
Ineffective Safety Barrier	Missing barrier or damaged to significantly reduce effectiveness	Culvert crossing or at site of roadside hazard	D
Missing or illegible Pavement Marking <u>at Intersections, Rail Crossings and Pedestrian Crossings</u>	Missing or illegible <u>Council</u> pavement markings	<u>At Intersections, Rail Crossings and Pedestrian Crossings</u> Any location	C
Missing or illegible Pavement Marking - other	Missing or illegible <u>Council</u> pavement markings	<u>At all locations apart from Intersections, Rail Crossings or Pedestrian Crossings</u> Any location	D

¹ Due to the construction history, resourcing and location of some Wellington Shire Council managed roads, a significant proportion of these roads cannot comply with all the recommended characteristics of the assigned classification for every part of any road. For example, in undulating or mountainous country it may not be physically possible to achieve the desired stopping sight distance on some sections of roads.

Defect	Severity	Extent	Response Code
Drainage			
Blocked Pipe or Culvert	Preventing adequate drainage		C
Damaged Pipe or Culvert	Preventing adequate drainage		C
Blocked Drainage Pit	Preventing adequate drainage		B
Blocked Open Drain	Preventing adequate drainage		C
Damaged Pit Lid	Damaged drainage pit lids such that they are potentially structurally unsound	Any location	B

RESPONSE TIME MATRIX

		RESPONSE CODE			
		A	B	C	D
ROAD HIERARCHY	LINK	48 hours	7 days	14 days	30 days
	COLLECTOR	48 hours	14 days	30 days	60 days
	LOCAL ACCESS A	48 hours	30 days	60 days	90 days
	LOCAL ACCESS B	48 hours	60 days	90 days	120 days
	LOCAL ACCESS C	48 hours	90 days	120 days	180 days

Commented [ZE1]: Increased Code A responses to 48 hours in line with MAV recommendations

APPENDIX D - FOOTPATH AND SHARED PATH DEFECT INTERVENTION LEVELS AND RESPONSE TIMES

1. DEFECTS

Sealed and Concrete Shared Path Hazards				
	Tripping	Cracking and Height Differences	Obstructed Clearance Zone	Defective Signage
Intervention Level	320mm	<ul style="list-style-type: none"> Cracks 340mm 20mm wide or greater, or; On paved or asphalt surfaces, undulation of 540mm or greater measured with a 1.2m straight edge, or; Vertical uplifts of 20mm or greater. 	<ul style="list-style-type: none"> Clearance 2.5m above path Vegetation restricting line of sight for signage, intersections, or around tight corners 	Missing or eligible shared path signage

Sealed and Concrete Footpath Hazards			
	Tripping	Cracking and Height Differences	Obstructed Clearance Zone
Intervention Level	320mm	<ul style="list-style-type: none"> Cracks 10mm 20mm 30mm wide or greater, or; On paved or asphalt surfaces, undulation of 540mm or greater measured with a 1.2m straight edge, or; Vertical uplifts of 20mm or greater. 	<ul style="list-style-type: none"> Clearance 2.0m above path. Vegetation restricting line of sight for signage, intersections, or around tight corners.

Gravel Path Hazards					
	Pothole	Undulation/ Uneven Surface	Scouring/ Erosion	Obstructed Clearance Zone	Grass/Weeds/ Vegetation Encroaching on the Surface
Intervention Level	Diameter greater than 200mm Depth greater than 50mm	Depth -Height variation of 50mm or greater measured with a 1.2m straight edge	Depth greater than 50mm for 2m	<ul style="list-style-type: none"> Footpaths - Clearance 2.0m above path. Shared paths - Clearance 2.5m above path. Vegetation restricting line of sight for signage, intersections, or around tight corners. 	Encroachment of 300mm for 5m, measured from edge of path

2. DEFECT RESPONSE TIMES

Path Hierarchy	Response Time
High Activity	30 days
Shared Paths	60 days
Medium Activity	90 days
Low Activity	120 days

APPENDIX E – INSPECTION FREQUENCIES

Road Inspections Frequencies

Proactive Road Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

ROAD HIERARCHY	DEFECT INSPECTION FREQUENCY	CONDITION INSPECTION FREQUENCY
Link	Once in a 4-month period	3 Years
Collector	Once in a 7-month period	3 Years
Local Access A	Once in a 14-month period	3 Years
Local Access B	Once in a 14-month period	3 Years
Local Access C	Once in a 24-month period	3 Years

Footpath Inspections Frequencies

Proactive Footpath Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

FOOTPATH HIERARCHY	HAZARD INSPECTION FREQUENCY	CONDITION INSPECTION FREQUENCY
HIGH ACTIVITY	Once in a 7-month period	3 Years
SHARED PATHS	Once in a 7-month period	3 Years
MEDIUM ACTIVITY	Once in a 14-month period	3 Years
LOW ACTIVITY	Once in a 24-month period	3 Years

Bridge Inspections Frequencies

Bridge Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

INSPECTION DESCRIPTION	TIMBER BRIDGE FREQUENCY – ALL ROADS	CONCRETE BRIDGE, MAJOR CULVERTS AND FLOODWAY FREQUENCY – ALL ROADS
VicRoads Standard – Level One Inspection	Once in a 12-month period	Once in a 2-year period
VicRoads Standard – Level Two Inspection	Once in a 4-year period	Once in a 8-year period
Load test or structural assessment	As required by findings of level one inspection	As required by findings of level one inspection

APPENDIX F – PRIORITY RESPONSE DEFECTS

The list below provides examples of defects that warrant a priority response. If there is notification of a defect listed below, communication with the relevant depot supervisor or works coordinator, or if unavailable another Built Environment Operations team member, must be made by telephone in addition to recording the customer request.

Roads

- Spill, creating slippery or other hazardous situation
- Road work site unsafe (i.e. missing signing, hazardous plant or materials)
- Severe subsidence or surface damage
- Obstacles on roadway or shoulder
- Flooding.

Bridges

- Guard rail broken or missing
- Deck plank missing or broken
- Deck spike protruding hazard
- Structural damage reducing capacity

Drainage

- Pit lid missing or unserviceable
- Blocked water causing flooding

Footpaths and Shared Paths

- Surface collapse or significant obstacle

Traffic control devices

- ~~Missing or illegible regulatory signage. 7 and 14 days other councils~~
- Malfunctioning Traffic Signals

If the works required cannot be undertaken within resources currently available, temporary measures must be implemented to decrease the likelihood of an incident until such time as repair works can be implemented.

APPENDIX G – REQUEST TO SUSPEND ROAD MANAGEMENT PLAN FORM

TO: MANAGER BUILT ENVIRONMENT

I, the Chief Executive Officer of Wellington Shire Council, consider, due to the following reasons beyond the control of Wellington Shire Council:

- 1)
- 2)
- 3)

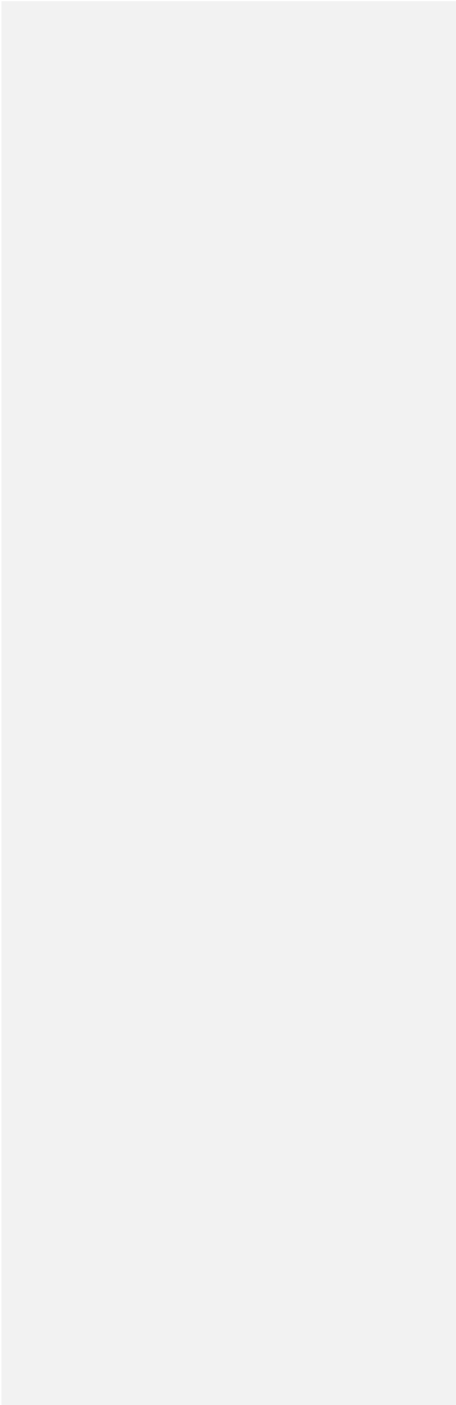
...limiting the resources available to Wellington Shire Council and its other conflicting priorities, meaning the following requirements of the Wellington Shire Council Road Management Plan cannot be met and will be suspended:

WELLINGTON SHIRE COUNCIL ROAD MANAGEMENT PLAN REQUIREMENT	ITEM SUSPENDED (Yes or No)
Inspection Frequencies per Appendix E of Road Management Plan	
Road Defect Intervention Levels and Response Times per Appendix C Road Management Plan	
Footpath Defect Intervention Levels and Response Times per Appendix D Road Management Plan	
Reactive inspections within 107 days of Customer Request or Notification per Section 8 of Road Management Plan	

Once the events beyond the control of Wellington Shire Council have abated, or partially abated, I will advise the Manager of Built Environment which parts of the Road Management Plan are to be reactivated and when.

SIGNED: _____

DATE: _____



Draft Road Management Plan 2025 - Summary



Introduction

The Road Management Act 2004 specifies that road authorities, such as Wellington Shire Council, have a duty to inspect, maintain and repair Public Roads. Road Authorities may develop and publish a Road Management Plan, to set the relevant standard in relation to the discharge of these duties and to establish a system for road management functions based on policy and operational objectives, taking into account available resources.

Wellington Shire Council's first Road Management Plan was prepared and adopted in 2004 following the introduction of the *Road Management Act 2004*. The Road Management Plan has been subsequently reviewed in 2009, 2012, 2013, 2017 and 2021. The Road Management Plan 2021 was adopted by Council on 15 June 2021 and remains current.

The review of the Road Management Plan is being undertaken in line with the section 54 *Road Management Act 2004* and the part 3 *Road Management Act (General) Regulations 2016*. The purpose of this review is to:

- Update Council's Road Management Plan in line with guidance provided by the Municipal Association of Victoria (MAV);
- Review Council's intervention levels in line with MAV benchmarking and guidance utilising Road Management Plans from other Councils; and
- Improve understanding of Council's vegetation maintenance practices including diagrams.

Proposed public consultation

As required by the *Road Management Act (General) Regulations 2016*, notice to amend the Road Management Plan will be published in the Victorian Government Gazette and the Gippsland Times, in addition to a report summarising the findings and conclusions of the Road Management Plan for review on Council's website. This consultation process will be undertaken for a minimum period of 28 days to seek public feedback on the proposed Draft Road Management Plan 2025.

A copy of the Draft Road Management Plan 2025 will be made available online via Council's website, and in hard copy at the Sale and Yarram Service Centres and Council's libraries. A breakdown of Council's proposed engagement is below:

- Posts on online social media including Facebook
- Notifications in local newspapers and community newsletters where possible
- Draft documents and online survey available through Your Wellington Your Say
- Opportunities to discuss any concerns directly with Council officers when required

Review of Road Management Plan

The review of Council's Road Management Plan was conducted in 2024 and will continue into 2025 pending further legal reviews and Councillor / community feedback. It has so far primarily involved benchmarking Wellington Shire's current Road Management Plan with the plans of our surrounding Gippsland Councils, as well as a review of the Municipal Association of Victoria (MAV) Road Management Plan Road Management Plan template which has been incorporated into our document. This benchmarking provided updated data relating to Wellington Shire's response times, inspection frequencies, and intervention levels.

The review considered the MAV Road Management Plan template which suggested including additional information in our plan between Sections 2 – 8. This mainly involved updating wording for our processes such as emergency works, road boundary agreements, incident claims, consent to work within road reserves, etc. Further information on our additions from the MAV template is summarised below. The purpose of this is to provide the community with more information and further clarification on our road management processes.

The review involved a benchmarking process for the Road Management Plans of the surrounding Gippsland Councils, to ensure our defect intervention levels are appropriate in line with our neighbours. Council officers found that whilst the majority of our defect intervention levels are appropriate, it is considered Wellington Shire may be over servicing in some areas such as pothole sizes, kerb defects, and footpath trip hazards and cracks. The proposed intervention levels have been nominated in our draft Road Management Plan 2025. These alterations have been suggested considering the ongoing budget constraints affecting the organisation, and the large increase in incident claims (including court cases) since the last iteration of the Road Management Plan. Increasing the suggested intervention levels will improve Councils risk mitigation for incident claims, but is not expected to impact on Councils proactive road and footpath maintenance programs.

Wellington Shire is not proposing to alter *Appendix A Section 2 - Reasonably Required for General Public Use Evaluation Criteria* which determines the roads in which Wellington Shire inspects, maintains and repairs. All customer requests submitted to Wellington Shire in relation to road maintenance to non-maintained roads are assessed in accordance with the criteria in the Road Management Plan. Given Council's performance in the Community Satisfaction Survey, the low number of requests Council received over the 2023/24 financial year in relation to extending the road maintenance area, and in consideration of existing operational budgets and financial performance, there is no proposal to alter the Reasonably Required for General Public Use Evaluation Criteria as part of this Road Management Plan review.

List of proposed amendments to Road Management Plan

Administrative Changes:

- 2.2 Relationships with other documents
 - Updated references to the current Council Plan
- 3.1 Maintenance Demarcation (Boundary) Agreements
 - Updated title in line with MAV guidance
- 3.3 Roads not listed on the Register
 - Added in line with MAV guidance. Provides further information on roads which Council does not maintain.
- 4 Responsibility of Road Users
 - Updated wording in line with MAV guidance. Further defines the responsibilities of a road user.
- 4.1 Incident Claims
 - Added in line with MAV guidance. Provides more information on Council's claims process.
- 4.2 Consent for work within a road reserve
 - Added in line with MAV guidance. Provides more information on Council's working within road reserve process.
- 5.1.2 Rural and urban vegetation responsibilities
 - Updated wording and provided diagrams to explain Council's vegetation management processes and the defect intervention levels for both roads and paths.
 - Included reference to gazetted Over Dimensional and Oversize and Overmass routes and providing an increased height of 5 metres for these roads.
- 7.3.1 Proactive Repairs
 - Updated title in line with MAV guidance
- 7.3.2 Reactive Repairs
 - Added 'Installing safety barriers' in line with MAV guidance.
- 7.3.3 Emergency Works
 - Added in line with MAV guidance. Provides more information on Council's emergency inspection processes.
- 7.5 Asset levels of Service
 - Added in line with MAV guidance. Provides a summary of how Council determines its current and ongoing levels of service for its assets.
- 8 Customer Requests and Notification
 - Added in line with MAV guidance. Provides more information on Council's processes once a customer request is received, as well as some possible outcomes following an inspection.

- Appendix A - Reasonably Required for General Public Use Evaluation Criteria
 - Updated wording to provide more clarity
- Appendix E – Inspection Frequencies
 - Added information on Council’s Level 2 inspections for bridges based on MAV Road Management Plan template.
- Appendix F – Priority Response Defects
 - Removed reference to missing signs as it is already referenced in the defect table in Appendix C

Substantive changes:

- Appendix C - Road Defect Intervention Levels and Response Times
 - Alteration to defect intervention levels for sealed roads, missing pit lids, kerb and channel, and line marking in line with MAV guidance and following a review of other Road Management Plans from Latrobe, East Gippsland, Baw Baw and South Gippsland.
 - Added new vegetation defect for gazetted Over Dimensional and Oversize and Overmass routes to provide a height clearance of 5 metres.
 - Added new kerb defect to cover horizontal movement.
- Appendix D – Footpath and Shared Path Defect Intervention Levels and Response Times
 - 1. Defects - Alteration to defect intervention levels for shared and footpath defects in line with MAV guidance and following a review of other Road Management Plans from Latrobe, East Gippsland, Baw Baw and South Gippsland.
 - Bridge Inspection Frequencies – added in reference to Level 2 inspections

13. FURTHER GALLERY AND ONLINE COMMENTS

Gallery comments are an opportunity for members of the public to raise any particular matter they wish. This allows those in the gallery to speak directly to Councillors but is not a forum designed for open discussion or debate. We will listen respectfully to what you have to say and make the commitment that if your query requires a written response, we will advise you that a response will be forthcoming, and a copy of that response will be circulated to all Councillors.

This is not a forum for members of the public to lodge complaints against individuals, including Councillors and staff, particularly as that individual gets no public right of reply to any matter raised. We take complaints seriously, and in line with the guidance from the Victorian Ombudsman and the local Government Inspectorate, we request that any specific complaint against an individual be put in writing. This way, your concern can be properly dealt with while ensuring fairness to all parties concerned.

If you wish to speak, we remind you that this part of the meeting is being recorded and broadcast on our website. Council's official Minutes will record that you have spoken to Council and the subject you spoke to Council about but will not record specific comments. We ask you to state your name in full, where you are from, and you have three minutes.

ONLINE COMMENTS –

FURTHER GALLERY COMMENTS –

Meeting declared closed at:

The live streaming of this Council meeting will now come to a close.

14. IN CLOSED SESSION

COUNCILLOR

That the meeting be closed to the public pursuant to Section 66(2) of the Local Government Act 2020 to consider matters under Section 66(5)(b) as defined by Section 3(1) being:

- a) Council business information*
- b) Security information*
- c) Land use planning information*
- d) Law enforcement information*
- e) Legal privileged information*
- f) Personal information*
- g) Private commercial information*
- h) Confidential meeting information*
- i) Internal arbitration information*
- j) Councillor Conduct Panel confidential information*
- k) Information prescribed by the regulations to be confidential information*
- l) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989*

IN CLOSED SESSION

COUNCILLOR

That Council move into open session and ratify the decision made in closed session.