Ararat Rural City

MINUTES

COUNCIL MEETING

Tuesday 26 November 2024

Held in the Council Chambers, Shire Offices (Livestreamed)

Commenced at 6.00pm

Council:
Cr Jo Armstrong (Mayor)
Cr Rob Armstrong
Cr Peter Joyce
Cr Teli Kaur
Cr Luke Preston
Cr Bob Sanders
Cr Bill Waterston

A recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the Council Meeting.

The recording is being streamed live via Facebook, to improve transparency between council and the community and give more people the opportunity to view what decisions are being made. You do not require a Facebook account to watch the live broadcast, simply enter www.facebook.com/araratruralcitycouncil into your address bar.

Recordings of Council Meetings (excluding closed sessions) are made available on Council's website.

PRESENT:
Cr Jo Armstrong, Cr Rob Armstrong, Cr Peter Joyce, Cr Teli Kaur, Cr Luke Preston, Cr Bob Sanders, Cr Bill Waterston, Dr Tim Harrison – Chief Executive Officer, Chandra Willmott – Governance & Risk Lead, Rebecca Rodger – Contracts and Procurement Lead, Thomas Duncan – Theatre Technical Officer

SECTION 1 – PROCEDURAL MATTERS

1.1 LIVE STREAMING

Council is keen to engage with members of the community and live streams the formal Council Meetings to make them accessible. The stream is available to view on Council's Facebook page from 6pm and on Council's website following the Council Meeting.

1.2 TRADITIONAL ACKNOWLEDGEMENT/OPENING PRAYER/COUNCILLORS PLEDGE

Traditional acknowledgement – CR R ARMSTRONG
We acknowledge the traditional owners of the land on which we meet today, and pay our respects to their elders, past, present and emerging.

Opening Prayer – CR SANDERS
Almighty God, we humbly ask you to help us, as elected Councillors of the Ararat Rural City Council. Guide our deliberations. Prosper what is your will for us, to your honour and glory and for the welfare and benefit of the people whom we serve in the Ararat Rural City.

Councillors Pledge – CR WATERSTON
We will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions invested in us under the *Local Government Act 2020* and any other Act to the best of our skill and judgement.

1.3 APOLOGIES

There were no apologies

1.4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Council Meeting held on 8 October 2024 be confirmed.

MOVED CR SANDERS
SECONDED CR WATERSTON

That the Minutes of the Council Meeting held on 8 October 2024 be confirmed.

No Councillors spoke for or against the motion

CARRIED 7/0
5060/24

1.5 DECLARATION OF CONFLICT OF INTEREST

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which he or she:

1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or

2 intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:

(a) advising of the conflict of interest;

(b) explaining the nature of the conflict of interest; and

(c) detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

- name of the other person;
- nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

There were no Declaration of Conflicts of Interests received.

SECTION 2 – PUBLIC PARTICIPATION

2.1 PETITIONS AND JOINT LETTERS

1 Unless *Council* determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter, memorial or other like application until the next *Council meeting* after that at which it has been presented.

2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint himself or herself with the contents of that petition or joint letter, and to ascertain that it does not contain language disrespectful to *Council*.

3 Every Councillor presenting a petition or joint letter to *Council* must:

- write or otherwise record his or her name at the beginning of the petition or joint letter; and
- confine himself or herself to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of the prayer or request.

4 Every petition or joint letter presented to *Council* must be in *writing* (other than pencil), typing or printing, contain the request of the petitioners or signatories and be signed by at least 12 people.

5 Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.

6 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.

7 Every page of a petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.

8 If a petition, joint letter, memorial or other like application relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration.

There were no Petitions or Joint Letters received.

SECTION 3 – REPORTS REQUIRING COUNCIL DECISION

3.1 S5 DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 18088

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
The Local Government Act 2020, and a variety of other legislation, makes provision for the appointment of delegates to act on behalf of Council. The delegation of powers is essential to enable day to day decisions to be made and for the effective operation of the organisation.

The purpose of this report is for Council to consider remaking the S5 Instrument of Delegation – Council to the Chief Executive Officer.

DISCUSSION
Under the Local Government Act 2020, Section 11 (1)(b) A Council may by instrument of delegation delegate to the Chief Executive Officer any power, duty or function of a council under this Act or any other Act other than power, duty or function specified in subsection (2)

The S5 Instrument has been drafted to take into account the matters that cannot be delegated by the CEO pursuant to section 11(2) of the 2020Act. These matters are listed as Conditions and Limitations in the Schedule to the S5 Instrument, including the conditions under section 11(5) that any delegation to enter into a contract must include a financial limit.

Pursuant to section 11(4) of the 2020 Act, a council may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days.

There are no changes to this delegation from previous delegations however, as a newly elected Council to delegate these powers, duties and functions to the Chief Executive Officer

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives
6 Strong and Effective Governance
We will work hard to build models of governance that place delivering public value at the centre through effective financial management; well measured risk management; and implementation of effective community engagement practices.

Budget Implications
There are no budget implications arising from the review of the S5 Instrument of Delegation – Council to the Chief Executive Officer.

Policy/Relevant Law
Under the section 11 of the Local Government Act 2020, Councils have the power to delegate to the Chief Executive Officer any power, duty or function of a Council under this Act other than an power, duty or function specified in subsection (2).

Section 11(8) of the Local Government Act 2020 requires that the Council keep a register of delegation. This delegation will be made available to the public.

Section 437 (1) the Environment Protection Act 2017 states that the Governing Board may be instrument delegate all or any of the Authority's powers and functions under this Act to (b) a council.

Sustainability Implications
There are not economic, social or environmental implications in relation to the S5 Instrument of Delegation – Council to the Chief Executive Officer.

Risk Assessment
The remaking of the Instrument of Delegation form Council to CEO ensures ongoing legislative compliance for Ararat Rural City Council.

It is essential that the Instrument of Delegation are kept up to date to ensure that the CEO is properly empowered to undertake the role.

Stakeholder Collaboration and Community Engagement
Any amendments or recommendations regarding the Instrument of Delegation for Council to the Chief Executive Officer have been sources utilising Council's subscription to the Maddocks Lawyers Delegations Service.

The delegation service provides two updates per year and mini updates as required when legislation changes. This review has been initiated following the first update for 2023 and the updated Procurement Policy.

The revocation and consideration of delegations does not require any public consultation; however, Council is required to keep a public register of all delegations.

RECOMMENDATION

That:
In the exercise of the powers conferred by Section 11(1)(b) of the Local Government Act 2020 (the Act), Ararat Rural City Council resolves that –

1. *There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attach Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument;*
2. *The instrument comes into force immediately the common seal of Council is affixed to the instrument;*
3. *On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked;*
4. *The duties and functions set out in the instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and*
5. *The instrument is signed under the seal of the Council*

MOVED CR WATERSTON
SECONDED CR R ARMSTRONG

That:
In the exercise of the powers conferred by Section 11(1)(b) of the Local Government Act 2020 (the Act), Ararat Rural City Council resolves that –

2. **There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attach Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument;**
3. **The instrument comes into force immediately the common seal of Council is affixed to the instrument;**
4. **On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked;**
5. **The duties and functions set out in the instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and**
6. **The instrument is signed under the seal of the Council**

Cr Waterston and Cr R Armstrong spoke for the motion

CARRIED 7/0
5061/24

ATTACHMENTS
S5 Instrument of Delegation – Council to CEO is provided as Attachment 3.1

Ararat Rural City

S5 INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER

26 November 2024

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (**the Act**) and all other powers enabling it, the Ararat Rural City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 26 November 2024
2. the delegation
   - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
   - 2.2 is subject to any conditions and limitations set out in the Schedule;
   - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
   - 2.4 remains in force until Council resolves to vary or revoke it.

The COMMON SEAL of the
ARARAT RURAL CITY COUNCIL
Was affixed hereto in accordance with
The resolution of Council made on the
26 November 2024

Mayor _____

Chief Executive Officer _____

SCHEDULE

The power to

1. determine any issue;

2. take any action; or

3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves

1.1 entering into a contract exceeding the value of $225,000 for good/services and $300,000 for works; (unless it is expenditure for contracts of insurance)

1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;

1.3 electing a Mayor or Deputy Mayor;

1.4 granting a reasonable request for leave under s 35 of the Act;

1.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;

1.6 approving or amending the Council Plan;

1.7 adopting or amending any policy that Council is required to adopt under the Act;

1.8 adopting or amending the Governance Rules;

1.9 appointing the chair or the members to a delegated committee;

1.10 making, amending or revoking a local law;

1.11 approving the Budget or Revised Budget;

1.12 approving the borrowing of money;

1.13 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;

2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;

3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

4.1 policy; or

4.2 strategy

adopted by Council;

5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or

6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

3.2 OCCUPATIONAL HEALTH & SAFETY POLICY

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 18089

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

Introduction
Under the Occupational Health and Safety Act 2004, Council is required, as far as reasonably practicable, to provide and maintain a safe and risk-free working environment for all employees. The Occupational Health and Safety Policy defines the responsibilities of the Council, managers, leaders and employees in achieving this objective.

Discussion
Occupational health and safety (OHS) Policy outlines the Council's commitment to maintaining a safe and healthy workplace for all employees. This policy serves as a guiding framework to help staff understand their roles and responsibilities in promoting safety and preventing workplace hazards.
By implement an effective OHS Policy, the Council can achieve several key benefits, including:

- **Creating safer working environments**: Preventing physical and mental injuries through proactively safety management
- **Reducing workplace injuries**: Preventing physical and mental injuries through proactive safety management
- **Lowering injury-related costs**: Minimizing expenses associated with workplace accidents and related downtime.
- **Enhancing business opportunities:** A safer workplace fosters productivity and attracts partnerships.
- **Ensuring legal compliance:** Meeting legislative requirements reinforces Councils commitment to safety
- **Building a positive reputation:** Demonstrating a genuine concern for employee welfare strengthens trust and credibility.

This policy has been updated to align with the current standards established by WorkSafe Victoria and has been revised to incorporate clear and accessible language for improved understanding.

Key Considerations
Alignment to Council Plan Strategic Objectives
6. Strong and effective Governance -We will work hard to build models of governance that place delivering public value at the centre through effective financial management; well measured risk management; and implementation of effective community engagement practices.
6.2 Deliver appropriate risk management is applied to Council and organisational decisions. Council's internal function is applied to area of perceived risk.

Budget Implications
There are no budget implications in relation to the development of the OHS Policy

Policy / Relevant Law
Occupational Health & Safety Act 2004
Occupational Health & Safety Regulations 2017
Workplace Injury Rehabilitation and Compensation Act 2013
Workplace Injury Rehabilitation and Compensation Regulations 2014

Sustainability Implications
Environmental, social and economic impacts have been considered in the development of the OHS policy.

Risk Assessment
The development of the OHS Policy will provide clarity to Council and all the employees.

Innovation and Continuous Improvements
The OHS Policy can be a driver of innovation and continuous improvement by fostering a proactive and adaptable approach to workplace safety.

Stakeholder Collaboration and Community Engagement
This policy was presented to the Health and Safety Committee and the Audit and Risk Committee

RECOMMENDATION

That:
Council endorses the Occupational Health and Safety Policy

MOVED CR KAUR
SECONDED CR JOYCE

That:
Council endorses the Occupational Health and Safety Policy

Cr Kaur and Cr Joyce spoke for the motion

CARRIED 7/0
5062/24

ATTACHMENTS
The Occupational Health and Safety Policy is provided as Attachment 3.2

Ararat Rural City

Occupational Health and Safety Policy

DOCUMENT CONTROL

Category Type: Policy
Type: Administrative
Responsible Officer: HR Business Partner

Last Review Date: 19 January 2021
Date Approved (CEO): XXXXXXXX
Next Review Date: September 2026

Revision No: 1

Stakeholder Engagement:
Chief Executive Officer
Human Resources Business Partner
Health and Safety Committee
Audit and Risk Committee

Occupational Health and Safety Policy

Ararat Rural City

SAFETY STATEMENT

We aim for an injury free workplace where everyone works safely and goes home safe and well. Nothing is so important that it cannot be done safely.

Prof. Tim Harrison
Chief Executive Officer

OBLIGATIONS

Our Occupational Health and Safety (OHS) Policy is based on the conviction that the wellbeing our employees is one of the major considerations in Council . It is a shared responsibility and all of us must not only take responsibility for our safety, but also for the safety of others. A good safety record is a clear indictor of good practice.

As the employer we must ensure our responsibilities under the Occupational Health and Safety Act 2004 (VIC), the Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017 and the Workplace Injury Rehabilitation and Compensation Act 2013 are met.

These include our responsibilities to:

- Take reasonable steps to provide a maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers.
- Provide ways to consult with our workers to be informed about and involved in health and safety issues at work
- Provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety.
- Conduct regular workplace inspections
- Workplace health and safety legislation applies equally to physical and mental health.

OUR COMMITTMENTS

We are committed to all our work activities being carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health and safety of workers, contractors, visitors, Councilor's and anyone else who may be affected by our operations. We are committed to ensuring we comply with the relevant legislation, regulations and applicable Codes of Practice and Australian Standards.

We will provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect our workers' physical health, safety and wellbeing.

We will have a workplace environment where workers and others involved with our business are encouraged and supported to raise health and safety issues and help reduce and mage them.

Occupational Health and Safety Policy

Ararat Rural City

RESPONSIBILTIES

All Mangers, Leads, Coordinators, Supervisors and Leading Hands will:

- Be accountable for maintaining a workplace that is safe and without risk to physical and mental health
- Implement health and safety policies and procedures
- Undertake training so that you are knowledgeable about your OHS obligations and responsibilities
- Provide necessary supervision with regard to employee health and safety
- Consult with employees about any matters that affect health and safety

All employees will:

- Take reasonable care for their own health and safety and that if their workmates
- Observe health and safety procedures
- Undertake training so that they known about their OHS obligations and responsibilities
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- Cooperate with their supervisors and managers to achieve a workplace that promotes health, safety and wellbeing.

Our visitors and contractors must:

- Not put themselves or any other person at the workplace at risk
- Comply with our safety policy and procedures.

An effective safety culture with Ararat Rural City Council is a critical and a non-negotiable objective. This can only be achieved through participation, co-operation, and commitment of everyone in the workplace.

REFERENCES

Occupational Health & Safety Act 2004
Occupational Health & Safety Regulations 2017
Workplace Injury Rehabilitation and Compensation Act 2013
Workplace Injury Rehabilitation and Compensation Regulations 2014

ADMINSTRATION UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively, Examples include a change to the name of a Council department, a change to the name of a Federal or State department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

3.3 BUILDING FEE INCREASES

RESPONSIBLE OFFICER: MANAGER DEVELOPMENT & REGULATION
DEPARTMENT: DEVELOPMENT & REGULATION
REFERENCE: 18090

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
Councils, like most Victorian Government departments and agencies charge fees for services and regulatory purposes, including licensing and registering certain activities. The below outlines new fee amounts for Report and Consent S36(2a) and Report and Consent S36(4)

DISCUSSION
After request from Council's, the Department of Transport and Planning have undertaken a review of statutory building fees. The purpose of the fee review was to determine whether fees relating to report and consent for siting matters and stormwater legal point of discharge works where adequate considering the work undertaken assess applications.

It was determined that it was appropriate to increase the maximum amount that could be charged as follows:

Fee description	Current Fee	Updated maximum fee
Report and Consent Section 36(2A) Siting consideration under Part 5 of the building regulations	$320.20	$448.30
Report and Consent Section 36(4) Stormwater Legal Point of Discharge Works	$159.50	$231.40

After assessing the work required to undertake determination of the report and consent applications listed above it is recommended that fees are increased to the maximum.

KEY CONSIDERATION

Alignment to Council Plan Strategic Objectives

7. STRONG AND EFFECTIVE GOVERANCE
We will work hard to build models of governance that place delivering public value at the centre through effective financial management; well measured risk management; and implementation of effective community engagement practices.

6.1 Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation and rating fairness.

Budget Implications
There are no budget implications

Policy/Relevant Law
Building Regulations 2018

Sustainability Implications
There are no environmental, social and economic impacts with the adoption of these fees.

Stakeholder Collaboration and Community Engagement
Consultation with Department of Transport and Planning was undertaken

RECOMMENDATION

That:
Council adopts the above building fee increases.

MOVED CR R ARMSTRONG
SECONDED CR WATERSTON

That:
Council adopts the above building fee increases.

Cr R Armstrong and Cr Waterston spoke for the motion

CARRIED 7/0
5063/24

ATTACHMENTS
There are no attachments relating to this item

3.4 PITCH MUSIC FESTIVAL 2025 TOW-AWAY ZONES

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO OFFICE
REFERENCE: 18091

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
The purpose of this report is to request endorsement from Council to establish tow-away zones adjacent to the Pitch Music Festival site.
Council will work in conjunction with Pitch Music Festival (Sound Event Group) and a contractor to install and manage the installation, enforcement and removal of vehicles.

DISCUSSION
Pitch Music Festival, in conjunction with Council and VicRoads have established a tow-away zone to mitigate risks from the parking of vehicles in the road reserves adjacent to the festival site.
The risks include the following:

- Vehicles being parked over dry grass and other vegetation creating an extreme fire hazard
- Vehicles pulling over on side roads causing traffic hazards
- Restricting the carriageway width on road reserve which require unobstructed travel for the time of the festival
- Risk of pedestrian accidents while passengers are disembarking from a vehicle located along the road reserves
- Vehicles being used as camp sites during the time of the festival.

Council officers, and festival organisers believes that undertaking this action will improve safety and reduce risk to the community, road users and festival attendees during the time of Pitch Music Festival. Having the authority to undertake the enforcement and removal of vehicles within the area of the festival provides some rigor to the process, and immediately eliminates a risk once it has been identified.
The location of the proposed two away zones are as follows:

- Moyston Dunkeld Road from White Cockatoo Road north of the Pitch Site (the Patron entry is at the intersection of Moyston Dunkeld Road and Regulating Basin Road), south to Mafeking Road
- Andrews Lane from Moyston Willaura Road to Muirhead Road
- Regulating Basin Road from Moyston Dunkeld Road to past Muirhead Road
- Mafeking Road from Moyston Dunkeld Road to Muirhead Road
- Muirhead Road from Andrews Land to Regulating Basin Road.

It is proposed that:

- Council will establish an appropriate impound area at the Council depot – to keep vehicles safe
- The release fee will comply with Road Management Act Schedule 4 clause 5(2A). It must reflect the reasonable costs of impoundment, including overhead and indirect costs.
- If a contractor is undertaking the towing, then any cost recovery fee received by the council is received as an agent for the towing company and can be paid to them.
- Council authorised officers will negotiate this payment process with event organisers. This fee will also reflect the cost associated will all aspects of management and release of impounded vehicles.
- The formal notification requirement for the tow away will be published in the Government Gazette. This cost and the cost of appropriate signage will be required to be met by the event organisers.
- Council will arrange the application through Vic Road to receive the appropriate authorities to establish and enforce the tow-away zones for the length of the festival

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objective

5 Enhancing Community Life
We will work with the community of Ararat Rural City to maintain social cohesion, support community activity and cultural life and enhance safety.

6.2 Ensure appropriate risk management is applied to Council and organisational decisions. Councils internal function is applied to areas of perceived risk.

Budget Implications

There are no budget implications

Policy / Legal / Statutory

Road Management Act 2004
Neighbourhood Amenity Local Law 2022

Risk Assessment

If vehicles are allowed to park on the road reserves adjacent to the festival site, they are likely to pose a significant fire risk to the festival itself and to surrounding residents and townships. Enforcing the tow away zoned mitigate the risk to the best of Councils ability.

Stakeholder Consultation and Communication

This has been discussed with the community at previous Community Consultation sessions. Consultation with VicRoads has also been undertaken to ensure that the appropriate processes have been followed.

RECOMMENDATION

That Council:

1. *Endorse the application process to gain delegation from VicRoads to establish the tow-away zone in the locality of the Pitch Music Festival for the duration of the festival each year going forward; and*
2. *Endorses the Chief Executive Officer's actions to authorise council officers on behalf of the Pitch Music Festival event organisers to implement an appropriate process to apply fees associated with the management and enforcement of the tow-away zone for the duration of the festival.*

MOVED CR SANDERS
SECONDED CR JOYCE

That Council:

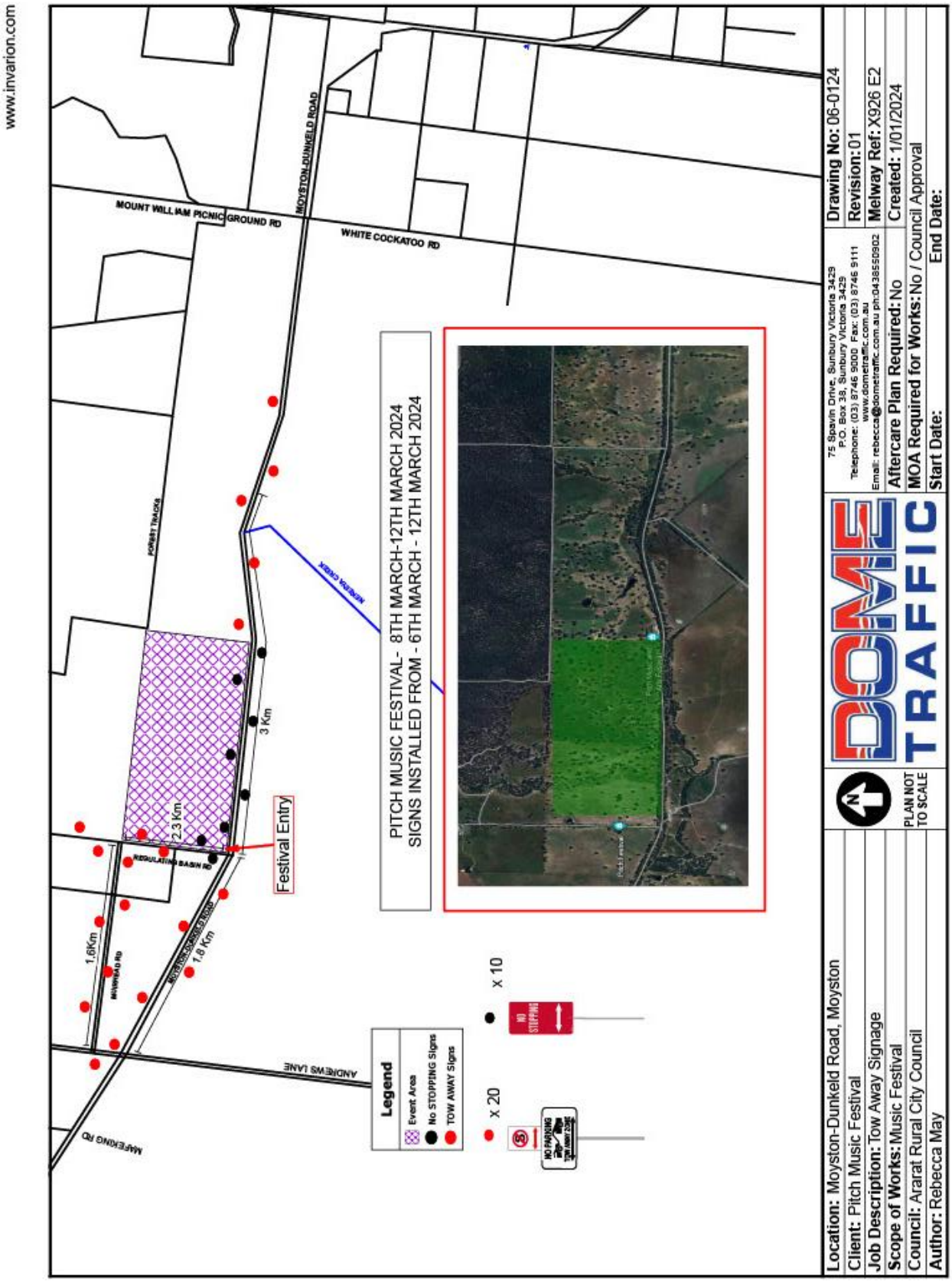
1. **Endorse the application process to gain delegation from VicRoads to establish the tow-away zone in the locality of the Pitch Music Festival for the duration of the festival each year going forward; and**
2. **Endorses the Chief Executive Officer's actions to authorise council officers on behalf of the Pitch Music Festival event organisers to implement an appropriate process to apply fees associated with the management and enforcement of the tow-away zone for the duration of the festival.**

Cr Sanders and Cr Joyce spoke for the motion

CARRIED 7/0
5064/24

ATTACHMENTS

The Tow-away zone map is provided as Attachment 3.4


www.invarion.com
MOUNT WILLIAM PICNIC GROUND RD
MOYSTON DUNKELD ROAD
WHITE COCKATOO RD
FOREST TRACKS
NERRIN CREEK
3 Km
2.3 Km
Festival Entry
REGULATING BASIN RD
1.6Km
1.8 Km
ANDREWS LANE
MAFEKING RD
PITCH MUSIC FESTIVAL - 8TH MARCH-12TH MARCH 2024
SIGNS INSTALLED FROM - 6TH MARCH - 12TH MARCH 2024
Legend
Event Area
No STOPPING Signs
TOW AWAY Signs
x 10
x 20
NO STOPPING
NO PARKING
TOW AWAY ZONE
PLAN NOT TO SCALE
DOME
TRAFFIC
75 Spavin Drive, Sunbury Victoria 3429
P.O. Box 38, Sunbury Victoria 3429
Telephone: (03) 8746 9000 Fax: (03) 8746 9111
www.dometraffic.com.au
Email: rebecca@dometraffic.com.au ph:0438550902
Location: Moyston-Dunkeld Road, Moyston
Client: Pitch Music Festival
Job Description: Tow Away Signage
Scope of Works: Music Festival
Council: Ararat Rural City Council
Author: Rebecca May
Drawing No: 06-0124
Revision: 01
Melway Ref: X926 E2
Aftercare Plan Required: No
Created: 1/01/2024
MOA Required for Works: No / Council Approval
Start Date:
End Date:

3.5 QUARTERLY PERFORMANCE REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 18092

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
The financial statements and performance indicators have been prepared for the period ended 30 September 2024.

Based on the information provided by responsible officers and managers Council's overall financial performance is in line with budget.

DISCUSSION
Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.

Key Financial information:

Income Statement (Attachment 1)

The Income Statement measures how well Council has performed from an operating nature. It reports revenues and expenditure from the activities and functions undertaken, with the net effect being a surplus or deficit. Capital expenditure is excluded from this statement, as it is reflected in the Balance Sheet.

Attachment 1 shows that Council generated $26.097 million in revenue and $9.198 million in expenses to 30 September 2024. This has resulted in an operating surplus of $16.899 million for the three months ended 30 September 2024.

Income
Rates and charges account for 50% of the total budgeted income for 2024/25. Rates and charges are recognised when the rates have been raised, not when the income has been received. An amount of $17.482 million has been recognised as income for the three months ended 30 September 2024.

User fees account for 4% of the total budgeted income for 2024/25 and $0.539 million has been received to 30 September 2024. The majority of this relates to transfer station fees, fitness centre income and commercial waste management charges.

Recurrent Operating Grants total $7.425 million to 30 September 2024, including $4.221 million from the Victorian Local Government Grants Commission for general purpose grants and $2.736 million for the local roads grants.

Non-recurrent Operating Grants total $0.024 million to 30 September 2024. Council has been successful in obtaining several grants that had not been budgeted for, as detailed in the table below. The amounts shown as unearned income will be treated as income in future accounting periods once the performance obligations of the grant have been met.

Non-Recurrent Operating Grants	Budget 2024/25 $'000	Income 2024/25 $'000	Unearned Income $'000
Ararat Housing Transition	-	-	300
Digital Twin Victoria	-	-	954
Free Public WiFi Services	-	-	1,196
Supported Playgroups	65	16	-
Ararat Rural City Sport, Active Recreation & Open Space Strategy	-	-	36
Tiny Towns Fund - Pomonal Community Hub	-	-	200
Tiny Towns Fund - Buangor Recreation Reserve Pavillion Redevelopment	-	-	25
Other Minor Grants (under $30,000)	-	8	-
	65	**24**	**2,711**

Non-recurrent Capital Grants have not been received in the three months to 30 September 2024, as detailed in the table below. The amounts shown as unearned income will be treated as income in future accounting periods once the performance obligations of the grant have been met.

Non-Recurrent Capital Grants	Budget 2024/25 $'000	Income 2024/25 $'000	Unearned Income $'000
Mt William Road reconstruction	5,000	-	-
Buangor-Ben Nevis Road reconstruction	843	-	-
Pedestrian Infrastructure Program	-	-	70
Tatyoon Oval Upgrade Grant	-	-	225
	5,843	**-**	**295**

Note
It is important to note the following:

1. Unearned revenue received in prior years has been adjusted between the Original Budget and Current Budget with an additional $2.936 million for Grants Operating (non-recurrent), $0.366 million for Grants Capital (recurrent) and $0.070 million for Grants Capital (non-recurrent) included in the Current Budget on the assumption that each of the grant projects will be completed during the 2024/25 financial year.
2. These changes in the budget, plus the note reported under expenses, create a change in the reported surplus position from a projected surplus of $8.163 million to a surplus of $9.205 million for 2024/25. The year-end variance is a deficit of $0.612 million when the actual year to date expenses are compared to the year to date budget.

Expenses
Employee Costs account for approximately 40% of the total budgeted expenditure for 2024/25. For the three months ended 30 September 2024 Council has incurred $2.778 million in employee costs.

Materials and Services account for approximately 29% of the total budgeted expenditure for 2024/25. For the three months ended 30 September 2024, Council has incurred $3.815 million in materials and services costs. There are a number of projects, including those carried forward from 2023/24 that are expected to be completed before the end of the financial year.

Note
It is important to note the following:
There has been an increase in expenditure on materials and services from $8.259 million in the Original Budget to $10.589 million in the Current Budget for 2024/25. This has resulted from a carry forward

amount of $2.330 million from the 2023/24 financial year surplus and unspent grant funds which will be used for additional activity in 2024/25.

Balance Sheet (Attachment 2)
The Balance Sheet is one of the main financial statements and reports Council's assets, liabilities and equity at a given date, in this case 30 September 2024. Comparative figures have been provided as at 30 June 2024.

Council's current assets have increased by $16.455 million from $11.732 million as at 30 June 2024 to $28.187 million as at 30 September 2024. Cash and cash equivalents have increased by $5.377 million from $3.049 million to $8.426 million. Trade and other receivables have increased by $14.468 million from $5.212 million as at 30 June 2024 to $19.680 million as at 30 September 2024.

Total liabilities have decreased from $8.777 million in 2023/24 to $8.730 million in 2024/25. Trade and other payables have increased by $0.256 million and trust funds and deposits have increased by $0.170 million. Unearned income/revenue decreased by $0.366 million, which includes grants received by Council, where in accordance with accounting standards, they are held as a liability until grant-related performance obligations have been met.

Statement of Cash Flows (Attachment 3)
The Statement of Cash Flows shows how changes in the Statement of Financial Position and Income Statement affect Cash and Cash Equivalents, and breaks down the analysis to operating activities, investing activities and financing activities.

The Cash and Cash Equivalents at the beginning of the financial year of $3.049 million have increased by $5.377 million to $8.426 million as at 30 September 2024.

Net cash of $5.213 million was provided by operating activities, $0.291 million was provided by investing activities, and $0.127 million was used in financing activities.

Investing activities includes payments for property, plant and equipment, and infrastructure.

Financial Performance Indicators (Attachment 4)
The Local Government Performance Reporting Framework requires Councils to report various performance indicators at the end of each financial year.

A full list of financial performance indicators is included in Attachment 4.

Indicator	30/6/2024	30/9/2024
Working capital *Measure - Current assets compared to current liabilities.* Expected values in accordance with the Local Government Performance Reporting Framework 100% to 400% Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity	162%	392%
Loans and borrowings *Measure - Loans and borrowings compared to rates.* Expected values in accordance with the Local Government Performance Reporting Framework – 0% to 70% Indicator of the broad objective that the level of interest-bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations	1.71%	1.53%

Indicator	30/6/2024	30/9/2024
Indebtedness *Measure - Non-current liabilities compared to own source revenue* Expected values in accordance with the Local Government Performance Reporting Framework – 2% to 70% Indicator of the broad objective that the level of long-term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long-term liabilities suggests an improvement in the capacity to meet long term obligations	7.49%	8.48%
Rates concentration *Measure - Rates compared to adjusted underlying revenue* Expected values in accordance with the Local Government Performance Reporting Framework – 30% to 80% Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability	73.82%	66.99%
Expenditure level *Measure - Expenses per property assessment* Expected values in accordance with the Local Government Performance Reporting Framework $2,000 to $10,000 Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency	$4,592	$1,238
Indicator - Revenue level *Measure - Average residential rate per residential property assessment* Expected values in accordance with the Local Government Performance Reporting Framework - $700 to $2,000 Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency	$1,993	$2,001
Indicator – Percentage of total rates collected The internal audit conducted in 2019 on Rates Revenue and Rate Debtor Management found no routine or regular reporting of large and long outstanding rates debtors. The outstanding Rates Debtors is reported in the Annual Financial report. As at 30 September 2024 the outstanding Rates Debtors totalled $16.480 million compared to $2.320 million as at 30 June 2024, an increase of $14.160 million. In percentage terms 18.1% of the rates raised have been collected at 30 September 2024 compared to 14.9% up to 30 September 2023. Outstanding rates are currently charged 10% interest. Council issues approximately 7,900 rate notices. In 2024/25 there are 2,158 assessments paying by instalments compared with 2,640 assessments in 2023/24.	88.1%	18.1%
Indicator – Asset Renewal & Upgrade *Measure - Asset renewal & Upgrade compared to depreciation* Expected range in accordance with the Local Government Performance Reporting Framework – 40% to 130% Assessment of whether council assets are being renewed or upgraded as planned. It compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading existing assets with depreciation. Ratios higher than 1.0 indicate there is a lesser risk of insufficient spending on Council's asset base.	124.63%	108.83%

The Local Government Performance Reporting Framework provides "Expected ranges" for each indicator. The framework has been developed to consider results at the end of the financial year so some results during the year are outside the expected range due to the timing of receipts and payments.

Explanations are provided in Attachment 4 for those indicators that are outside the "expected ranges".

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6 Strong and Effective Governance

We will work hard to build models of governance that place delivering public value at the centre through effective financial management; well measured risk management; and implementation of effective community engagement practices

6.1 Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation, and rating fairness

Budget Implications

Council's financial performance is in line with expectations. Council's cash position was expected to reduce in the first quarter to pay for the outstanding accounts at year end.

Policy/Relevant Law

Section 97 – Quarterly Budget Report of the Local Government Act 2020 states:

1 As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

2 A quarterly budget report must include–
(a) a comparison of the actual and budgeted results to date; and
(b) an explanation of any material variations; and
(c) any other matters prescribed by the regulations.

3 In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Sustainability Implications

This report does not raise any sustainability implications.

Risk Assessment

Council is required to establish and maintain a budgeting and reporting framework that is consistent with the principles of sound management and this report assists Council in meeting that requirement.

Innovation and Continuous Improvement

The content of the Quarterly report is continually reviewed to ensure meaningful data is provided.

Stakeholder Collaboration and Community Engagement

Council's financial performance reports are published quarterly.

RECOMMENDATION

That the:
Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 30 September 2024 be received and adopted.

MOVED CR WATERSTON
SECONDED CR R ARMSTRONG

That the:
Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 30 September 2024 be received and adopted.

Cr Waterston and Cr R Armstrong spoke for the motion

CARRIED 7/0
5065/24

ATTACHMENTS

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators are provided as Attachment 3.5

Attachment 1
Comprehensive Income Statement for the three months ended 30 September 2024

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance
Income	**$'000**	**$'000**	**$'000**	**$'000**	**$'000**	
Rates and charges	17,950	17,950	17,461	17,482	21	0%
Statutory fees and fines	272	272	68	63	(5)	-7%
User fees	1,515	1,515	547	539	(8)	-1%
Contributions - cash capital	-	-	-	-	-	0%
Contributions - cash operating	100	100	6	6	-	0%
Grants - operating (recurrent)	8,258	8,258	7,069	7,425	356	5%
Grants - operating (non-recurrent)	65	3,001	17	24	7	41%
Grants - capital (recurrent)	1,461	1,827	-	366	366	0%
Grants - capital (non-recurrent)	5,843	5,913	-	-	-	0%
Net gain/(loss) on disposal of property, plant and equipment	-	-	-	-	-	0%
Other income	722	722	181	192	11	6%
Fair value adjustments for investment property	-	-	-	-	-	0%
Share of net profits/(losses) of associates and joint ventures accounted for by the equity method	-	-	-	-	-	0%
Total income	**36,186**	**39,558**	**25,349**	**26,097**	**748**	
Expenses						
Employee costs	11,333	11,333	2,976	2,778	(198)	-7%
Materials and services	8,259	10,589	2,753	3,815	1,062	39%
Bad and doubtful debts	-	-	-	1	1	0%
Depreciation	7,681	7,681	1,920	2,439	519	27%
Amortisation - right of use assets	302	302	76	75	(1)	-1%
Borrowing costs	6	6	2	2	-	0%
Finance costs - leases	74	74	19	20	1	5%
Other expenses	368	368	92	68	(24)	-26%
Total expenses	**28,023**	**30,353**	**7,838**	**9,198**	**1,360**	17%
Surplus for the year	**8,163**	**9,205**	**17,511**	**16,899**	**(612)**	-3%
Other comprehensive income						
Net asset revaluation increment	-	-	-	-	-	
Total comprehensive result	**8,163**	**9,205**	**17,511**	**16,899**	**(612)**	

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Attachment 2
Balance Sheet as at 30 September 2024

	30/09/2024 $'000	30/06/2024 $'000
Assets		
Current assets		
Cash and cash equivalents	8,426	3,049
Trade and other receivables	19,680	5,212
Financial assets	-	3,040
Inventories	81	71
Prepayments	-	360
Total current assets	**28,187**	**11,732**
Non-current assets		
Trade and other receivables	5	5
Investments in joint venture	498	498
Property, plant and equipment, infrastructure	308,574	308,261
Right of use assets	1,284	1,359
Investment property	1,535	1,535
Total non-current assets	**311,896**	**311,658**
Total assets	**340,083**	**323,390**
Liabilities		
Current liabilities		
Trade and other payables	1,280	1,024
Trust funds and deposits	473	303
Unearned Income	3,006	3,372
Provisions	2,103	2,104
Interest-bearing loans and borrowings	112	150
Lease liabilities	207	275
Total current liabilities	**7,181**	**7,228**
Non-current liabilities		
Provisions	293	293
Interest-bearing loans and borrowings	156	156
Lease liabilities	1,100	1,100
Total non-current liabilities	**1,549**	**1,549**
Total liabilities	**8,730**	**8,777**
Net Assets	**331,353**	**314,613**
Equity		
Accumulated surplus	115,030	98,126
Reserves	216,323	216,487
Total Equity	**331,353**	**314,613**

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Attachment 3
Statement of Cash Flows for the three months ended 30 September 2024

	Three months to 30/09/2024 Inflows/ (Outflows) $'000	Forecast Year End to 30/06/2024 Inflows/ (Outflows) $'000
Cash flows from operating activities		
Rates and charges	2,829	17,943
Statutory fees and fines	66	272
User fees	367	1,515
Grants - operating	7,718	10,270
Grants - capital	50	7,304
Contributions - monetary	11	100
Interest received	114	500
Trust funds and deposits taken	138	-
Other receipts	27	222
Net GST refund/payment	670	-
Employee costs	(3,290)	(11,333)
Materials and services	(3,455)	(10,666)
Trust funds and deposits repaid	-	-
Other payments	(32)	(368)
Net cash provided by (used in) operating activities	**5,213**	**15,759**
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(2,749)	(15,513)
Proceeds from sale of property, plant and equipment, infrastructure	-	-
Proceeds from investments	3,040	-
Net cash provided by (used in) investing activities	**291**	**(15,513)**
Cash flows from financing activities		
Finance costs	(2)	(6)
Repayment of borrowings	(38)	(150)
Proceeds from borrowings	-	
Interest paid - lease liability	(20)	(74)
Repayment of lease liabilities	(67)	(283)
Net cash provided by (used in) financing activities	**(127)**	**(513)**
Net increase (decrease) in cash and cash equivalents	5,377	(267)
Cash and cash equivalents at the beginning of the financial year	3,049	3,049
Cash and cash equivalents at the end of the period	**8,426**	**2,782**

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Attachment 4

Financial Performance Indicators for the three months ended 30 September 2024	Result	Material Variations
LIQUIDITY		
Dimension - Operating position		
Indicator - Adjusted underlying result		
Measure - Adjusted underlying surplus (or deficit)	64.76%	
[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	Outside Expected Range	The adjusted underlying result of 64.76% is high because the total amount of rates & charges has been recognised as income and the expenses are only for part of the financial year.
Expected range in accordance with the Local Government Performance Reporting Framework	-20% to 20%	
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position		
Dimension - Liquidity		
Indicator - Working capital		
Measure - Current assets compared to current liabilities	392%	No material variation
[Current assets / Current liabilities] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	100% to 400%	
Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity		
Indicator - Unrestricted cash		
Unrestricted cash compared to current liabilities	60.85%	No material variation
[Unrestricted cash / Current liabilities] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	10% to 300%	
Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity		

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Financial Performance Indicators for the three months ended 30 September 2024	Result	Material Variations
OBLIGATIONS		
Dimension - Obligations		
Indicator - Loans and borrowings		
Measure - Loans and borrowings compared to rates	1.53%	No material variation
[Interest bearing loans and borrowings / Rate revenue] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	0% to 70%	
Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations		
Loans and borrowings repayments compared to rates	0.23%	No material variation
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	0% to 20%	
Indicator - Indebtedness		
Measure - Non-current liabilities compared to own source revenue	8.48%	No material variation
[Non-current liabilities / Own source revenue] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	2% to 70%	
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations		
Indicator - Asset renewal (& Asset Upgrade included now also)		
Measure - Asset renewal & Upgrade compared to depreciation	108.83%	No material variation
[Asset renewal expenses / Asset depreciation] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	40% to 130%	
Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations		
STABILITY		
Dimension - Stability		
Indicator - Rates concentration		
Measure - Rates compared to adjusted underlying revenue	66.99%	No material variation
[Rate revenue / Adjusted underlying revenue] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	30% to 80%	
Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability		
Indicator - Rates effort		
Measure - Rates compared to property values	0.26%	No material variation
[Rate revenue / Capital improved value of rateable properties in the municipality] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	0.15 to 0.75%	
Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden		

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Financial Performance Indicators for the three months ended 30 September 2024	Result	Material Variations
EFFICIENCY		
Dimension - Efficiency		
Indicator - Expenditure level		
Measure - Expenses per property assessment [Total expenses / Number of property assessments]	$1,237.82 Outside Expected Range	This indicator is below the expected range as there are only three months of expenses included in the calculation.
Expected range in accordance with the Local Government Performance Reporting Framework	$2,000 to $5,000	
Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency		
Indicator - Revenue level		
Measure - Average rate per property assessment [Total rate revenue (general rates and municipal charges) / Number of property assessments]	$2,001.21 Outside Expected Range	The average rate per property assessment is slightly above the expected range.
Expected range in accordance with the Local Government Performance Reporting Framework	$700 to $2,000	
Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency		

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3.6 ASSET MANAGEMENT PLANS – FINANCIAL CLAUSE UPDATES

RESPONSIBLE OFFICER: PROCUREMENT AND CONTRACTS LEAD
DEPARTMENT: ASSETS
REFERENCE: 10893

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
Asset plans as referred to in the Local Government Act 2020, are community facing documents that show how Council assets will be managed and maintained, while meeting the community's needs and interests.

Assets managed by Local Government include an extensive network of local roads and other assets such as land, buildings, parks and recreation facilities. Good asset management is critical to the asset intensive nature of Local Government, particularly for rural Council's with higher operating costs of assets, it is important to consider the needs, demands and expectations of communities and to deliver services from infrastructure assets in a sustainable and affordable way.

This report reviews the financial details relating to financial reporting and valuation of assets and updates the plans to ensure that Council meets legislative and Australian Accounting standards.

DISCUSSION
The approval of all Council's Asset Management Plan occurred in late 2023. These plans are:

- Bridges and Major Culverts
- Buildings and Structures
- Drainage
- Footpaths
- Monuments
- Playgrounds
- Recreation, Leisure and Community Facilities
- Roads and Transport; and
- Trees

Review of these plans has shown that the Financial Clauses of each plan has shown that they require updating in line with Council's updated Non-current Asset Accounting and Valuation Policy.

1. Proposed updates to the following Asset Management Plans

- Bridges and Major Culverts
- Buildings and Structures
- Drainage
- Footpaths
- Playgrounds
- Roads and Transport

is as follows:

"7. Finance and Valuations
This section references councils Non-Current Asset Accounting and Valuation Policy (refer to appendix).

7.1 Asset Valuation
Ararat Rural City Council has a responsibility to financially represent its network of assets to fair value. Valuations are conducted using structured classes as nominated within this plan, assigning unit rates to those classes based on real word values and multiplying the area of each asset to the assigned unit rate, when undertaking a comprehensive revaluation.

7.2 Asset Capitalisation
XXXX assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Carrying Amount or Net Book Value
The current carrying amount or net book value of an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

7.4 Current and Non-Current Assets
All XXXX assets are treated as non-current and financially planned for as a renewal asset.

7.5 Asset Depreciation
The depreciable amount of each component/part of all Non-Current Assets is undertaken in compliance with clause 5.5 of the Non-Current Asset Accounting and Valuation Policy (refer to appendix).

7.6 Representation of Asset Costings within Finance System
Asset renewal projects are tracked within the council finance system using 'tracking categories'. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm)."

2. Proposed updates to the following Asset Management Plans
   - Monuments
   - Recreation, Leisure and Community Facilities
   - Trees

is as follows:
"7. Finance and Valuations
This section references councils Non-Current Asset Accounting and Valuation Policy (refer to appendix).

7.1 Asset Valuation
Ararat Rural City Council does not undertake valuation of XXXXX assets.

7.2 Asset Capitalisation
XXXX assets captured and represented within the Asset Management System are not capitalised assets within councils financial reporting."

7.3 Representation of Asset Costings within Finance System
Asset renewal projects are tracked within the council finance system using 'tracking categories'. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm)."

3. All Asset Management Plans will have the following references added:

Local Government Act 2020
Local Government (Planning and Reporting) Regulations 2014
Australian Accounting Standards:

- AASB 5 Non-current Assets Held for Sale and Discontinued Operations
- AASB 13 Fair Value Measurement
- AASB 16 Leases
- AASB 101 Presentation of Financial Statements
- AASB 116 Property, Plant & Equipment
- AASB 136 Impairment of Assets

- AASB 137 Provisions, Contingent Liabilities and Contingent Assets
- AASB 138 Intangible Assets
- AASB 1031 Materiality
- AASB 1051 Land Under Roads
- AASB 1059 Service Concession Arrangements

Asset Management Plans
Risk Management Policy
Ararat Rural City Council – Non Current Asset Accounting and Valuation Policy

4. Where a clause shows XXXX the applicable types of assets will be placed in the clause for the appropriate Asset Management Plan.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives
6. Strong and Effective Governance.

Budget Implications
There are no budget implications in relation to the adoption of the updated Asset Management Plans

Policy/Relevant Law
- Local Government Act 2020
- Local Government (Planning and Reporting) Regulations 2014
- Australian Accounting Standards:
    - AASB 5 Non-current Assets Held for Sale and Discontinued Operations
    - AASB 13 Fair Value Measurement
    - AASB 16 Leases
    - AASB 101 Presentation of Financial Statements
    - AASB 116 Property, Plant & Equipment
    - AASB 136 Impairment of Assets
    - AASB 137 Provisions, Contingent Liabilities and Contingent Assets
    - AASB 138 Intangible Assets
    - AASB 1031 Materiality
    - AASB 1051 Land Under Roads
    - AASB 1059 Service Concession Arrangements
- Asset Management Plans
- Risk Management Policy

Sustainability Implications
The update of the asset management plans will ensure compliance with economic requirements and financial reporting.

Risk Assessment
If the Asset Management Plans are not updated Council is at risk of not meeting the compliance requirements of legislation and the Australian Accounting Standards.

Innovation and Continuous Improvement
None Identified

Stakeholder Collaboration and Community Engagement
The revised Asset Management Plans has been created through collaboration with Council's Asset Management operations and the Finance Department.

RECOMMENDATION

That:
Council adopts the updated Asset Management Plans.

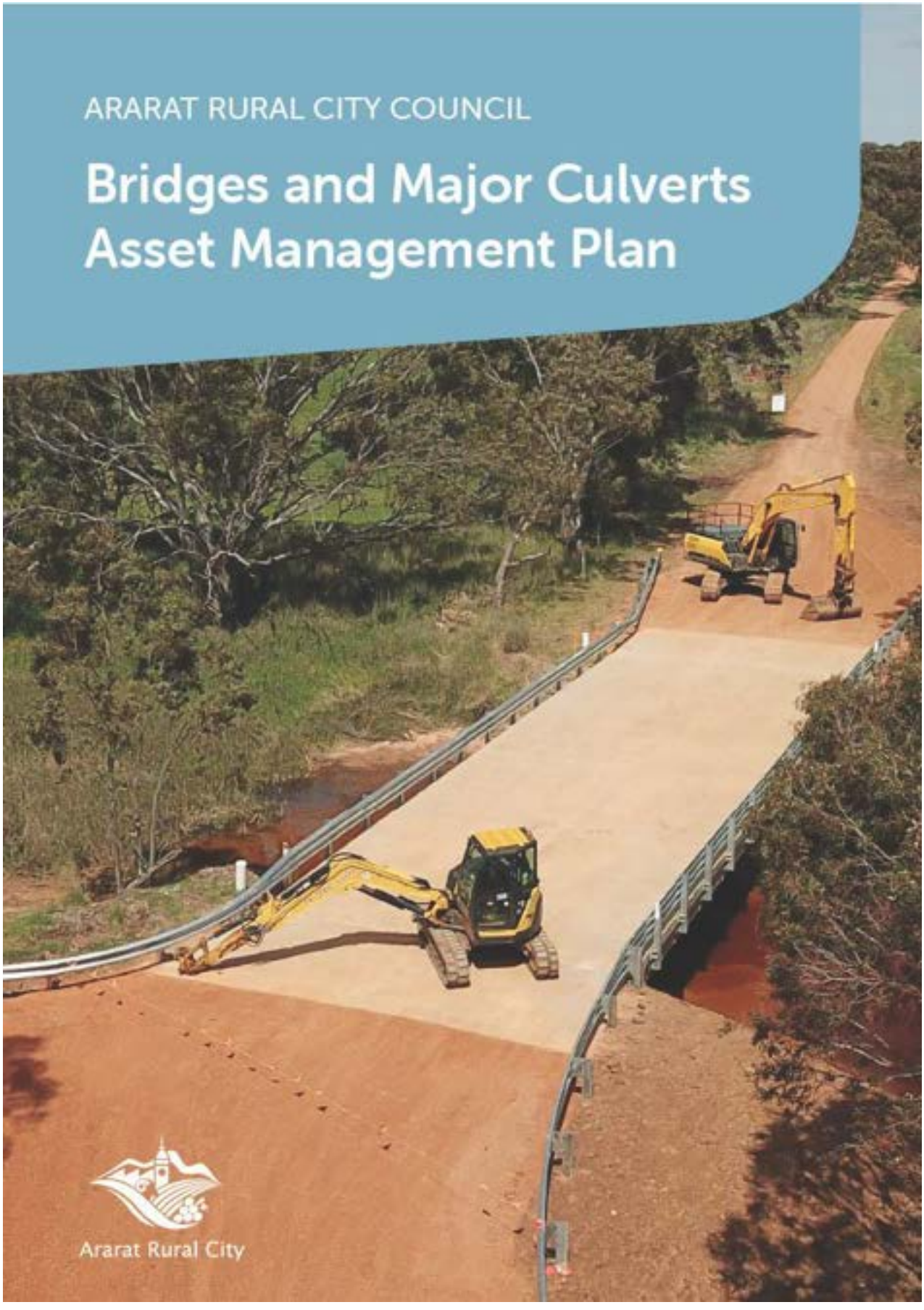
MOVED CR SANDERS
SECONDED CR WATERSTON

That:
Council adopts the updated Asset Management Plans.

No Councillors spoke for or against the motion.

CARRIED 7/0
5066/24

ATTACHMENTS
The Current Asset Management Plans are provided as Attachment 3.6


ARARAT RURAL CITY COUNCIL
Bridges and Major Culverts
Asset Management Plan
Ararat Rural City

CONTENTS

1 PLAN INTENTION & STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its bridge network. This plan covers the entire lifecycle of all elements of managing the bridge network including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its bridge network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to bridge asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

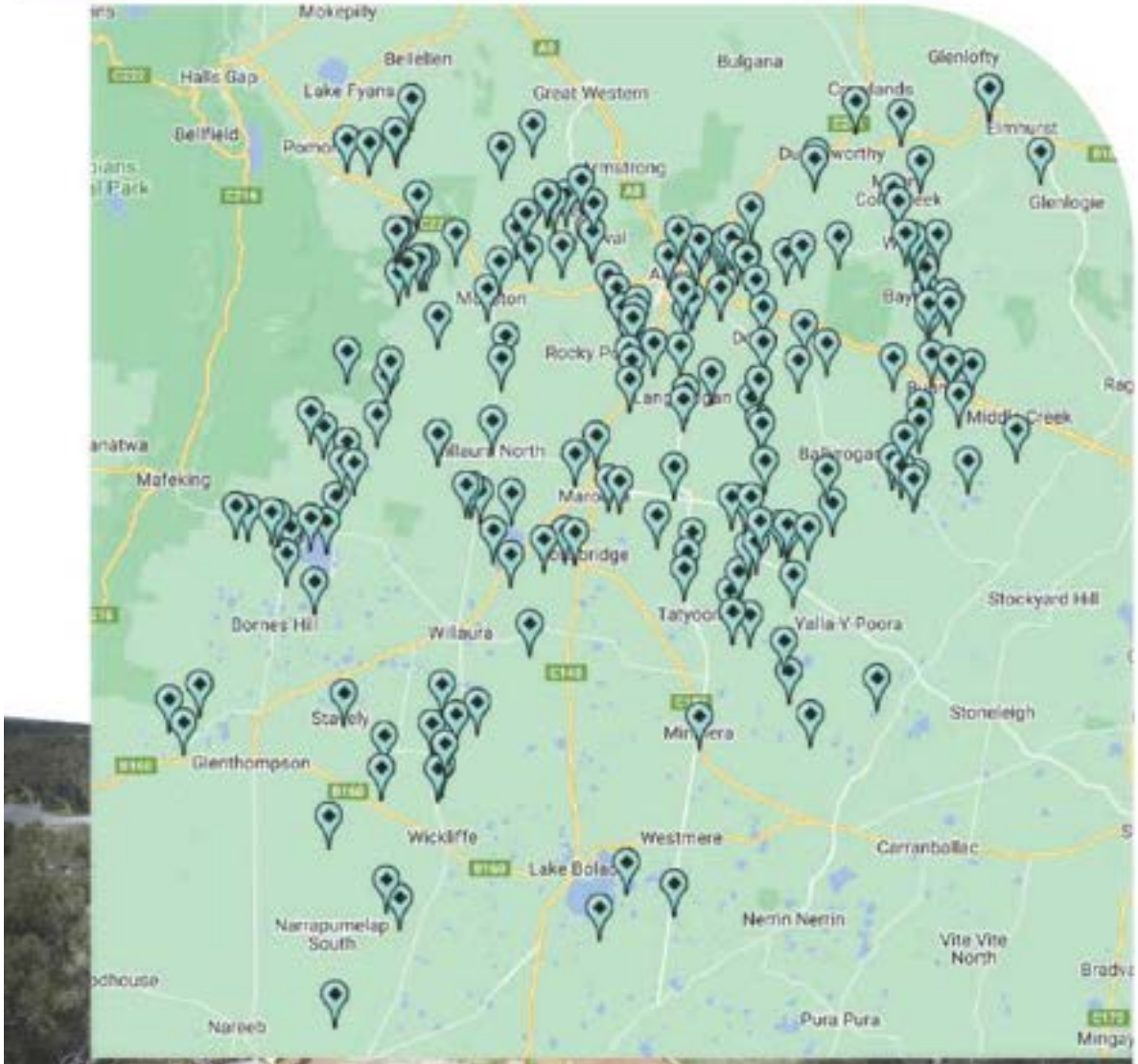
2 INTRODUCTION – BRIDGE ASSET CLASS

Bridge – *"A structure that is built over a road, railway, river, etc. so that people, vehicles, etc. can cross from one side to the other."* Oxford Dictionaries.

Bridge infrastructure is spread throughout Ararat Rural City Council with bridge volume exceeding 200 units. Bridges within the municipality are typically providing the purpose of road linkage over a body of water such as a river or stream. The Hopkins River and its associated tributaries such as the Fiery Creek and Mt Emu Creek account for a significant number of bridge crossings within the municipality.

The following graphic shows general bridge location and distribution across the municipality with concentrations of bridges existing within natural water traversal routes.

GENERAL BRIDGE LOCATION AND DISTRIBUTION



3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software – Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Bridge Class Definition

Ararat Rural City Council bridges are broken down into seven different classes. This breakdown serves as both a separator for type and also a means to value the bridge network. Each class has a different unit rate of replacement applied allowing a bridge to be valued by multiplying the unit rate of the bridge by the area of the structure (see Asset Valuation Policy for more information).

CODE	DESCRIPTION
1	Narrow Low Flat Slab Bridge
2	Wide Low Flat Slab Bridge
3	Narrow, Medium Height Flat Slab Bridge
4	Wide, Medium Height Flat Slab Bridge
5	Narrow High Bridge
6	Medium High Bridge
7	Muti-span High bridge

3.3 Bridge Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Bridge Network

MANDATORY DATA

Site (Road Name)
Bridge Number
Bridge Class
Major Culvert or Bridge
Coordinates (Latitude and Longitude)
Construction Date
Overall Length
Overall Width
Height Clearance
Condition
Photos
As constructed plans
Condition of Railing (good, poor, none, etc.)

OPTIONAL DATA

Width of Seal
Load Limit
Last Inspection Date
Crossing Name (if named)
Structure Material
Height of Cells of Culvert
Number of Spans of Bridge

3.3.1 Spatial Data

The Ararat Rural City Council bridge network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

3 ASSET MANAGEMENT

3.4 Condition Inspection

Condition inspections occur via one of the following methods.

- Level 1: Routine Maintenance inspection (Asset Officer or Maintenance Staff)
- Level 2: Condition Inspection (Asset Officer or Engineer)
- Level 3: Detailed Engineering inspection (Certified)

Level 1 inspections are used to identify defects requiring maintenance.

Level 2 Inspections are used to identify how far through an Assets useful life it is for valuation purposes.

Level 3 Inspections are used to ensure public safety and/or to plan for asset renewal.

3.4.1 Condition Definition

Condition Rules (1-5 overall general condition values with definitions)

Refer Pg.42 ARRB Bridge management best practice guide – Table 2.2 condition statements.

Condition State	Subjective Rating	Description	Action
1	Good ('as new')	Free of defects with little or no deterioration evident	No action required in foreseeable future
2	Fair	Free of defects affecting structural performance, integrity and durability Deterioration of a minor nature in the protective coating and/or parent material is evident	No action required until at least next programmed inspection
3	Poor	Defects affecting the durability/serviceability which may require monitoring and/or remedial action or inspection by a structural engineer Component or element shows marked and advancing deterioration including loss of protective coating and minor loss of section from the parent material is evident Intervention is normally required	Action required prior to next programmed inspection
4	Very Poor	Defects affecting the performance and structural integrity which require immediate intervention including an inspection by a structural engineer, if principal components are affected Component or element shows advanced deterioration, loss of section from the parent material, signs of overstressing or evidence that it is acting differently to its intended design mode or function	Action required as soon as possible.
5	Unsafe	This state is only intended to apply to the overall structure rating Structural integrity is severely compromised, and the structure must be taken out of service until a structural engineer has inspected the structure and recommended the required remedial action	Action required before bridge can be returned to service

3.4.2 Condition Inspection Routine

INSPECTION DESCRIPTION	RATE
Within one year of construction	Twice annually (At least one Level 3)
Within two to five of construction	Once annually
Condition 2 and Condition 3	Once every two years
Condition 4	Twice annually (At least one Level 3)
Condition 5	Quarterly (Level 3) (consider weather events)

3.5 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing / visiting an asset (i.e. for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

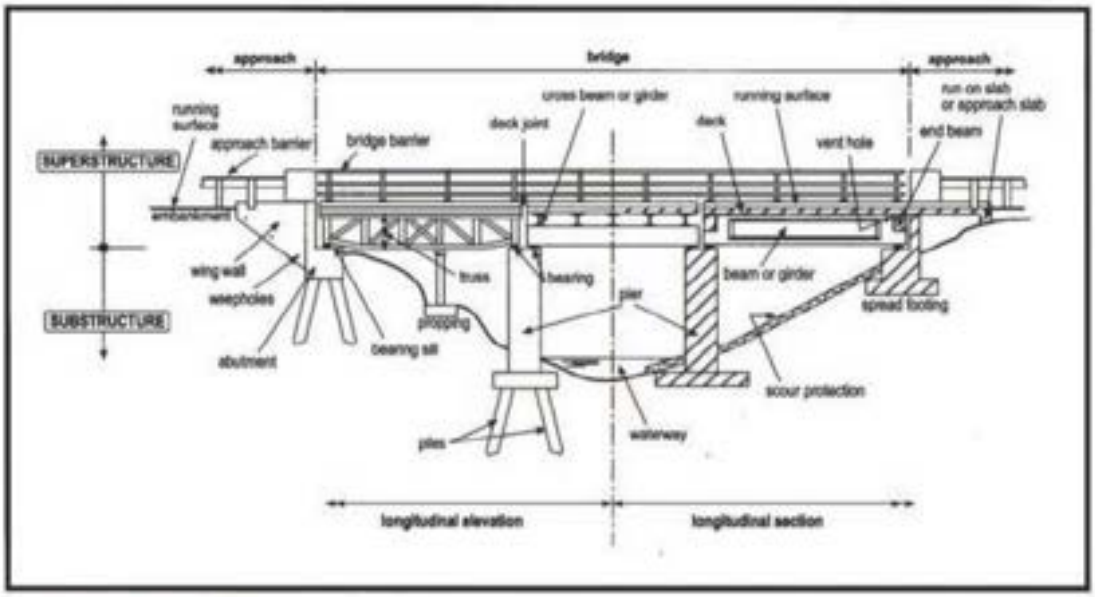
- Bridge asset listing including attributes.
- Bridge spatial mapping.
- Bridge condition report by class.
- Bridge maintenance report.

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to bridges is; the identification of bridge defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Defect Inspection

The general physical structure of a bridge is shown below. These are the elements that are assessed when undertaking a defect inspection.



4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a bridge defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

TASK

Signs and Delineation
- Missing/damaged/orientation/cleanliness.
- Loose and missing bolts.

Road Approach
- Settlement of approach slab
- Depressions, rutting, shoving ect
- Cracking

Alignment barriers
- Loose and missing bolts
- Missing/damaged spacer blocks or barrier
- Corrosion
- Correct rail height and alignment

Bridge Railing
- Loose and missing bolts
- Corrosion
- Paint stripping
- Missing/damaged railing

Deck and Footpath Surface
- Cracking
- Uneven Surface

Expansion Joint
- Missing, loose or damaged joint
- Missing, loose or damaged bolts
- Dirt/debris accumulation

Bridge Drainage
- Debris accumulation on deck/footpath
- Debris accumulation in scuppers/gutters/drains

Embankments
- Erosion/scour/voids
- Cracked or missing protection works
- Vegetation growing in protection works

Abutments
- Weepholes clean
- Vegetation clear
- Accumulation of dirt and debris
- Cracking
- Splitting/spalling

Piers
- Accumulation of dirt and debris
- Cracking
- Splitting/spalling
- Corrosion/pitting
- Paint stripping

Girders/Beams
- Accumulation of dirt and debris
- Cracking
- Splitting/spalling
- Excessive vibrations
- Dampness and staining
- Corrosion/pitting
- Paint stripping

Bearings
- Accumulation of dirt and debris
- Cracking/splitting
- Excessive vibration
- Dislocated

Vandalism/Graffiti
- Vandalism
- Graffiti

Signs and Delineation
- Missing/damaged/orientation/cleanliness.
- Loose and missing bolts.

Road Approach
- Settlement of approach slab
- Depressions, rutting, shoving etc
- Cracking pavement at culvert

Protection Works/Wingwalls
- Erosion/scour/voids
- Cracked or missing protection works
- Vegetation growing in protection works
- Gaps between protection works, pavement and structure
- Cracking, spalling, or drummy concrete on wingwalls

Culvert
- Accumulation of dirt and debris
- Cracking, spalling, or drummy concrete on culvert legs, base slab, culvert soffits
- Cracked pipes
- Spalling of concrete pipes, particularly at joints
- Dislocated pipe joints
- Deformed (seriously out of round) pipes
- Loss of Galvanising from surfaces of corrugated metal pipes
- Corrosion of invert steel pipes
- Signs of corrosion perforation of the steel pipe wall due to corrosion against the soil
- Exposure of the coarse aggregate on concrete surfaces in the inverts and base of culverts legs

Stream
- Trees, rocks, structures or natural features and scours that could create erosive eddies and scour during large floods
- Erosion of the stream channel at the outlet that could threaten to undermine the outlet structure
- Realignment/meander/blockage of the upstream channel causing the streamflow to be misaligned with the culvert opening

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Roads	Defect Inspection Interval	Customer Request Inspection
Link	1 year	5 days
Collector	2 years	5 days
Access Dwelling	2 years	10 days
Access Property	2 years	15 days

- Link inspections occur at least every 12 months.
- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks.
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration.

4 DEPOT OPERATIONS

4.2 Bridge Maintenance

Bridge Maintenance is triggered via response to a compliant, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Intervention standard for routine maintenance

	Roads	SN 4 – 6	SN 1 – 3
1	Clean blocked bridge and tunnel scuppers within:	1 day	1 day
2	Clear litter and debris from bridge or a bridge-sized culvert when the cross sectional area of a waterway is obstructed within 10 metres upstream or downstream by more than:	20 per cent	20 per cent
3	Repair minor damage to deck footways and pedestrian lifts likely to be hasardous to pedestrian or vehicular traffic within:	1 day	2 days
4	Make temporary repairs to any railings and traffic barriers damaged by vehicular impact within:	4 hours	1 days

Source: RMS (2013).

Bridge inspections are aligned with the Victorian State Government's Road structures inspection manual. Road Structures Inspection Manual 2022 [PDF 17.9 Mb] available at https://www.vicroads.vic.gov.au/-/media/files/technical-documents-new/road-structures-inspection-manual/road-structures-inspection-manual-2022.ashx

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a bridge outside of reactive maintenance, where a bridge maintenance team will visit a bridge onsite and complete any maintenance works required on the bridge structure where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the table below:

Roads	Maintenance Interval	Responsibility
Link	1 year	Depot Operations
Collector	2 years	Depot Operations
Access Dwelling	2 years	Depot Operations
Access Property	2 years	Depot Operations

4.2.2 Reactive Maintenance

Reactive bridge maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Roads	Timeframe	Responsibility
Link	5 days	Depot Operations
Collector	5 days	Depot Operations
Access Dwelling	10 days	Depot Operations
Access Property	15 days	Depot Operations

5 ENGINEERING AND PROJECTS

5.1 Bridge Intervention Definitions

The purpose of bridge intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a bridge defect dependant on the road hierarchy that the bridge resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance:

DEFECT DESCRIPTION	INTERVENTION RESPONSE TIME			
Road Hierarchy	Link	Collector	Dwelling Access	Property Access
Property Access Deformation in approach greater than 100mm under 2.4m straightedge	10 days	1 month	3 months	3 months
Cracking greater than 15mm wide and 200mm in length	10 days	1 month	3 months	3 months
Spalling greater than 40mm in length	10 days	1 month	3 months	3 months
More than 20% silted culvert	1 month	3 months	3 months	3 months
Missing signs	3 months	3 months	6 months	6 months
Missing safety rail	3 months	3 months	6 months	6 months
Blocked Scuppers	1 month	3 months	3 months	6 months
Loss of Beaching	1 month	3 months	3 months	6 months
Exposed Reinforcement	10 days	1 months	3 months	6 months
Road defect over Bridge or Major Culvert	10 days	1 months	3 months	6 months

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

For dwelling and property access roads that are of natural surface or without formation, the intervention standard for natural surface road or track shall apply regardless of the road's hierarchy.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Refer to Road Structures Inspection Manual 2022 [PDF 17.9 Mb] available at https://www.vicroads.vic.gov.au/-/media/files/technical-documents-new/road-structures-inspection-manual/road-structures-inspection-manual-2022.ashx – Part 4 Condition State Guidelines and Photographs.

Any visual damage that may affect structural performance or road users or public safety there will be a response time of 24 hours.

5 ENGINEERING AND PROJECTS

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

From the level one and two inspections conducted, the results of these inspections will be up to the engineer's discretion whether a level three bridge inspection is required.

This level of inspection will be conducted by external contractors with the relevant qualifications and certificates.

The level three bridge/culvert Inspection Report will detail a full structural engineering survey and analysis of the structure. Depending on the scenario of each specific structure, this may include bridge modelling (structural analysis), load testing, coring (in concrete bridges and culverts) and other destructive and non-destructive testing methods.

A Level three Inspection gives full details of the structure and failure processes and provide full management recommendations to aid in the completion of the structure management planning process.

5.2 Renewal and Capital Works Planning

- Council bridge assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Average traffic volume
  - Significance of the asset to the surrounding road network (are there nearby alternative routes?)
  - Significance of asset for agricultural and other key industries
  - Serviceability of the existing structure
  - Date from which the asset has been identified as eligible for renewal
- Renewal of bridge assets will consider foreseeable road network growth, and potential expansions of asset use in the future. Bridges will be designed to meet all current standards and industry best practice documents, including:
  - AS 5100
  - Austroads Guide to Bridge Technology: Set
  - VicRoads Supplement to the Austroads Guide to Bridge Technology
  - VicRoads Bridge Technical Notes
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

5.3 Renewal Project Management

Bridge renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor bridge regularly up to engineers' specification.
- Survey of the bridge – with full cross-sectional details of the river and approaches of bridge.
- Quote design and construct tender to relevant specifications AS5100.

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for the renewal of a bridge will be in accordance with Council's Procurement Policy.

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of bridge assets to fair value. Bridge valuation is conducted using a structure of bridge classes (refer to section 3.2), assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual bridge structure to the assigned unit rate.

7.2 Asset Capitalisation

All bridge assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the bridge asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All bridge assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Bridge Asset Depreciation is the value ($) of the already consumed portion of the bridge asset. For example, if the bridge asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Bridge renewal projects are tracked within the council finance system using 'tracking categories'. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to bridges are:

- Potholes on approach, or against abutment
- Damaged guardrail
- Overgrown surrounds

8.3 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including bridges and major culverts. Customers have the ability to log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to bridges and major culverts (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Councils intent to trial and implement Bridge Monitoring technology on a bridge structure within the next 12 months.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement flood Monitoring technology mounted underneath bridge structures within the next 12 months.

11.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to bridges that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au


ARARAT RURAL CITY COUNCIL
Buildings and Structures
Asset Management Plan
Ararat Rural City

CONTENTS

CONTENTS

1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its building network. This plan covers the entire lifecycle of all elements of managing the building network including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Ararat Rural City Council will execute the management of its building network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

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- Engineering
- Procurement
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2 INTRODUCTION

The buildings owned or managed by Council are provided to the community for a range of uses and services and represent a significant investment by the community and is vital to its lifestyle, health, and wellbeing. Council buildings have been categorised to identify functional use for reporting, asset lifecycle prioritisation and risk management purposes.

2.1 Building Asset Class

Council owns, controls, and manages building infrastructure assets with the objective of delivering services sufficient to meet agreed current and longer-term needs of the local community whilst remaining financially sustainable in accordance with the Council's current and long-term financial objectives.

The building asset management plan has been produced in accordance with the International Infrastructure Management Manual (IIMM) and industry best practice (adhering to the principles of ISO 55000:2014). The building asset management plan outlines key elements in managing the building assets to ensure that agreed levels of service are provided at a financially sustainable and lowest long-term cost to the community and Council.

These key elements include:

- maintaining a Council Building Asset Register
- building infrastructure asset management
- managing the maintenance and renewal improvement programs to meet progressively identified deficiencies.
- compliance with regulatory requirements
- communicating strategies, levels of service and funding expectations to the community.

2.1.1 Council-controlled buildings

The following table is a list of building asset category which the Council has overall control of the buildings via either:

- direct ownership of land and building
- delegated control as the Community Asset Committee for buildings located on Crown land
- lease agreements with external parties

For some of these buildings which either Council owns or controls on Crown land, Council has delegated control to respective Community Committee of Management.

2.1.2 Building control status

There are a variety of arrangements with how the buildings which Council either owns or controls are managed from an asset management perspective (e.g., operation, maintenance, renewal). Council has full asset management ownership responsibilities for some buildings however it also has external agreements with community groups/facility users and/or Community Committee of Management for the ongoing use of some buildings and thus is not responsible for all asset management obligations.

For these buildings Council has reduced capacity to influence provision of service levels compared to the buildings which Council owns and has direct control over. Some of these external agreement arrangements are formalised with documented agreements, however for some of these arrangements, documentation is sparse resulting in less certainty and understanding regarding asset management responsibilities between respective parties.

Typical agreements include:

Section 65 Community Asset Committee instrument of delegation: Council can delegate some of its responsibilities to special committees made up of Councillors, Council staff, and members of the community. These are known as Section 65 Community Asset Committee and are operated according to the Local Government Act (2020) and the Council's Section 65 Community Asset Committee instrument of delegation. Recreation reserve buildings and public halls often have a Section 65 Community Asset Committee.

Other committee of management (Community Asset Committee) agreements: Council can also reach a less formal agreement with members of the community to share/delegate some of its responsibilities to a committee of management operated according to Council's management agreement.

Occupancy/lease agreement: Council provides the building to others to be used for a specific operational purpose (such as kindergartens) which may or may not be managed by a formal agreement.

Building insurance agreement: Council has agreed to pay the building insurance for selected buildings which it does not own and may or may not have a Management Agreement.

Buildings and reserve allocation agreement: Council provides an annual financial allocation to eligible organisations associated with the management of selected buildings (typically halls). This financial allocation is expected to be used to help with the operations and maintenance costs incurred by the organisation.

A key objective of these agreements is to clarify key asset lifecycle management obligations, including:

- operations (including payment for utilities and building insurance)
- maintenance
- renewal/refurbishment
- upgrade/improvements
- provision of new assets
- rationalisation and disposal of assets
- any potential financial reporting requirements.

Council has ultimate ownership responsibility for buildings (and site land) which it owns. However, there is a lack of clarity for some buildings regarding building ownership and asset management responsibilities (building control status), such as for buildings which Council 'controls' and are located on Crown land. It is an objective of Council to progressively confirm building control arrangements through agreements for all relevant buildings on the Council building asset register.

2 INTRODUCTION

2.2 Key stakeholders

Our assets are utilised by a broad cross-section of the community. The stakeholders in the management of Council's footpath assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Councillors
- Council Staff
- Community
- Visitors to the municipality
- Community Groups/Committees of Management
- Utility agencies
- Maintenance Contractors
- Neighbouring councils
- DECCA and other Government organisations
- Council's insurers

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

2.3 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Local Government Finance and Reporting Regulations 2004
- Building Act 1993
- Building Control Act 1981
- Building Regulations 2018
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Domestic Animals Act 1994
- Dangerous Goods Act 1985
- Electricity Safety Act 1998
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Housing Act 1983
- Heritage Act 2017
- Independent Contractors Act 2006
- Landlord and Tenant Act 1958
- Native Title Act 1993
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Residential Tenancies Act 1997
- Occupational Health and Safety Act (Vic) 2004
- Occupational Health and Safety Regulations (Vic) 2017
- Victorian Charter of Human Rights and Responsibilities
- National Construction Code 2015
- Australian Accounting Regulations

2.4 Building Inventory

Ararat Rural City Council has a total of 240 buildings and structures including sporting pavilions, municipal offices, libraries, halls, community centres, storage sheds and miscellaneous use buildings.

2.5 Asset Utilisation and Demand

Council does not currently record building utilisation or demand in a consistent way across its building network, representing a major gap in knowledge. Service areas collect data using separate methodologies, with varying levels of detail. A booking system that records detailed information including attendee numbers is needed before Council can accurately report on utilisation and improve its capacity to model demand.

2.6 Supporting Community Groups

Council offers a wide range of Council buildings to Not for Profit and Community Groups to lease or licence to optimise the use of public buildings and to encourage more community services throughout the municipality.

Community groups are often willing to help Council maintain and improve our public buildings. Council will aim to continue to support community groups to improve the buildings they occupy. However,

requirements of the Community Leasing and Licencing Policy are that Council and tenants must reach agreement at the outset of a tenancy to ensure clear understanding of roles and responsibilities for building and property maintenance. The agreement will take the form of a maintenance schedule that specifies what Council will maintain and what the tenant will maintain.

Tenants of Council properties also agree that renewal, upgrade, or new works they wish to perform must be done with Council's approval as the building owner.

2.7 Partnerships

Forming partnerships with community service providers is one way in which Council can improve access to services through its buildings, either where Council owns the building and invites in service partners, or where Council shares a partner's building.

Care must be taken when developing partnership agreements to ensure that there are overall community benefits and that the responsibilities of all partners are clearly defined.

3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Building Class Definition

Ararat Rural City Council buildings are not currently broken down into different classes. This breakdown will be developed in conjunction with Council's current condition assessments and application into the Confirm Asset Management system.

3.3 Building Data Schema

The development of Building Data Schema will be undertaken in conjunction with the development of building classes, this data will outline the mandatory and optional attribute data collected specific to the Ararat Rural City Council Building Network.

3.3.1 Spatial Data

The Ararat Rural City Council buildings network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

3 ASSET MANAGEMENT

3.4 Technical Levels of Service

Technical Levels of Service - These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance. Technical service measures are linked to the activities and annual budgets covering:

Condition State	Description
Operations (Reliability, Safety and Responsiveness)	The regular activities to provide services (eg: opening hours, cleaning, utilities paid, inspections, etc.
Maintenance (Reliability, Safety and Responsiveness)	The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g., Repair to damaged carpet, plumbing repairs).
Renewal (Condition and Cost)	The activities that return the service capability of an asset up to that which it had originally (e.g., Replacement of roof cladding, cabinetry, air-conditioning, or exterior/interior painting).
Upgrade/New (Availability, Function and Capacity)	The activities to provide a higher level of service (eg: building extensions, kitchen/bathroom refurbishment, or a new service that did not exist previously (eg: a new aquatic centre, new park shade structure).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.[1]

3.5 Asset Condition

Council conducts a condition audit of its building assets every two years with the most recent occurring in 2022.

The condition audit captures:

- Overall building condition
- Building aspect condition (External, Internal, Structure and Services)
- Building component condition and renewal estimates
- Compliance defects

3.6 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.7 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Asset Valuation
- Asset Dashboard Reporting

[1] IPWEA, 2015, IIMM, p. 2|28

4 DEPOT OPERATIONS

4.1 Operations and Maintenance Plan

Council's objectives in maintaining and operating building assets are to:

- Maintain buildings in a safe, serviceable, hygienic, and aesthetic condition to the satisfaction of Council and the community.
- Maintain the functionality and value of existing buildings.
- To provide and maintain a safe environment for the community within the constraints of Council's financial capacity and resource capability, while displaying a reasonable 'duty of care.'
- To ensure the provision of excellent customer service and that customer (internal and external) requests are responded to quickly and efficiently.

Operations and maintenance plans are designed to enable existing assets to operate to their service potential over their useful life. This is necessary to meet service standards, achieve target standards and prevent premature asset failure or deterioration.

Operations are those activities that keep an asset appropriately utilised. Operations are considered to have no effect on asset condition and include tasks such as cleaning, building inspections, provision of utilities such as water and electricity, etc.

Maintenance of assets is carried out to ensure that Council's building infrastructure achieves its service potential while meeting the needs of users. This is achieved by providing an optimum level of maintenance and care in a financially and environmentally sustainable manner. Typical maintenance activities include repair of building components such as roof repairs, window repairs, plumbing repairs, and servicing and air-conditioning, etc.

Both operations and maintenance can be planned or reactive activities. Planned or routine tasks are programmed to occur at set times or frequencies throughout the year, while reactive tasks are undertaken in response to service requests or because of unforeseen asset failures or system interruptions.

4.1.1 Operations and Maintenance Arrangements

Operations and maintenance activities for Council's building assets is managed by the Depot Operations/ Building and Facilities department and is delivered using primarily external contractors facilitated by a small team of inhouse staff with expertise in facilities management.

Council's aquatic facilities utilise some of their own staff with subject matter expertise, and perform operational tasks (regular inspections, cleaning, waste collection) in addition to support provided by Council's Building and Facilities Team.

Council has many community facilities operated by Committees of Management. Each of these committees has (or should have) a maintenance agreement as part of their tenancy agreement which specifies what they can and should maintain, and what they must seek Council approval for before they undertake works. Committees of Management often have own source revenue that can contribute to maintenance costs of Council buildings. Buildings with substantial grounds are maintained by Council's Parks and Gardens team.

4.1.2 Operations and Maintenance Standards

Decisions relating to the maintenance of building facilities is primarily made by Council's Building and Facilities Team. Service priority is made on a two-tiered system being Tier 1 buildings - high public use facilities, such as libraries or aquatics centres, and Tier Two facilities that have low utilisation by the public or are support facilities for other service building like storage sheds.

Maintenance decisions are based on defect criticality and then provided a response time as follows:

- Emergency – 4 hours
- Urgent – Same business day
- Standard – Inspect and Evaluate
  - Program for maintenance
  - Program for Capital Work

Council's condition audits capture wear and tear of Council buildings and prepares a list of tasks that include priority works to be done immediately, urgent works to be done within 12 months, and medium to long term works which includes mostly minor defects, cosmetic and aesthetic improvements that extend beyond a 12-month timeframe.

Council currently does not proactively inspect all its buildings based on a level of service: however, documents are being developed that would create a schedule of inspections to drive a proactive maintenance program.

4 DEPOT OPERATIONS

4.2 Compliance

Compliance with the National Construction Code (NCC), Building Code of Australia (BCA), and Disability Discrimination Act (DDA) is an important indicator for the safety and accessibility of buildings.

Council's Municipal Building Surveyor may undertake compliance audits. Instances of non-compliance have fallen dramatically in all respects, due to an on-going, targeted rolling program to address compliance issues. There remains a reasonable number of DDA compliance issues, which are typically addressed as facility works occur.

4.3 Building Inspection

Building inspections are required for the following compliance areas:

- fire services
- pest control
- cleaning audits
- electrical services
- plumbing and gas services
- air-conditioning
- OH&S/risk audits
- general maintenance
- essential safety measures
- asbestos audits
- condition assessments
- building permits

4.4 Defects Inspection

4.4.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a building defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

4.4.2 Defect Inspection Routine

Refer to Appendix 1 for the building and structures defect inspection checklist.

4.5 Building Maintenance

Building Maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Building inspections are aligned with the National Construction Code (NCC) Building Code.

4.5.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a building outside of reactive maintenance, where a building maintenance team will visit onsite and complete any maintenance works required on the building where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the checklist provided in Appendix 1.

4.5.2 Reactive Maintenance

Reactive building maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Reactive maintenance is undertaken with regards to submitted customer requests.

5 ENGINEERING AND PROJECTS

5.1 Building Intervention Definitions

The purpose of building intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces, or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

- Council building assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Significance of the asset
  - Serviceability of the existing structure
  - Date from which the asset has been identified as eligible for renewal
- Renewal of building assets will consider foreseeable growth, and potential expansions of asset use in the future. Buildings will be designed to meet all current standards and industry best practice documents, including:
  - National Construction Code 2015
  - Universal Design Standards
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

5.3 Renewal Project Management

Building renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor building regularly up to engineers' specification
- Survey of the building

5.4 Creation/Acquisition/Upgrade Plan

New works are those that create a new asset that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost.

5.4.1 Selection Criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as documented/ forecast population growth, community requests, proposals identified by strategic plans or partnerships with others.

Candidate proposals are inspected to verify need and to develop a preliminary estimate.

Verified proposals are prioritised against all Council projects and are subject to available funding and scheduled in future works programmes.

5.4.2 Summary of Future Upgrade/ New Assets Expenditure

New and upgraded asset requirements include works required to cater for growth or higher levels of service. This may include the creation of a new asset or upgrades to increase the capacity of an existing asset. New assets

5 ENGINEERING AND PROJECTS

are constructed to provide new services or higher levels of service. An upgrade to a building is an enhancement to meet the demand for an increased level of service or to make a facility fit for purpose.

Funding of new and upgrade works fall into the following categories depending upon the extent and type of works:

- Council funded.
- Externally funded including government grants.
- Donated assets resulting from property development.
- Shared contribution to the cost by Council and an outside interest.

A significant issue that affects demand for new buildings or upgrades to existing buildings is whether existing buildings are fit for purpose in supporting the services that are provided to the community. In some cases, legislative and regulatory changes will drive such works. In other cases, it will be feedback from asset users. The ongoing development of service strategies for each service will guide Council's investment in new and upgraded building assets.

When Council considers discretionary capital expenditures for new or upgraded assets, it is essential to establish the consequential recurring operational and maintenance costs that will occur once the new or upgraded assets become operational. Understanding life cycle costs is part of being fully informed of future liabilities. As new projects are brought forward for consideration in annual budget deliberations, they will have to include an assessment of these ongoing operational (recurrent) costs to be presented to Council as part of the overall cost projection.

5.5 Climate Change Adaptation Strategies

The impacts of climate change have the potential to impact on the assets that Council manages and the services that are provided.

In the context of the asset management planning process, climate change can be considered as both a future demand and a risk. How climate change will impact on assets can vary significantly depending on the location and the type of asset and services provided, as will how Council responds and manages these impacts.

As a minimum, the Council should consider both how to manage existing assets given the potential impacts of climate change and how to create resilience to climate change in any new works or acquisitions. Opportunities that have been identified to date to manage the impacts of climate change on existing assets are shown in the table below:

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Temperature	Higher Maximum temperatures	• Increased demand for structures providing shade (recreation/ play areas/spectators. • Impact on building energy consumption through use of air conditioning	• Investigate increasing shade structures where tree planting is not an option. • Use of renewable energy sources for cooling in summer. • Insulation, window covers, to reduce heat coming into building. • New buildings meeting environmentally sustainable design requirements
Storm intensity	Increase rainfall intensity during rainfall events	• Capacity of building storm water to ensure water does not impact roof and building footings. • Exposure of low-lying buildings to flood water	• Improved stormwater management through water harvesting options. • Cycle of maintenance to ensure gutters and downpipes can accommodate heavy rainfall events for a sustained period. • Emergency management procedures are documented, and training is available to all building managers/users
Rainfall	Reduced annual rainfall	• Increased water costs where supplies may be impacted by water restrictions	• Investment in water efficient building fit out (taps, toilets). • Water harvesting for re-use in the building and on building grounds.
Council buildings as emergency centres	Council community buildings are relied on as gathering points, or as temporary shelter in cases of emergency eg: fire, power outages, flood.	• Community buildings need greater resilience (such as generators/water supply) where these services may be cut off to domestic homes in an emergency.	• Hierarchy of facilities for emergency means some buildings may require additional maintenance and infrastructure to suitably accommodate community members in an emergency.

5 ENGINEERING AND PROJECTS

The way in which Council constructs new assets should recognise that there is opportunity to build in resilience to the impacts of climate change. Building resilience has several benefits including:

- Assets will be able to withstand the impacts of climate change.
- Services can be sustained.
- Assets that can endure the impacts of climate change may potentially lower the life-cycle cost and reduce their carbon footprint.
- Potentially increasing asset life and protecting financial investment returns.

The following table summarises some asset climate change resilience opportunities.

New Asset Description	Climate change impact these assets?	Build Resilience in new works
Buildings	Higher Maximum temperatures	• Orientation of the building to be north facing • Accommodate renewable energy capability such as solar panels • Design to reduce sun exposure such as use of green roofs/walls
Water Tanks	Reduced annual rainfall	• Invest in capture and reuse of stormwater for buildings.

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy.

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of building assets to fair value. Building valuation is conducted assigning unit rates to those classes on an annual basis based on real world values and multiplying the area of each individual building structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the building asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All building assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Building Asset Depreciation is the value ($) of the already consumed portion of the building asset. For example, if the building asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Building renewal projects are tracked within the council finance system using 'tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to buildings are:

- Any maintenance required on public buildings, e.g., toilet blocks, rural halls
- Vandalism to any Council buildings
- Any other complaints/feedback

8.3 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including buildings and structures. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement sensor technology where relevant to monitor any of our building assets into the future.

11.3 Public Data Access

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to building and structures that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

12 APPENDIX 1 – ARARAT RURAL CITY COUNCIL – PROPERTY INSPECTION CHECKLIST

No	Item	Criteria	Y	N	N/A	If no, Action Required (to be placed in Confirm)
1	Fire Life Safety					
1.1	Is emergency lighting operational					
1.2	Are fire exits/doors in good condition, operable, unobstructed and not held open?					
1.3	Are fire door automatic closing devices operational?					
1.4	Are fire stairs free of obstructions?					
1.5	Are emergency exits appropriately signposted?					
1.6	Are written emergency procedures posted and clearly visible to occupants?					
2	Fire Life Safety					
2.1	Are all extinguishers in place?					
2.2	Are extinguishers, hose reels and hydrants accessible and signposted?	Kitchens must have appropriate fire extinguishers and fire blankets readily available				
2.3	Do all extinguishers, hose reels and hydrants have inspection tags, which have been stamped in the last six months?					
2.4	Do all hydrant outlets have secure caps?					
3	Fire System Isolation and Faults					
3.1	Are the fire indicator panel (FIP) and/or EWIS panels free of isolations and faults?					
3.2	Are the fire pumps (sprinklers and hydrants) free of isolations/ faults and in auto start mode?					
3.3	Are all fire pump suction and discharge valves open?					
3.4	Are the fire pump, FIP, EWIS and sprinkler system logbooks up to date?					
3.5	Are all reported faults being actioned?					

12 APPENDIX 1 – ARARAT RURAL CITY COUNCIL – PROPERTY INSPECTION CHECKLIST

No	Item	Criteria	Y	N	N/A	If no, Action Required (to be placed in Confirm)
4	Sprinkler Systems					
4.1	Are sprinkler system stop valves secured in an open position?					
4.2	Is a stock of replacement sprinklers available on site?					
4.3	Are sprinkler heads throughout the building free of corrosion, mechanical damage or paint?					
4.4	In storage areas, is there at least a 500mm vertical gap between sprinkler heads and storage?					
5	Automatic Fire Detection					
5.1	Are all smoke detectors and fire alarms operational?					
5.2	Are all smoke detectors and fire alarms free of obstructions?					
6	Automatic Fire Detection					
6.1	Are all internal lights working correctly?					
6.2	Are all external lights working correctly?					
7	Electrical Equipment					
7.1	Are portable electrical equipment test tags current?					
7.2	Are all electrical outlets, junction boxes and other electrical boxes properly covered?					
7.3	Are all electrical cupboards/rooms/risers locked?					
7.4	Are any extension cords being used instead of fixed building wiring?					
7.5	Are airconditioners and mechanical ventilation systems in working order?					

No	Item	Criteria	Y	N	N/A	If no, Action Required (to be placed in Confirm)
8	Interior					
8.1	Are interior walls in good condition?					
8.2	Are all floors, steps and stairs in good condition?					
8.3	Are floor coverings in good condition?					
8.4	Are floor boards in good condition?					
8.5	Are internal windows and doors in good condition?					
8.6	Are all fixtures in good repair?					
9	Exterior					
9.1	Are exterior walls in good condition?					
9.2	Is the roof in good condition?					
9.3	Is spouting in good condition?					
9.4	Are external windows and doors in good condition?					
9.5	Are any sheds/shelters in need of repair?					
10	Balustrades and handrails					
10.1	Is there any damage to balustrades and handrails?					
10.2	Are any climbable objects located near balustrades and handrails?					
11	Asbestos Report					
11.1	Are there signs of asbestos in the building?					
12	Carparks					
12.1	Are bollards and columns highlighted?					
12.2	Is carpark lighting operational?					
12.3	Are carpark surfaces free of potholes or oil spills?					
12.4	Are carpark surfaces (paving, concrete or asphalt) free of cracks, potholes or oil spills?					
12.5	Are wheel stops highlighted?					
12.6	Are traffic directions marked clearly?					

12 APPENDIX 1 – ARARAT RURAL CITY COUNCIL – PROPERTY INSPECTION CHECKLIST

No	Item	Criteria	Y	N	N/A	If no, Action Required (to be placed in Confirm)
13	Potential Property Exposures					
13.1	Obvious Structural Damage I Hazards	Is there any cracking?				
		Is there any severe corrosion?				
		Other				
13.2	Arson examples	Are there any unrestrained wheelie bins?				
		Are LPG bottles accessible to public?				
		Are there other combustible materials accessible?				
13.3	Fire examples	Electrical - overload sockets, test & tag?				
		Is there gas - LPG bottles in ventilated areas?				
		Is there access to underside of building?				
		Other?				

No	Item	Criteria	Y	N	N/A	If no, Action Required (to be placed in Comms)
13.4	Burglary/theft examples	Inadequate security?				
		Are roofs/skylights accessible?				
		Is there visible portable equipment?				
		Is any fencing damaged?				
		Is there any sign of forced entry at doors / windows?				
13.5	Water / Storm	Are there any blocked/overgrown drains/gutters?				
		Are there any damaged drain pipes?				
		Are there puddles on ground around drain pipe?				
		Is there water stains / mould growth on buildings?				
		Is there any overhanging trees?				
13.6	Other examples	Are there signs of vandalism / graffiti?				
		Is there vehicle impact – parking too close to buildings?				
		Is there machinery maintenance required?				
		General wear and tear?				

12 APPENDIX 1 – ARARAT RURAL CITY COUNCIL – PROPERTY INSPECTION CHECKLIST

No	Item	Criteria	Y	N	N/A	If no, Action Required (to be placed in Confirm)
13.7	Tree location / condition relevant to:	Car Parks				
		Playgrounds				
		BBQs / Picnic areas				
		Property / Buildings				
		Power lines				


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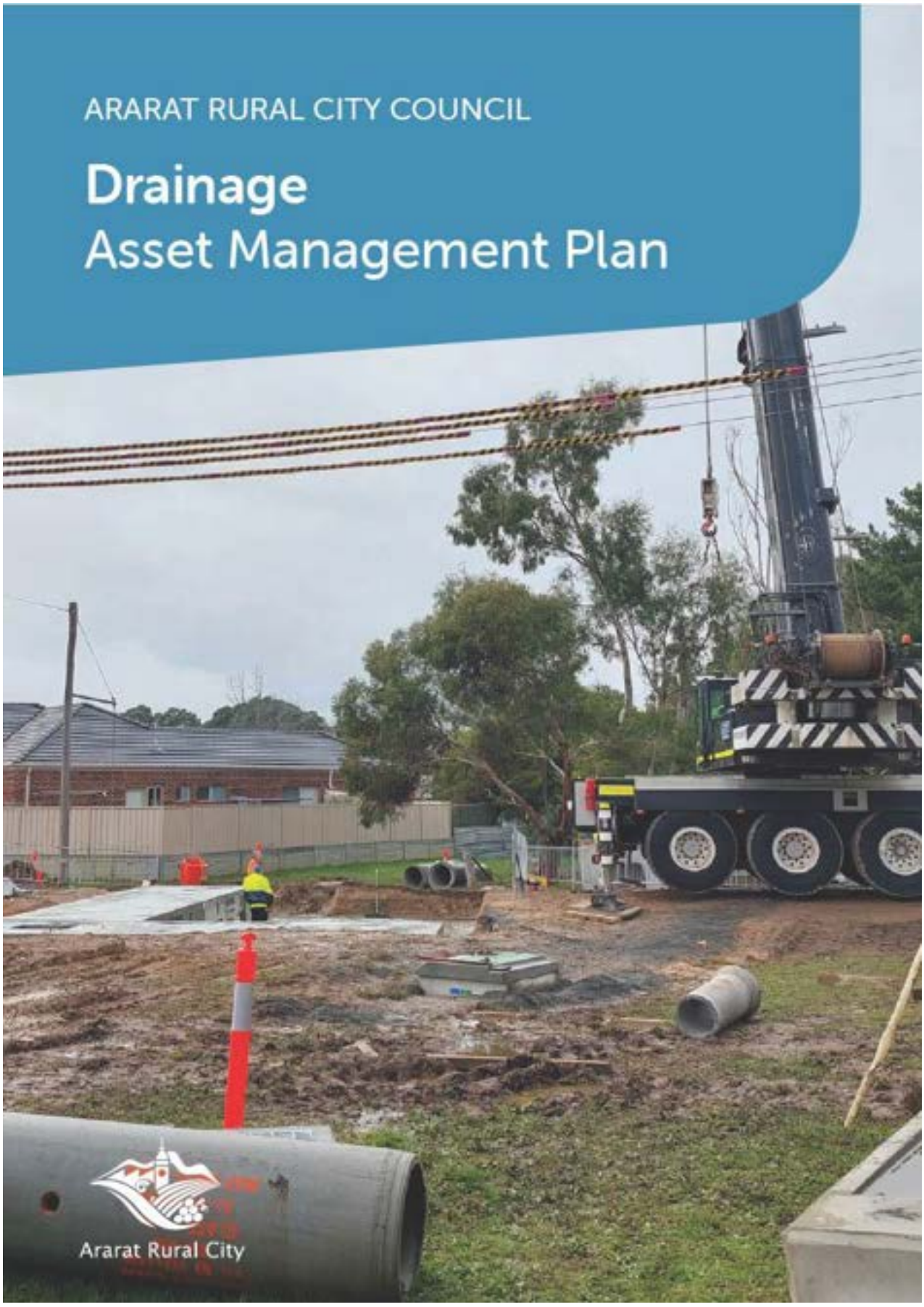
Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au


ARARAT RURAL CITY COUNCIL
Drainage
Asset Management Plan
Ararat Rural City

CONTENTS

1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its drainage network. This plan covers the entire lifecycle of all elements of managing the drainage network including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Ararat Rural City Council will execute the management of its drainage network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 INTRODUCTION

2.1 Drainage Asset Class

Ararat Rural City Council maintains a vast network of under city drainage assets including pits, pipes, culverts, and channels. A predominant portion of these assets can be found within the townships and form the general Ararat Rural City Council stormwater and drainage network. Assets such as bluestone open channel drainage are easily recognisable within several of the municipality's townships as landmarks.

In general drainage assets are considered long life assets with stone-based channel assets in particular exceeding 100-year useful life estimates. A major challenge with the drainage network can be the assessment of condition and defect within difficult to access under city assets. Emerging technology established within the last 10 years using optics and other IoT technology provides opportunity to assess assets where human assessment is impractical.

2.2 Drainage Profile

The drainage network includes:

- Built underground drainage/storm water pits, pipes, conduits, and gross pollutant traps.
- Natural earth drainage systems, water catchment and retention zones
- Above ground assets including culverts, retention basins and discharge points

2.3 Considerations and Influences

Key issues for current and future drainage management and planning are summarised below:

- New developments are adding pressure to the current drainage systems, many of which were built decades ago, and their condition and functionality is generally unknown across parts of the network. Drainage functionality may only become apparent during a flood event. Partnerships with the SES and other emergency services and utilisation of flood mapping will add value to drainage planning and investment modelling.
- Storm water management and maintenance programs need to be funded to appropriate levels given the criticality of this infrastructure and the impacts from its failure.

- A key gap in corporate knowledge and capacity to plan for and invest in effective drainage is impeded by a lack of condition assessments of the current network and the cost to undertake such assessments for this infrastructure class. Therefore, condition data is limited and a full condition assessment and camera visualisation of the drainage network should be developed and mapped on the confirm asset management system.
- Condition auditing will allow for improved proactive maintenance and monitoring of drainage systems, along with the mapping of known problem areas. This will assist with emergency event preparation and management.
- Community service level expectations, particularly for drainage and other asset service levels, can vary between rural and urban residents and longer term and new residents. New residents may have relocated from urban to rural localities where road, drainage and other services are not comparable to metro or more developed urban towns. Council has limited resources and funding capacity to provide a uniform drainage service level across the shire.
- Developing adaptation responses for assets and infrastructure to address forecast impacts from climate change will be necessary to build asset resilience. The resilience of our critical infrastructure is vital to the ongoing provision of services to customers.
- Internal and external development planners will need to consider water management options for new developments, and provide Council with digital as constructed drawings once works are completed. This should also include consultation with key referral authorities.

2.4 Key stakeholders

There are several stakeholders and communities involved in the planning, management, and investment in Ararat Rural City Council's drainage assets. These include:

- Councillors, Council officers and contractors
- Catchment management authorities and water authorities
- Emergency services and agencies
- Land holders and property owners
- Land use and development planners
- Community committees of management
- Other State Government departments and agencies
- Infrastructure developers including residential, commercial, and industrial.
- Residents and visitors
- Utility providers
- Insurers

3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Drainage Class Definition

Ararat Rural City Council's drainage network is broken down into four different classes. This breakdown serves as both a separator for type and a means to value the drainage network. The classes are Pits, Pipes, Culverts, and Channels.

3.3 Drainage Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Drainage Network (Refer IPWEA Practice Note 5: Stormwater Drainage, Appendix 4 – Examples of Data Collection Sheets).

MANDATORY PIPE DATA

- Pipe Identification No
- Diameter/dimensions (for box culvert)
- Material (RCP, Corrugated Steel, Glazed Earthenware, Poly, AG Drain, Iron, Unknown, other, Etc.)
- Location (Street, Suburb)
- Upstream Pit ID
- Downstream Pit ID
- Invert levels
- Cleaning required.
- Inspection date / inspected by
- Structural Condition

OPTIONAL PIPE DATA

- Location (Road Reserve, Property, Open Space, Easement, other?)
- Distance between pits
- Grade (1:100 etc.)
- Traffic management required for access

3 ASSET MANAGEMENT

MANDATORY PIT DATA

- Pit Identification No
- Pit Dimensions (size & depth)
- Material (Concrete, concrete precast, brick, plastic, Etc.)
- Location (Street, Suburb)
- Lid type (cast iron, concrete, fiberglass, grate, etc.)
- Invert levels
- Cleaning required.
- Inspection date / inspected by
- Structural Condition (cover, walls, connections)

OPTIONAL PIT DATA

- Location (Road Reserve, Property, Open Space, Easement, other?)
- Litter basket? (y/n)
- Heavy lid? (2 person required)
- Steps? (Single width, double width, ladder, toe holes, none?)
- Traffic management required for access?

PIPE DATA CAPTURE

Staff Member:	• Staff 1 • Staff 2 • Staff 3 • Other	Street:	
		Location:	
Pipe ID:		Suburb:	
Diameter:	_____ (mm) Or (Box Culvert) _____(mm) x _____(mm)	Upstream Pit ID:	
		Downstream Pit ID:	
Material:	• Concrete (Unspecified) • UPVC • Corrugated Steel / Aluminum • Fibre Reinforced • Glazed Earthenware • Reinforced Concrete • Polyethylene • High Density Polyethylene • Medium Density Polyethylene • Iron • Vitreous Clay • AG Drain • Spiral Wound Steel / Aluminum • Unknown • Lining • Other_____	Other:	• Cleaning Required • Traffic Management
		Inverts:	
		Upstream:	_____ (mm)
		Downstream:	_____ (mm)
		Comments:	_____ _____ _____
Location:	• Road Reserve • Property • Open Space • Easement • Other	Condition Ratings:	
		Structural	(Best) 1 / 2 / 3 / 4 / 5 (Worst)
		Serviceability	(Best) 1 / 2 / 3 / 4 / 5 (Worst)

3 ASSET MANAGEMENT

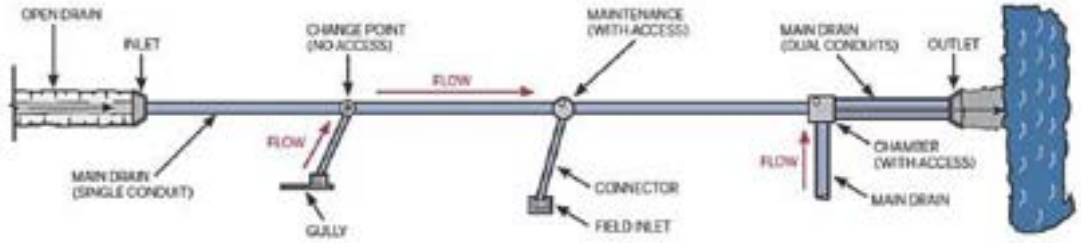
3.3.1 Spatial Data

The Ararat Rural City Council drainage network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the drain as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4 Condition Inspection

Condition inspections occur via one of the following methods.

- Level 1 Inspection by Asset Officer or Authorised Maintenance Staff
- Level 2 Inspection by Asset Officer or Engineer
- Level 3 Drainage System Investigation/Study undertaken by Specialist engineer/consultant.



BCC 2010, "Stormwater Assets Pipe Survey – CCTV - Specification & Guide", Brisbane City Council 2010 – (from PN 05, 1.0 Scope of These Guidelines)

3.5 Condition Definition

Condition Rules (0-5 overall general condition values with definitions) (IPWEA Practice Note 5: Stormwater Drainage, 9.2 – Rating System for SWD Condition Assessment).

CONDITION GRADING TABLE FOR SWD ASSETS (STRUCTURE AND SERVICEABILITY)

Grade	Condition	Description	Responsibility	Residual Life (i.e. Estimated % Asset Design Life Remaining)
0	Not Rated	Asset has been properly decommissioned, no longer exists (or should be removed from inaccurate plans), has not been condition rated (or assigned an extrapolated condition), or is unable to be rated due to serviceabiliity issues.	Response will vary subject to circumstances. E.G. An abandoned asset may experience infiltration, voids, collapse etc, and pose a real danger that should be both monitored and managed.	NA
1	Very Good	**Structural:** Sound physical condition. Insignificant deterioration. Asset likely to perform adequately without major work for 25 years or more. **Serviceability:** No or insignifiicant loss of hydraulic capacity.	No immediate action required. Maintain standard programmed condition assessment.	60% to 100%

3 ASSET MANAGEMENT

CONDITION GRADING TABLE FOR SWD ASSETS (STRUCTURE AND SERVICEABILITY)

Grade	Condition	Description	Responsibility	Residual Life (i.e. Estimated % Asset Design Life Remaining)
2	Good	**Structural:** Acceptable physical condition; minor deterioration / minor defects evident. **Serviceability:** Minor loss of hydraulic performance. Negligible short-term failure risk but potential for deterioration in long-term (20 years plus). Only minor work required (if any).	No immediate action required other than possible cleaning. Maintain standard programmed condition assessment.	35% to 60%
3	Fair	**Structural:** Moderate to significant deterioration evident; Minor components or isolated sections of the asset need replacement or repair now but not affecting short term structural integrity. **Serviceability:** Moderate loss of hydraulic performance but asset still functions safely at adequate level of service. Failure unlikely within next 10 years but further deterioration likely and major replacement likely within next 10 to 20 years. Work required but asset is still serviceable.	Take action as appropriate to address defects and if necessary, cleaning, silt removal, root cutting. Monitor with programmed condition assessment for rehabilitation and / or renewal in medium term.	20% to 35%
4	Poor	**Structural:** Serious deterioration and significant defects evident affecting structural integrity. **Serviceability:** Significant loss of hydraulic performance. Substantial work required in short-term to keep asset serviceable. Failure likely in short to medium term. Likely need to replace most or all of asset within 10 years. No immediate risk to health or safety but works required within 10 years to ensure asset remains safe.	Take immediate action as appropriate to address the defects. Immediately undertake risk assessment and further investigate options. Schedule appropriate action - rehabilitation or renewal in short term.	10% to 20%
5	Very Poor	**Structural:** Failed or failure imminent. Immediate need to replace most or all of asset. **Serviceability:** Health and safety hazards exist which present a possible risk to public safety, or asset cannot be serviced / operated without risk to personnel. Major work or replacement required urgently.	Take immediate action as appropriate to address the defects. Immediately undertake risk assessment and further investigate options. Schedule appropriate action - immediate rehabilitation or renewal.	0% to 10%

3 ASSET MANAGEMENT

Condition State	Subjective Rating	Description	Action
0	Not Rated		N/A
1	Good ('as new')	Free of defects with little or no deterioration evident	No action required in foreseeable future.
2	Fair	Free of defects affecting structural performance, integrity, and durability Deterioration of a minor nature in the protective coating and/or parent material is evident.	No action required until at least next programmed inspection.
3	Poor	Defects affecting the durability/serviceability which may require monitoring and/or remedial action or inspection by a structural engineer Component or element shows marked and advancing deterioration including loss of protective coating and minor loss of section from the parent material is evident Intervention is normally required.	Action required prior to next programmed inspection.
4	Very Poor	Defects affecting the performance and structural integrity which require immediate intervention including an inspection by a structural engineer, if principal components are affected Component or element shows advanced deterioration, loss of section from the parent material, signs of overstressing or evidence that it is acting differently to its intended design mode or function.	Action required as soon as possible.
5	Unsafe	This state is only intended to apply to the overall structure rating Structural integrity is severely compromised, and the structure must be taken out of service until a structural engineer has inspected the structure and recommended the required remedial action.	Action required before bridge can be returned to service.

3.5.1 Condition Inspection Routine

INSPECTION DESCRIPTION	RATE
Pits and Stormwater Drains	Annually

3.6 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.7 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Drainage asset listing including attributes
- Drainage spatial mapping
- Drainage condition report by class
- Drainage maintenance report

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to drainage is the identification of drainage defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an annual inspection process and via the customer request system and assessed against intervention definitions.

4.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a drainage defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Pipelines

- Structural Defects
  - Cracking
  - Fracturing
  - Displaced joint.
  - Deformation
  - Surface damage
  - Erosion of the invert
  - Protective lining failure
  - Breaking
  - Collapse
- Serviceability and other Defects
  - Siltation or Debris
  - Corrosion due to acid-sulphate attack
  - Defects in lining where applicable
  - Obstruction
  - Root intrusion
  - Infiltration/Exfiltration
  - Defective connections/Junctions
  - Vermin
  - Aesthetics – graffiti etc

Access Chambers

- Cracking or fracturing
- Surface damage including the benching of the inverts.
- Corrosion due to acid-sulphate attack
- Breaking or deformation
- Siltation or debris
- Vermin
- Opening or lid defects
- Step iron defects (where applicable)

Inlets and outlet structures (Gully Pits, Field Inlets)

- Cracking or fracturing
- Surface damage
- Breaking or deformation
- Siltation or debris
- Vermin
- Backstone and lid defects
- Inlet and outlet grate defects including corrosion, blockage, deformation.

Open Lined Channels

- Cracking of lining or collapse
- Joints – Deformation, opening, displacement.
- Sediment
- Vegetation
- Safety Fencing
- Aesthetics – graffiti
- Inlet/Outlet structure damage

4 DEPOT OPERATIONS

4.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals. Based on criticality rating, determined using process as per IPWEA PN 05 – 7.0 Risk and Criticality.

Likelihood of Failure Rating Table (Coarse Condition Rating) - Indicative Only		
Description	CCR	Suggested Inspection Frequency
Assets greater than 70 years old or Assets > 50 years in salt water environment or Steel or aluminium pipe/arches or Plastic or other material relined pipes or Assets in highly reactive soil condition or acid sulfate soils Assets that may have been subject to faulty constructiion practices such as cracking from improper compaction	5	1 - 5 years
Assets > 50 years old or Assets > 40 years old in saltwater environment or AC or earthenware materials	4	5 - 10 years
Assets 30 - 50 years old or Assets in close proximity to major trees	3	10 - 15 years
Assets 10 - 30 years old	2	15 - 20 years
Assets < 10 years old	1	As need arises

4 DEPOT OPERATIONS

Criticality Rating Table and Suggested Inspection Frequency - Indicative Only		
Description	CR	Suggested Inspection Frequency
These are SWO Systems where failure is the most disruptive and expensive to the community. They should be subject to more frequent and rigorous inspection to enable the organisation to proactively plan any identified maintenance or remedial activities. The following are examples of such criticality: • SWO systems under major buildings or major structures • SWO systems serving a CBD precinct • SWO Systems providing drainage to major transport corridors • swo systems comprising pipes of > 1200mm diameter and > 4.5m depth	5	1 - 5 years
These are SWO Systems where failure is likely to be less disruptive but still of significance to the affected community. They require less frequent inspection which again should drive proactive maintenance and remedial action. The following are examples of such: • SWO Systems located under buildings or structures • SWO Systems providing drainage to built-up commercial or industrial precincts • SWO Systems providing drainage to sub-arterial transport corridors • Remaining SWO systems comprising pipes of > 900mm diameter, all depths • SWO Systems comprising pipes of 600mm to 900mm diameter and > 4.5m depth	4	5 - 10 years
These are SWO Systems where failure is likely to be moderately disruptive to the affected community. They require even less frequent inspection however such should still drive proactive maintenance and remedial action. The following are examples of such criticality: • SWO systems providing drainage to moderate density urban deve1opment • SWO Systems providing drainage to collector/distributor road transport networks • Remaining SWO systems with depth > 3 metres	3	10 - 15 years
These are SWO Systems where failure is likely to be of low significance in terms of disruption to the affected community. They require even less frequent inspection however such should still drive proactive maintenance and remedial action. The following are examples of such criticality: • SWO systems providing drainage to low density urban development • SWO Systems providing drainage to local road transport networks • Remaining SWO systems with depth < 3 metres	2	15 - 20 years
These are SWO Systems where failure is likely to be of very low significance in terms of disruption to the affected community. They require infrequent inspection, triggered by complaint or evidence of a problem. The following are examples of such criticality: • SWO systems providing drainage to parks and open space where overland flow escape paths exist that significantly reduce any hazard to property or community users	1	As need arises

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration

4 DEPOT OPERATIONS

4.3 Drainage Maintenance

Drainage Maintenance is triggered via response to a compliant, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Drainage inspections are aligned with the Road Management Plan schedule.

4.3.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to drainage outside of reactive maintenance, where a drainage maintenance team will visit a drain onsite and complete any maintenance works required on the drainage where any defects exist outside of intervention levels.

4.3.2 Reactive Maintenance

Reactive drainage maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm for execution by crews in Confirm Connect based on identified defects through the inspection process.

5 ENGINEERING AND PROJECTS

5.1 Drainage Intervention Definitions

The purpose of drainage intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a drainage defect dependant on the road hierarchy that the drain resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance, refer to Item 4.2.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Refer to Road Structures Inspection Manual 2022 Part 4 Condition State Guidelines and Photographs.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

- Council drainage assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Average traffic volume
  - Significance of the asset to the surrounding road network (are there nearby alternative routes?)
  - Significance of asset for agricultural and other key industries
  - Serviceability of the existing structure
  - Date from which the asset has been identified as eligible for renewal.
- Renewal of drainage assets will consider foreseeable road network growth, and potential expansions of asset use in the future. Drainage will be designed to meet all current standards and industry best practice documents, including:
  - AS 4058 – 2007 Precast Concrete Pipes
  - AS 3725 – 2007 Design for Installation of Buried Concrete Pipe
  - AS 4130 Installation of polyethylene pipe for pressure applications
  - AS 5065 Polyethylene and polypropylene pipes and fittings for drainage and sewerage applications
  - AS 2032 Installation of PVC pipe system
  - Infrastructure design manual

5 ENGINEERING AND PROJECTS

- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

5.3 Renewal Project Management

Drainage renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor drainage regularly up to engineers' specification.
- Survey of the drainage.
- As constructed documentation

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy.

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references council's Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of drainage assets to fair value. Drainage valuation is conducted by assigning unit rates to those classes on an annual basis based on real world values and multiplying the area of each individual drainage structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the drainage asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All drainage assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Drainage Asset Depreciation is the value ($) of the already consumed portion of the drainage asset. For example, if the drainage asset is expected to last 50 years and it is currently 25 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Drainage renewal projects are tracked within the council finance system using tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to drainage are:

- Blocked drains
- Overgrown surrounds
- Damaged pits
- Damaged pipes

8.3 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including drainage. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under council's Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Councils intent to trial and implement storm water sensor technology on problem drains within the municipality, to support our responsiveness in this space.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Council's intent to trial and implement this technology where possible.

11 ORGANISATIONAL TRANSFORMATION

11.3 Public Data Access

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to drainage that may be considered for future public access including:

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are:

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

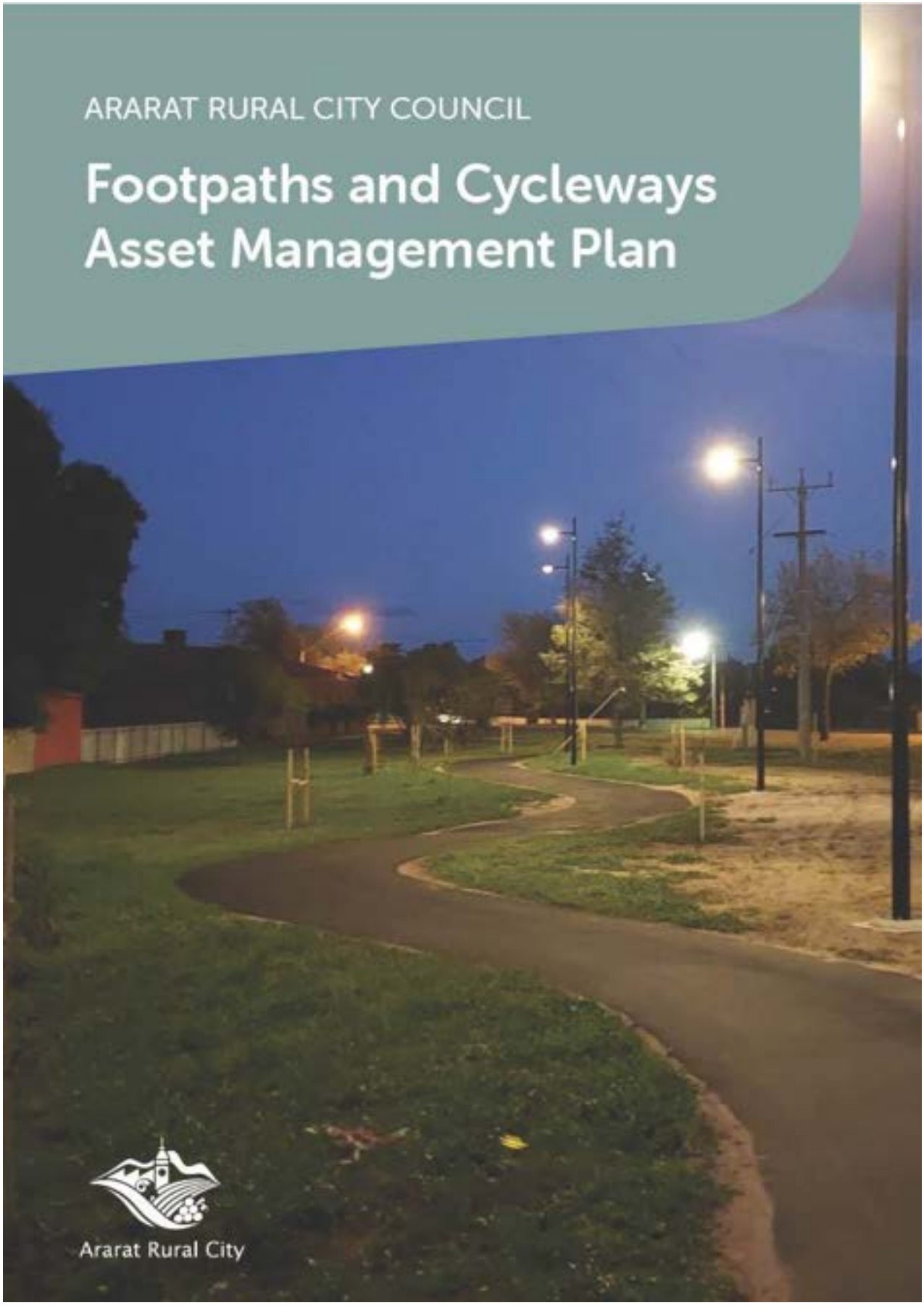
11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au


ARARAT RURAL CITY COUNCIL
Footpaths and Cycleways
Asset Management Plan
Ararat Rural City

CONTENTS

CONTENTS

1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its footpath and cycleway network. This plan covers the entire lifecycle of all elements of managing the footpath and cycleway network including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its footpath and cycleway network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 INTRODUCTION

Council's footpaths contribute to the community through:

- access and safe movement of people
- community linkages to shops, schools, neighbours, and friends
- recreation and health and fitness opportunities
- improvement to local amenity.

The network comprises both sealed (i.e. asphalt, concrete, brick pavers) and unsealed pathways (e.g. gravel). Council's footpath network has been developed over time to provide pedestrian access around the major townships within the municipality.

2.1 Footpath and Cycleway Asset Class

Council's footpath and cycleway infrastructure assists the overall transport network to promote a high level of connectivity throughout the municipality; in addition, pathways encourage and enable the community to engage in passive recreation. Each pathway is classified according to a functional hierarchy which is dependent on the type of traffic experienced, volume of traffic, specific function and potential risk.

Asset Category	Asset Type	Asset Components/ Elements Included
Pathways	Footpaths	• Surface • Pavement • Ramps • Rails • Signs and Marking • Lights
	Shared Paths	• Surface • Pavement • Ramps • Rails • Signs and Marking • Lights

2.2 Future demand

The main demands for new services are created by:

- Population and demographic change
- Ageing infrastructure
- Increased awareness of the benefits of walking as an active transport option

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management.

We will implement demand management practices to control future increased costs of our assets, including the consideration of non-asset solutions and mitigating the increased threat (risk exposure) of asset and system failure by:

- planning network improvements to coincide with major land use changes
- incorporating the principles of universal design in all footpath projects to promote access for all
- ensuring all footpaths are constructed to meet Infrastructure Design Standards as adopted by Council.

2.3 Key stakeholders

Our assets are utilised by a broad cross-section of the community. The stakeholders in the management of Council's footpath assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Councillors
- Local residents including cyclists, pedestrians, etc
- Visitors to the municipality
- Tourism operators
- Utility agencies
- Developers
- Neighbouring councils
- Regional Roads Victoria and other government departments
- Council's insurers

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

2.4 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Road Management Act 2004 & associated regulations and codes of practice.
- Transport Act 1983
- Road Safety Act 1986
- Disability Discrimination Act 1992
- Planning and Environment Act 1987
- Occupational Health and Safety Act 2004
- Infrastructure Design Manual (IDM) 2015
- International Infrastructure Management Manual (IIMM) 2006, IPWEA
- Australian Accounting Standard (AS/NZS 4360)
- ISO 55000:2014 Asset Management
- Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths
- Austroads Guide to Traffic Management Part 6: Intersection Interchanges and Crossings
- Ararat Rural City Council – Local Laws.

3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
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3.1 Asset Management System

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Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Footpaths and Cycleways Class Definition

Ararat Rural City Council footpaths and cycleways are broken down into nine different classes. This breakdown serves as both a separator for type and also a means to value the footpaths and cycleways network.

Code	Type
PWAS	PW-C-Asphalt
PWAM	PW-C-Asphalt/Masonry
PWBR	PW-C-Brick Paving
PWCO	PW-C-Concrete
PWCP	PW-C-Concrete Paving
PWGR	PW-C-Gravel/Granite Sand
PWMA	PW-C-Masonry
PWNS	PW-C-Natural Surface
PWSS	PW-C-Spray Seal

Information on establishing levels of service is available elsewhere. Further reference can be made to the "International Infrastructure Management Manual" (IIMM) and to associated documents.

3.3 Pathway Functional Hierarchy

Path Category	Description
High Use Footpath	Paths located in or near central civic or commercial areas, or adjacent to significant community facilities such as hospitals, libraries, schools or similar.
Medium Use Footpath	Paths located in residential zones or near outer urban commercial areas or community facilities, and all paths in public parks and gardens, and recreational paths.
Low Use Footpath	Paths located in low density residential or rural living zones. Paths on roads without kerb and channel. All other footpaths.
Cycle Paths	Paths designed exclusively for cycle use. (Note distinction between bike lane which is located within the carriageway.)
Shared Use Paths	Paths designed to be used by both cyclists and pedestrians.

3.4 Footpaths and cycleways Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council footpaths and cycleways Network.

MANDATORY DATA

- Age
- Width
- Length
- Class definition
- Inspection date
- Photos

3.4.1 Spatial Data

The Ararat Rural City Council footpath and cycleways network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4.2 Condition Inspection

Condition inspections occur via one of the following methods.

- Level 1: Routine Maintenance inspection (Asset Officer or Maintenance Staff)
- Level 2: Condition Inspection (Asset Officer or Engineer)

3.4.3 Condition Definition

Condition Rules (1-5 overall general condition values with definitions)

Refer IPWEA Practice Note 1 – Footpaths & Cycleways, Appendix 2: A rating system for the inspection of footpaths.

Condition State	Subjective Rating	Description	Action
1	Good ("as new")	Free of defects with little or no deterioration evident.	No action required in foreseeable future.
2	Fair	Minor maintenance required.	No action required until at least next programmed inspection.
3	Poor	Significant maintenance required.	Action required prior to next programmed inspection.
4	Very Poor	Significant renewal/rehabilitation required.	Action required as soon as possible.
5	Unsafe	Physically unsound and/or beyond rehabilitation.	Action required before path can be used by public.

3 ASSET MANAGEMENT

3.4.4 Condition Inspection Routine

Inspection Description	Rate
Within 1 year of construction	Inspect at 3 months and at 6 months
Condition 1-3	Once annually
Condition 4	Twice annually
Condition 5	Quarterly

3.5 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e. for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Footpath asset listing including attributes
- Footpath spatial mapping
- Footpath condition report by class
- Footpath maintenance report

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to footpath and cycleways is; the identification of footpath defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions

4.1 Footpath and Cycleway Inspection

Inspect for defects associated with the pathway surface, obstructions, signage, hand and barrier rails (if applicable).

Responsibility - Operations & Infrastructure.

Paths	Defect Inspection Interval	Customer Request Inspection
High Use Footpath	12 months	5 days
Medium Use Footpath	12 months	5 days
Low Use Footpath	24 months	10 days
Bike path	12 months	10 days
Shared Path	12 months	10 days

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a footpath defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Bituminous Seal & Asphalt Footpaths & In-situ Concrete Footpaths					
Determining Criteria	Condition 1	Condition 2	Description	Action	Description
Area affected	As new	Up to 10%	Up to 25%	Up to 50%	Greater than 50%
Cracking	No more than hairline cracks	Cracks < 5mm	Cracks 5mm – 10mm	Cracks 10mm - 20mm	Cracks > 20mm
Slipperiness	No slippery sections	Slightly slippery sections	Slippery surface section(s)	Very slippery surface section(s)	Extremely slippery surface section(s)
Evenness	No potholes, uneven patches or edge break	Small potholes, uneven patches, slight edge break	Moderate potholes, uneven patches, moderate edge break	Large potholes, uneven patches, moderate edge break	Very large potholes, uneven patches, moderate edge break
Displacement	No deformation or sinking	Deformation or sinking 5mm - 10mm	Deformation or sinking 10mm - 20mm	Deformation or sinking 20mm - 30mm	Deformation or sinking 20mm - 30mm +
Displacement	No deformation or sinking	Deformation or sinking 5mm - 10mm	Deformation or sinking 10mm - 20mm	Deformation or sinking 20mm - 30mm	Deformation or sinking 20mm - 30mm +
Service Structures	No problem	Service structures 5mm – 10mm above/below surrounding path level	Service structures 10mm – 20mm above/below surrounding path level	Service structures 20mm – 30mm above/below surrounding path level	Service structures > 30mm above/below surrounding path level
Ponding	< 5mm deep	5mm – 10mm deep	10mm – 20mm deep	20mm – 30mm deep	Over 30mm deep
Gaps (concrete & paved only)	Uniform, <10mm	Non-uniform, <10mm	Non-uniform, 10mm – 20mm	Non-uniform, 20mm – 30mm	Non-uniform, over 30mm
Risk	Low risk to public	Low risk to public	Medium risk to public	High risk to public	Very high risk to public
Action Required	No action required	Treat defects under routine maintenance	Treat defects under planned maintenance	Planned renewal/ rehabilitation required	Renewal/ rehabilitation required as soon as possible

4 DEPOT OPERATIONS

1

2

[1] Images from IPWEA Practice note 1, Appendix 2
[2] Images from IPWEA Practice note 1, Appendix 2

Gravel Paths [3]	
Condition	General Meaning
Very Good	Sound surface, well maintained with no significant defects. No works required.
Good	As grade 1 but showing minor wear, tear and deterioration of the surface e.g. some minor corrugations and rutting. Deterioration has no significant impact on functionality, user comfort and appearance of the surface. Only minor works required.
Fair	Surface functionally sound, but appearance and serviceability affected by minor defects e.g. corrugations/ rutting < 20mm, small potholes, scouring and minor loss of metal. Deterioration beginning to affect functionality and appearance. Likely to require renewal within 5 years approx.
Poor	Surface functioning but with problems due to significant defects e.g. corrugations/ rutting up to 50mm, scouring, moderate potholes and vegetation growth, significant loss of metal and contamination with mud, likely to cause marked deterioration of functionality and appearance. Likely to require rehabilitation/renewal within 2-3 years.
Very Poor	Surface has serious problems e.g. corrugations/ rutting >50mm and large potholes and substantial loss of metal, causing unacceptable deterioration in safety, lack of function and appearance. Priority rehabilitation/renewal required.

Concrete and Paving [4]	
Condition	General Meaning
Very Good	Sound surface designed and constructed to current standards; well maintained with no visible defects. No works required.
Good	As grade 1 but constructed to current standards, showing minor wear, tear and deterioration of surface e.g. slight surface uneveness and hairline cracking but good drainage. Deterioration has no significant impact on functionality, user and appearance. Only minor works required.
Fair	Surface functionally sound, but appearance and serviceability affected by minor defects e.g. minor wear of surface, cracked cobbles, loss of jointing material, vegetation growth cause a slippery surface unevenness, some water ponding. Deterioration beginning to affect functionality, user comfort and appearance, or not designed or constructed to current standards. Likely to require renewal within 5 years approx.
Poor	Surface functioning but with problems due to significant defects e.g. significant wear of surface, cracking, surface unevenness, misalignment of cobbles and loss of jointing/ bedding material, vegetation growth causing slippery surface and significant water ponding, causing marked deterioration of functionality and appearance, or not designed or constructed to current standards. Likely to require rehabilitation/renewal within 2-3 years.
Very Poor	Surface has serous problems or badly constructed e.g irregular surface, broken/ missing cobbles, inadequate drainage, vegetation growth causing slippery surface and unravelling of cobbles, causing deterioration in safety, user comfort and appearance. Priority rehabilitation/ renewal required.

[3] IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.
[4] IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

4 DEPOT OPERATIONS

Asphalt and Spray Coat [1]	
Condition	General Meaning
Very Good	Sound Surface designed and constructed to current standards; well maintained with no visible defects. No works required.
Good	As grade 1 but showing minor wear, tear and deterioration of surface e.g. minor cracking, bleeding of bitumen, but no significant depressions, potholes, edge break or drainage problems. Timber edging showing minor or isolated damage. Deterioration has significant impact on functionality, user comfort and appearance, or not designed or constructed to current standards. Only minor works required.
Fair	Surface Functionally sound, but appearance and serviceability affected by minor defects e.g. cracking allowing water intrusion, depressions, edge break and patching. Timber edges starting to exhibit frequent minor damage defects. Some deterioration beginning to affect functionality, user comfort and appearance, or not designed or constructed to current standards. Likely to require renewal within 5-6 years approx.
Poor	Surface functioning but with problems due to significant defects e.g. cracking 2-5mm, surface irregularities/ depressions, edge break and small potholes with water ponding, causing marked deterioration of functionality and appearance, or not designed or constructed to current standards. Timber edging showing marked damage, collapse or decay, effecting the edge stability of the path. Likely to require renewal within 2-4 years.
Very Poor	Surface has serious problems, and has failed or about to fail in the near future e.g. irregular surface, large potholes/edge break, widespread cracking >5mm and water ponding, causing unacceptable deterioration in safety, user comfort and appearance. Timber edging has failed or is about to fail. Priority rehabilitation/renewal required.

[1] IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

Boardwalks	
Condition	General Meaning
Very Good	Sound boardwalk designed and constructed to current standards, well maintained with no defects. No works required.
Good	As grade 1 but not designed or constructed to current standards, showing minor wear and deterioration e.g. weathering of timber, minor impact damage, but no staining of fastenings. Deterioration has no significant impact on stregth, functionality and appearance of the boardwalk. Only minor works required.
Fair	SurfaBoardwalk functionality sound, but appearance affected by minor defects e.g. slight impact damage, vandalism, decay/spitting of timber, staining and loosing fastenings. Deterioration beginning to affect the strength, functionality and appearance of the structure, or not designed or constructed to current standards. Likely to require renewal within 5-6 years approx.
Poor	Boardwalk functioning but with problems due to significant defects e.g. impact damage, rotting/splitting of timber, loosening of fastening and supports, degradation of non slip features, causing a marked deterioration in strength, stability, functionality and appearance. Likely to require renewal within 1-2 years.
Very Poor	Boardwalk has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance. Priority rehabilitation/ renewal required.

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Roads	Defect Inspection Interval	Customer Request Inspection
Sealed/Paved Footpath	1 year	5 days
Unsealed footpath/track	2 years	10 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks.
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration.

4.2 Footpath and Cycleways Maintenance

Footpath and cycleways Maintenance is triggered via response to a compliant, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Footpath and cycleways inspections are aligned with the Ararat Rural City Council Road Management Plan 2021 and the IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a footpath/cycleway outside of reactive maintenance, where a footpaths and cycleways maintenance team will visit a footpath onsite and complete any maintenance works required on the footpaths and cycleways where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the table below.

Roads	Maintenance Interval	Responsibility
Sealed/Paved Footpath	1 year	Depot Operations
Unsealed footpath/track	2 years	Depot Operations

4 DEPOT OPERATIONS

4.2.2 Reactive Maintenance

Reactive footpaths and cycleways maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Reactive maintenance works may be triggered by:

- Reactive inspections following a customer request.
- Routine inspections in accordance with the Municipal Road Management Plan.
- Inspections following an incident on Council's pathways.

Roads	Timeframe	Responsibility
Sealed/Paved Footpath	5 days	Depot Operations
Unsealed Footpath/Track	5 days	Depot Operations

5 ENGINEERING AND PROJECTS

5.1 Footpaths and Cycleways Intervention Definitions

The purpose of footpath and cycleways intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a footpath/cycleway defect dependant on the road hierarchy that the footpath and cycleway resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance:

Response Code	Response Mechanism	Response Time
A	Inspect and rectify if possible, or provide appropriate warning, or place on maintenance program.	Within 1 business day of inspection or notification.
B		Within 2 business days of inspection or notification.
C		Within 10 business days of inspection or notification.
D		Within 20 business days of inspection or notification.
E		Within 60 business days of inspection or notification.
F		Within 6 months of inspection or notification.
G		Within 1 year of inspection or notification.

5 ENGINEERING AND PROJECTS

Description of Hazard	Category			
	4	3	2	1
Footpath lips or trip hazards greater than 40 millimetres in height difference. Mounds or depressions greater than 100 millimetres under a straight edge. Cross falls steeper than 1 in 20.	D	D	E	N/A
Asphalt footpath affected by tree roots, lifted or depressed greater than 40 millimetres in height difference and cracked or potholed more than 20 millimetres in width and 200 millimetres in diameter respectively.				
Concrete bay is cracked or broken more than 20 millimetres in width.	E	E	F	N/A
Gravel Path potholed greater than 200 millimetres in diameter and 50 millimetres in depth and depressed by 25 millimetres.	N/A	N/A	F	N/A

Defect Code	Defect Name
PWBP	PW-Bluestone Paver Maintenance
PWCR	RM-PW-Cracks >15mm W x 200mm L
PWHR	RM-PW-Missing/Damaged HandRail
PWHS	RM-PW-Hazard/Slippery Material
PWLC	PW-Cracking <15mm W < 200mm L

Defect Code	Defect Name
PWST	PW-Seal Vertical Displace <40
PWTT	PW-Broken/Missing Tactile
PWUS	PW-US Vertical Displace <40mm
PWVD	RMPW-Seal Vertical Displace>40
PWVE	RM-PW-US Vertical Displace >40

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

For dwelling and property access roads that are of natural surface or without formation, the intervention standard for natural surface road or track shall apply regardless of the road's hierarchy.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5 ENGINEERING AND PROJECTS

5.2 Renewal and Capital Works Planning

- Council footpaths and cycleways assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Average traffic volume
  - Significance of the asset to the surrounding road network (are there nearby alternative routes?)
  - Significance of asset for agricultural and other key industries
  - Serviceability of the existing structure
  - Date from which the asset has been identified as eligible for renewal
- Renewal of footpath and cycleway assets will consider foreseeable road network growth, and potential expansions of asset use in the future. Footpaths and cycleways will be designed to meet all current standards and industry best practice documents, including:
  - Australian Standard AS 1428
  - Australian Standard As 1158.1 – Road Lighting – Pedestrian Area
  - Disability Discrimination Act 1992
  - Commonwealth Disability Standards
  - Austroads Guide to Road Design Part 6A – Pedestrian and Cyclist Paths
  - Infrastructure Design Manual
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

5.3 Construction Standard

Council requires all pathways being constructed (or renewed) to be designed and constructed in accordance with the Infrastructure Design Manual. Refer to the IDM for the full set of design standards and conditions, alongside the associated standard drawings. www.designmanual.com.au

The following table details the relevant key standards:

Classification	Construction Standard
Footpaths (all categories)	2.0m width required in commercial areas. 1.5m width required in residential areas. 125mm thick (25 Mpa) concrete in residential areas with SL72 mesh placed centrally. 150mm thick (32 Mpa) concrete in commercial areas with SL72 mesh placed centrally.
Shared Paths (all categories)	Design to be in accordance with Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths (Minimum width being 2.5m).

5.4 Creation/Acquisition/Upgrade Plan

Footpaths and cycleways renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor footpaths and cycleways regularly up to engineers' specification

5.5 Disposal Plan

In order to achieve a holistic approach for infrastructure financial sustainability, Council must ensure that resources are not spent on maintaining or renewing assets which no longer serve a genuine community demand.

Disposal of assets, therefore, serves as a tool for achieving optimal use of the available resources. Pathway infrastructure is generally considered to be essential to the connectivity of Ararat's transport and recreation needs, therefore demand for disposals is usually low. Council shall; however, endeavor to evaluate the community demand for pathway assets upon their end of life in order to ascertain if an overall benefit is provided to the community by allocating funds to conduct renewal works.

5 ENGINEERING AND PROJECTS

The disposal of pathways infrastructure may occur under the following conditions:

- A request is made by the community which is approved by Council;
- Following a study of demand, it is demonstrated that an asset receives low or no usage and thus continual expenditure on maintaining the asset is not justified; or
- An asset is handed over to a private interest or other authority.

Currently no pathway infrastructure is planned for disposal.

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. Procurement Policy FINAL 30 May 2023.pdf

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes.

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of footpaths and cycleways assets to fair value by assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual footpath and cycleway structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the footpaths and cycleways asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All footpaths and cycleways assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Footpaths and cycleways Asset Depreciation is the value ($) of the already consumed portion of the footpaths and cycleways asset. For example, if the footpath and cycleway asset is expected to last 50 years and it is currently 25 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Footpaths and cycleways renewal projects are tracked within the council finance system using 'tracking categories'. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to bridges are:

- Broken sections of footpaths
- Overgrown footpaths/access

8.2 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including footpaths and cycleways. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.
OHS Policy FINAL 19 January 2021.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under council's Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement sensor technology where relevant to monitor any of our building assets into the future.

11.3 Public Data Access

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to building and structures that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

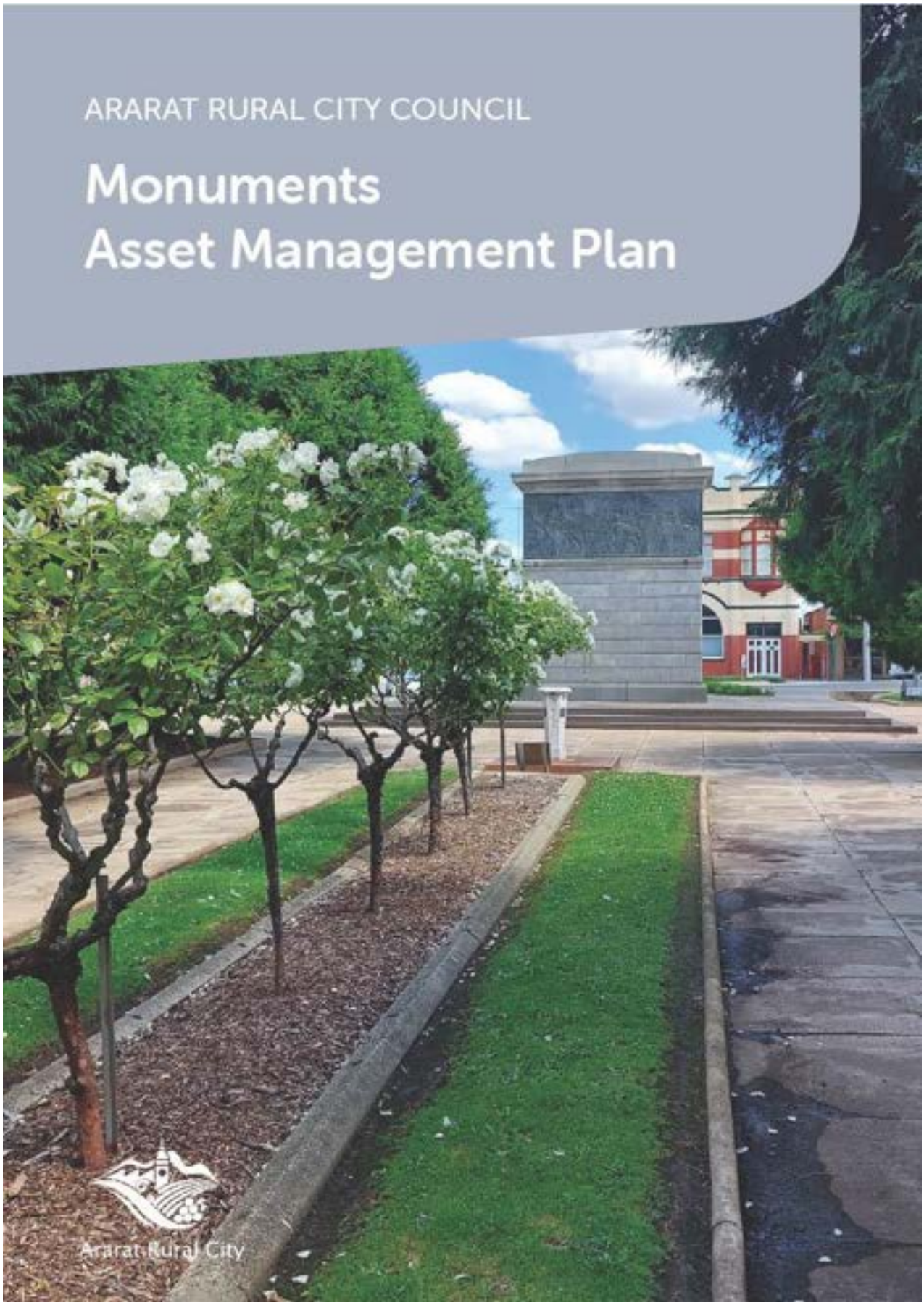
11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au


ARARAT RURAL CITY COUNCIL
Monuments
Asset Management Plan
Ararat Rural City

CONTENTS

1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its monuments network. This plan covers the entire lifecycle of all elements of managing the monuments network including but not limited to:

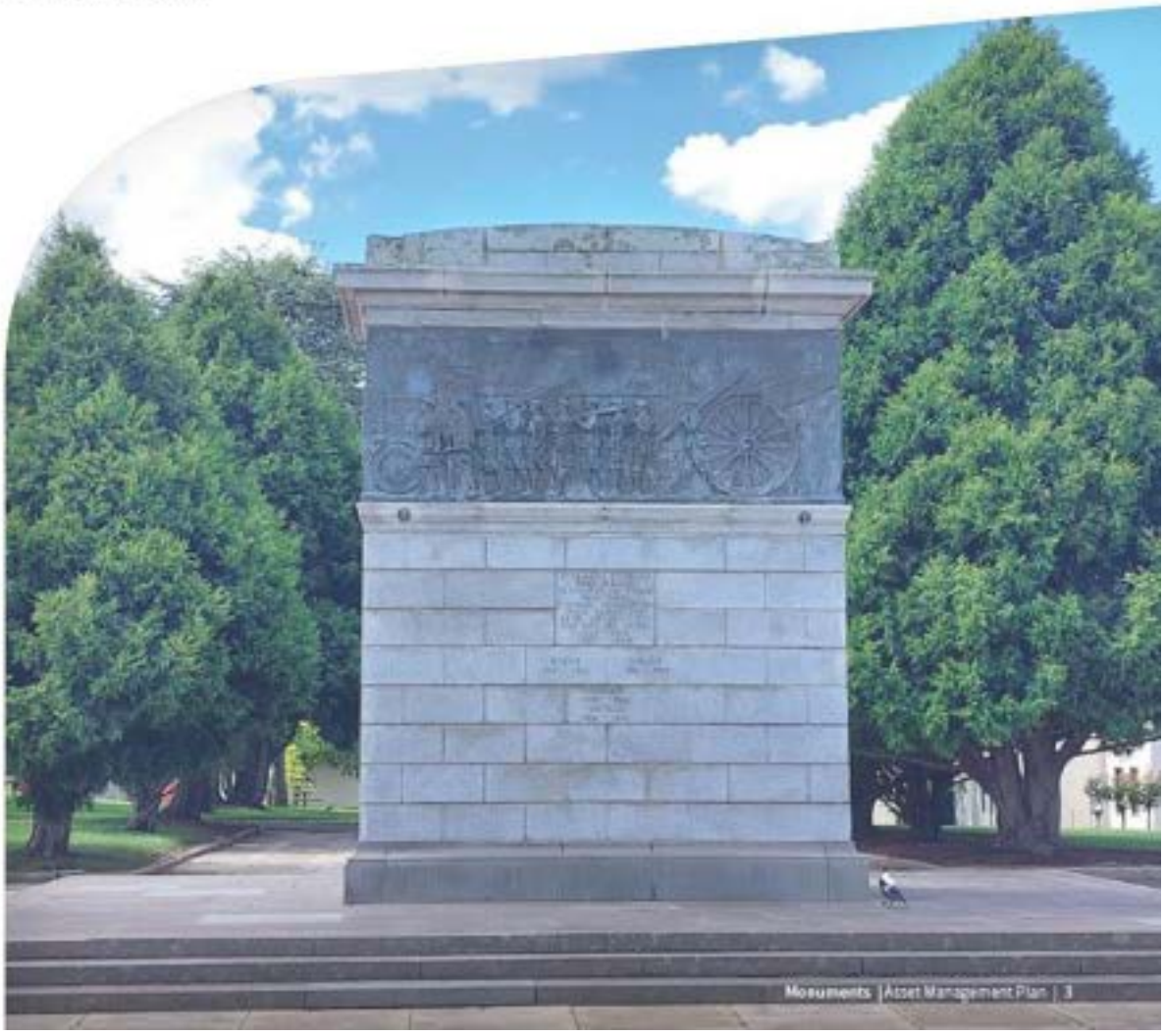
- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Ararat Rural City Council will execute the management of its monuments network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation



2 INTRODUCTION

2.1 Monuments Asset Class

The monument and memorial assets covered within the asset management plan includes:

- Monuments & Statues
- Artworks/Art Structures
- Plaques
- Memorial Furniture
- Fountains

The textiles collection of the TAMA/Gallery do not form part of this asset management plan.

2.2 Key stakeholders

Our assets are utilised by a broad cross-section of the community. The stakeholders in the management of Council's footpath assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Councillors
- Council Staff
- Community
- Visitors to the municipality
- Community Groups
- Utility agencies
- Maintenance Contractors
- DECCA and other Government organisations
- Council's insurers

2.3 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Local Government Finance and Reporting Regulations 2004
- Australian Accounting Standard AASB116
- Australian Accounting Regulations
- Copyright Act 1968
- Disability Act (Vic) 2006
- Graffiti Prevention Act 2004
- Heritage Act 2017
- Occupational Health and Safety Act (Vic) 2004
- Occupational Health and Safety Regulations (Vic) 2017

3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System
- Asset Class Definition
- Asset Data Structure and Schema
- Intervention Definitions
- Condition Definition and Inspection
- Asset Attribute Data Collection and upkeep
- General Asset Reporting

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Monument Asset Description

For the purposes of identifying the distinct types of monuments/memorials the following outlines the definitions used:

Memorial an object or feature intended to preserve the memory of a person, group, event, or place.

Monument a statue which is dedicated to the remembrance of a particular person, event, or story.

Statue a work of art in three (sometime two) dimensions. It may be representational or abstract and may be composed of a wide range of elements and materials.

Plaque a small/medium sized plate or slab made of metal, stone or any other material with text and graphics displayed on it for the purposed of commemoration.

Artwork a painting, sculpture, photograph etc. that is created to be beautiful or to express an important idea or feeling.

Fountain an ornamental structure in a pool or lake from which one or more jets of water are pumped into the air

3.3 Monument Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Playground Network.

MANDATORY DATA

- Type
- Location

OPTIONAL DATA

- Description
- Age
- Heritage Protected
- Other

3.3.1 Spatial Data

The Ararat Rural City Council monument network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the monument as a three-dimensional model (using LIDAR etc) is not available at this time.

3 ASSET MANAGEMENT

3.4 Condition Inspection

Condition inspections occur via one of the following methods:

Level 1: Routine Maintenance Inspection (Asset officer or Maintenance Staff)

Level 2: Condition Assessment (Asset Officer or Engineer)

Level 3: Detailed Inspection (Heritage/Accredited inspector)

3.4.1 Condition Definition[1]

Condition	Description
1. Very Good	Sound Monument constructed to current standards, well maintained with no defects. No works required
2. Good	As grade 1 but not constructed to current standards, showing minor wear, tear, and deterioration of surfaces e.g., minor impact damage but no loss of protective coatings or staining of fastenings and welds. Deterioration has significant impact on strength, appearance, and functionality. Only minor work required.
3. Fair	Monument functionally sound, but appearance affected by minor defects e.g., slight impact damage and vandalism, hairline cracking, flaking of protective coatings, staining of steel and fastenings, some deterioration of plaque, or not designed or constructed to current standards. Deterioration beginning to affect the strength, appearance, and functionality. Likely to Require renewal within 5-10 years approx.
4. Poor	Monument functioning but with significant defects e.g., cracking and spalling of concrete, corrosion of steel surfaces and fastenings/welds, impact damage, missing or damaged plaques; causing a marked deterioration in strength, stability, functionality, and appearance. Likely to require renewal within 3-4 years.
5. Very Poor	Memorial has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety, and appearance. Priority rehabilitation/renewal required.

Inspection Description	Rate
All	Every two years

3.5 Attribute Collection

Asset staff will use Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection). New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Asset management plan
- Asset condition reports
- KPI reporting
- Asset valuation report

[1] IPWEA Practice note 10.1 Inventories, Condition & Performance Grading

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to monument is the identification of monument defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Defect Inspection

Council undertakes a preventative maintenance inspection of monuments on Council owned assets annually. This process is undertaken by members of Council's depot operations department.

The results of the inspections provide Council with a way to review the condition of the built infrastructure and the environment surrounding it. The results of which provide a list of maintenance works for the responsible Council department to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded on Council's Confirm Asset Management System.

During these audits, an assessment of the condition of the equipment using a scale of 1-5 will be used, based on the tables below.

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a monument defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Condition[1]	Description
1. Very Good	Sound Monument constructed to current standards, well maintained with no defects. No work required.
2. Good	As grade 1 but not constructed to current standards, showing minor wear, tear, and deterioration of surfaces e.g., minor impact damage but no loss of protective coatings or staining of fastenings and welds. Deterioration has significant impact on strength, appearance, and functionality. Only minor works required.
3. Fair	Monument functionally sound, but appearance affected by minor defects e.g., slight impact damage and vandalism, hairline cracking, flaking of protective coatings, staining of steel and fastenings, some deterioration of plaque, or not designed or constructed to current standards. Deterioration beginning to affect the strength, appearance, and functionality. Likely to require renewal within 5-10 years approx.
4. Poor	Monument functioning but with significant defects e.g., cracking and spalling of concrete, corrosion of steel surfaces and fastenings/welds, impact damage, missing or damaged plaques; causing a marked deterioration in strength, stability, functionality, and appearance. Likely to require renewal within 3-4 years.
5. Very Poor	Memorial has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety, and appearance. Priority rehabilitation/renewal required.

[1] IPWEA Practice note 10.1 Inventories, Condition & Performance Grading

4 DEPOT OPERATIONS

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Monument	Defect Inspection Interval	Customer Request Inspection
Monuments	1 year	5 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration

4.2 Monument Maintenance

Monument Maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a monument outside of reactive maintenance, where the applicable maintenance team will visit a monument onsite and complete any maintenance works required on the monument where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the table below:

Monument	Maintenance Interval	Responsibility
Monument	1 year	Depot Operations

4.2.1 Reactive Maintenance

Reactive monument maintenance is undertaken by the applicable operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Monument	Timeframe	Responsibility
Monument	5 days	Depot Operations

5 ENGINEERING AND PROJECTS

5.1 Monuments Intervention Definitions

The purpose of monument intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a monument defect dependant on the road hierarchy that the monument resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance:

Defect	Intervention Response Time
Deformation of 100mm	1 month
Cracking greater than 15mm wide	1 month
Spalling greater that 40mm in length	1 month
Dirty or covered Monument greater than 30%	3 months

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

- Council monument assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Significance of the asset to the surrounding environment
  - Serviceability of the existing structure
  - Date from which the asset has been identified as eligible for renewal
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

5.3 Renewal Project Management

Monument renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor monument regularly up to engineers' specification.
- Condition assessment.
- Plan of rectification or renewal of asset.

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy.

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of monument assets to fair value. Monument valuation is conducted assigning unit rates to those classes on an annual basis based on real world values and multiplying the area of each individual monument to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the monument asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All monument assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Monument Asset Depreciation is the value ($) of the already consumed portion of the monument asset. For example, if the monument asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Monument renewal projects are tracked within the council finance system using 'tracking categories'. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific playgrounds are:

- Vandalism
- Repairs

8.3 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including monuments. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under council's Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Council's intent to trial and implement various technology related to monitoring of assets that may assist in process efficiencies in this space.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement various technology related to monitoring of assets that may assist in process efficiencies in this space.

11.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to monuments that may be considered for future public access including:

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are:

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

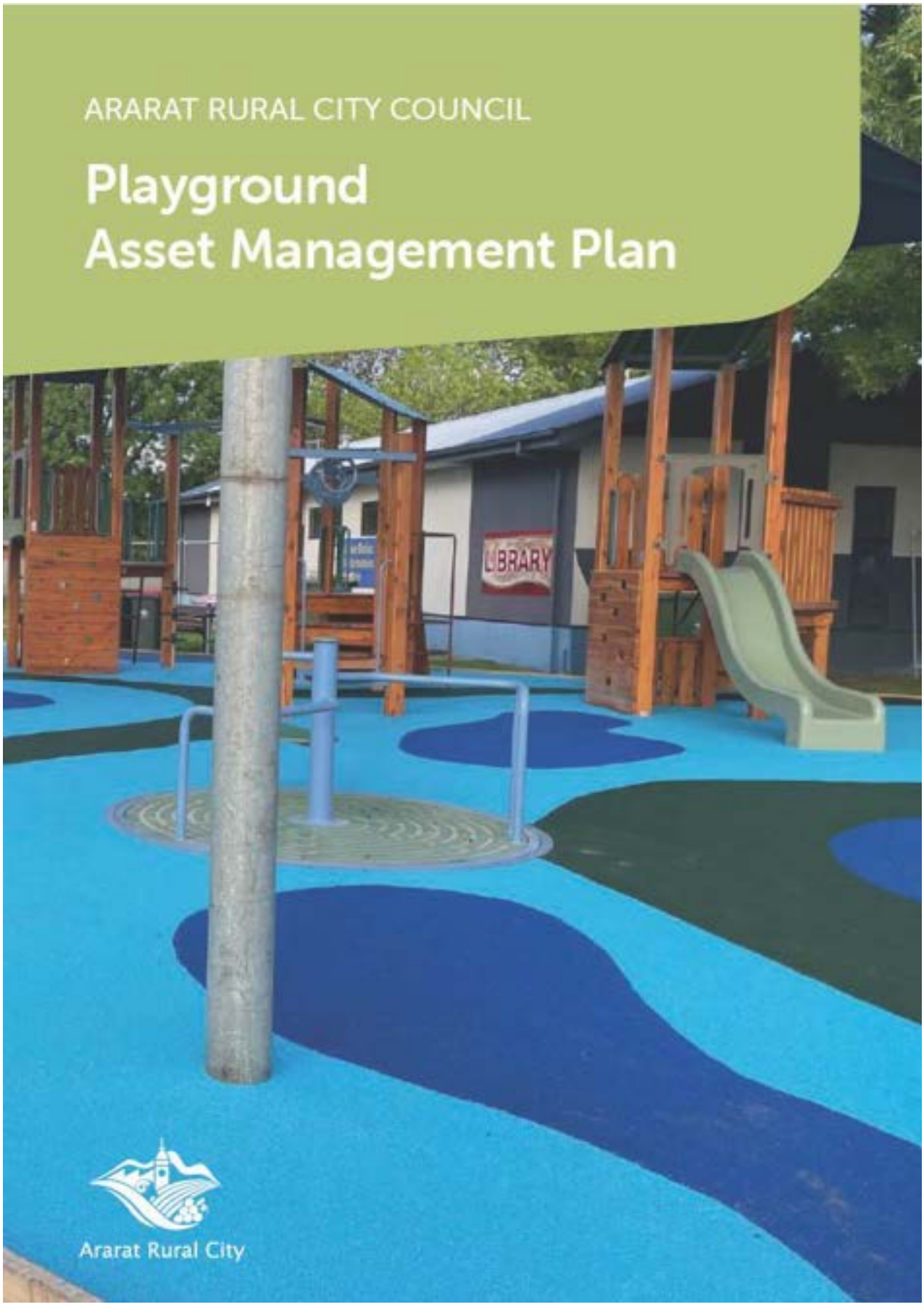
The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au

Ararat Rural City



CONTENTS

1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its Playgrounds network. This plan covers the entire lifecycle of all elements of managing the Playground network including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Ararat Rural City Council will execute the management of its Playground network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 INTRODUCTION

2.1 Playgrounds Asset Class

Council provides playground facilities for use by residents and visitors to the Ararat Rural City Council. The objective of the Playground Asset Management Plan is to provide a guide to assist in maintaining a portfolio of assets that provide age-appropriate play activities in a safe environment for residents of all ages and abilities that complies with current Australian standards.

Council is committed to providing:

- A shared space for children, young people and adults to play, socialise and relax.
- An inspiring and well-designed space that encourages physical, creative and inventive play.
- An appropriate level of challenge that promotes a sense of adventure.
- Integration of built play equipment with a natural and sensory setting through landscaping design, path networks and associated park infrastructure, and
- An attractive, vibrant and inviting environment for both residents and visitors i.e., a traveller break.

This plan outlines Council's processes in relation to inspecting and maintaining playgrounds, including play equipment, fall zones and any other built infrastructure. It establishes management arrangements for these items owned or managed by Council to ensure equitable community access and a continued provision of high-quality facilities.

Ararat Rural City Council's Playground Asset Management Plan includes playground and exercise facilities owned by Council and Crown and/or other land where Council is the appointed Committee of Management.

Currently, Councils portfolio of open space and playgrounds consists of 24 playgrounds.

2.2 Relevant Legislation

There is a range of legislation and statutory documents that guide the management of facilities. Key documents that affect the management of Council's playground assets are highlighted below:

- Local Government Act 2020 and 1989
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Planning and Environment Act 1987
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Victorian Charter of Human Rights and Responsibilities
- National Construction Code 2015
- Australian Standards for Playground Equipment

2.3 Key Stakeholders

There are a number of stakeholders that are affected by the management and maintenance of Council's facilities. A list of key stakeholders is outlined below:

- Residents
- Management Committees
- Licensees
- Lessees
- Community
- Neighbouring businesses and residents
- Visitors to the municipality
- Councillors
- User groups
- Contractors
- Construction and maintenance personnel
- Suppliers of goods and services for facilities and buildings
- Council Officers

2 INTRODUCTION

2.4 Land Ownership and Management Arrangements

Council has identified the land ownership and management arrangements for all playgrounds in the portfolio. Playgrounds can be owned by:

- Council (Council owns the freehold title to of the land and play equipment that occupy said land)
- Crown (Crown owns the freehold title of the land and play equipment that occupy said land)
- Private

If owned by the Crown, Council can be appointed as the Crown Land Committee of Management (CoM). Council is responsible for the management of the playground on that parcel of land and manages the equipment as if they were the owner.

2.5 Policy

This Asset Management Plan has a direct relationship with the following plans and policies:

- Council Plan
- Asset Management Policy
- Risk Management Policy

3 ASSET MANAGEMENT

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Playgrounds Class Definition

Ararat Rural City Council Playgrounds are broken down into components. This breakdown serves as both a separator for type and a means to value the Playground network.

Components are

- Combination Unit
- Accessible Combination Unit
- Swing
- Slide
- Climbing Frame
- Exercise Equipment
- Skatepark

3.3 Playgrounds Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Playground Network.

MANDATORY DATA

- Installation date
- Area
- Description
- Sub-categories – Play Equipment, Artificial Safety Surface, Shade Structure – Cloth, Shade Structure – Poles and Supports

OPTIONAL DATA

- Specific Equipment

3.3.1 Spatial Data

The Ararat Rural City Council Playground network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the equipment as a three-dimensional model (using LiDAR etc) is not available at this time.

3 ASSET MANAGEMENT

3.4 Condition Inspection

Condition inspections occur via one of the following methods:

Level 1: Routine Maintenance Inspection (Asset officer or Maintenance Staff)

Level 2: Condition Assessment (Asset Officer or Engineer)

Level 3: Industry Specific Inspection

3.4.1 Condition Definition

Condition Rules (1-5 overall general condition values with definitions)

Condition	Description
1. Very Good	Not likely to need replacement within the next 10 years
2. Good	Not likely to need replacement within the next 10 years
3. Fair	Likely need to replace most or all the asset in 5-10years, or minor components or isolated sections of the asset need replacement or repair now.
4. Poor	Likely need to replace most or all of the asset in 2-5 years, or need to do substantial work now
5. Very Poor	Immediate need to replace most or all of the asset

Inspection Description	Rate
Condition 1	Inspect once annually
Condition 2	Inspect once annually
Condition 3	Inspect twice annually
Condition 4	Inspect twice annually
Condition 5	Inspect quarterly

3.5 Attribute Condition

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Playground asset listing including attributes
- Playground spatial mapping
- Condition report
- Maintenance report

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to Playgrounds is the identification of playground defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Defect Inspection

Council undertakes a preventative maintenance inspection of playgrounds on Council owned playgrounds annually. This process is undertaken by members of Council's depot operations department.

The results of the playground inspections provide Council with a way to review the condition of the built infrastructure and the natural environment. The results of which provide a list of maintenance works for Council's Parks and Gardens department to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded on Council's Confirm Asset Management System.

The results of the inspections on Crown land parcels are used to inform local committees of management as to the maintenance requirements for the playgrounds that fall under their designated responsibility.

During these audits an assessment of the condition of the equipment using a scale of 1-5 will be utilised, based on the tables below.

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a playground defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Playground Subcategories

Play Equipment

Condition	Description
1. Very Good	Sound equipment, designed to current standards, well maintained with no defects. No work required.
2. Good	As grade 1, but not designed to current standards, showing minor wear, tear and deterioration e.g., minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality. Only minor works required.
3. Fair	Equipment functionally sound, but appearance affected by minor defects e.g., slight impact damage, decay/splitting of timber, cracking of plastics, staining of steel and fastenings. Deterioration beginning to affect strength, appearance, or functionality of the equipment, or not designed or constructed to current standards. Likely renewal within 3-5 years approx.
4. Poor	Equipment functioning but with problems due to significant defects e.g., rotting/splitting of timber, corrosion of steel, fastenings and welds, impact damage, loosening of fastenings and supports, plastics cracking or splitting, causing a marked deterioration of strength, appearance or functionality, or not designed or constructed to current standards. Likely to require renewal within 1-3 years.
5. Very Poor	Equipment has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance. Consider immediate closure. Priority rehabilitation/renewal required.

4 DEPOT OPERATIONS

Artificial Safety Surface

Condition	Description
1. Very Good	Sound surface designed and constructed to current standards, well maintained with no visible defects. No work required.
2. Good	As grade 1, but not designed or constructed to current standards, showing minor wear, tear and deterioration of surface. Some minor abrading but no significant depressions, or dislocations. Deterioration has no significant impact on appearance, safety and user comfort. Only minor works required.
3. Fair	Surface functionally sound, but serviceability affected by minor defects e.g., wear <5mm, depressions, opening of joints and dislocation of panels. Deterioration beginning to affect appearance, safety and user comfort, or not designed or constructed to current standards. Likely to require renewal within 2-4 years approx.
4. Poor	Surface functioning, but with problems due to significant defects e.g., wear <15mm, surface irregularities/depressions, dislocation of panels and vegetation growth, causing a marked deterioration of appearance, safety and user comfort, or not designed or constructed to current standards. Likely require renewal within 1-2 years.
5. Very Poor	Surface has serious problems, has failed or is about to fail in the near future e.g., irregular surface, abrading >15mm, missing panels, widespread vegetation growth, contamination of surface, causing unacceptable deterioration in appearance, safety and user comfort. Consider immediate closure. Priority rehabilitation/renewal required.

Edging Condition

Condition	Description
1. Very Good	Sound edging and well maintained with no defects. No work required.
2. Good	As grade 1, but showing minor wear, tear and deterioration e.g., weathering and cracking of timber, spalling or cracking of masonry, but no loosening of supports. Deterioration has no significant impact on stability and appearance of edging. Only minor works required.
3. Fair	Edging functionality sound, but appearance affected by minor decay of timber, spalling or cracking of masonry, loosening of fastenings and movement of supports. Some deterioration beginning to be reflected in the stability and appearance of the edging. Likely to require renewal within 5 years approx.
4. Poor	Edging functioning but with problems due to significant defects e.g., rotting and splitting of timber, spalling or cracking of masonry, corrosion and loosening of fastenings, undermining of foundations, causing a marked deterioration in stability and appearance. Likely require renewal within 2-3 years.
5. Very Poor	Edging has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in stability and appearance. Priority rehabilitation/renewal required.

4 DEPOT OPERATIONS

Shade structure – cloth

Condition	Description
1. Very Good	Sound edging and well maintained with no defects. No work required.
2. Good	As grade 1, but showing minor wear, tear and deterioration e.g., minor tears and holes and weathering. Deterioration has no significant impact on strength, appearance and functionality. Only minor works required.
3. Fair	Shade cloth functionality sound, but appearance affected by minor defects e.g., slight tears and holes, fading and weathering. Deterioration beginning to affect the strength, appearance, or functionality, or not designed or constructed to current standards. Likely to require renewal within 2-3 years approx.
4. Poor	Shade cloth functioning but with problems due to significant defects e.g., obvious tears, holes, fading and weathering, causing a marked deterioration in strength, appearance or functionality, or not designed or constructed to current standards. Likely to require renewal within 2-3 years.
5. Very Poor	Shade cloth has serious problems and has failed or is about to fall in the future, causing unacceptable deterioration in strength, functionality, safety and appearance. Priority rehabilitation/renewal required.

Shade structure – poles/supports

Condition	Description
1. Very Good	Sound posts, designed to current standards, well maintained with no defects. No work required.
2. Good	As grade 1, but not designed to current standards, showing minor wear, tear and deterioration e.g., minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality. Only minor work required.
3. Fair	Posts functionality sound, but appearance affected by minor defects e.g., slight impact damage, decay/splitting of timber, staining of steel and fastenings. Deterioration beginning to affect the strength, appearance, or functionality of the posts, or not designed or constructed to current standards. Likely to require renewal within 3-5 years approx.
4. Poor	Posts functioning but with problems due to significant defects e.g., rotting/splitting of timber, corrosion of steel, fastenings and welds, impact damage, loosening of fastenings and supports, causing a marked deterioration in strength, appearance or functionality, or not designed or constructed to current standards. Likely to require renewal within 1-2 years.
5. Very Poor	Posts have serious problems and have failed or are about to fail in the near future, causing unacceptable deterioration in strength stability, safety and appearance. Priority rehabilitation required.

4 DEPOT OPERATIONS

Fitness Equipment

Condition	General Meaning
1. Very Good	Sound equipment, designed to current standards, well maintained with no defects. No work required.
2. Good	As grade 1 but not designed to current standards, showing minor wear, tear and deterioration e.g. minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality. Only minor works required.
3. Fair	Equipment functionally sound, but appearance affected by minor defects e.g. slight impact damage, decay/splitting of timber, staining of steel and fastenings. Deterioration beginning to affect the strength, appearance, or functionality of the equipment. Likely to require renewal within 3-5 years approx.
4. Poor	Equipment functioning but with problems due to significant defects e.g. rotting/splitting of timber, corrosion od steel, fastenings and welds, impact damage, loosening of fastenings and supports, causing a marked deterioration in strength, appearance or functionality. Likely to require renewal within 1-3 years.
5. Very Poor	Equipment has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance. Priority rehabilitation/renewal required.

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Asset	Defect Inspection Interval	Customer Request Inspection
Playground Equipment	Monthly	2-5 days
Artificial Safety Surface	Monthly	2-5 days
Edging Condition	Monthly	2-5 days
Shade Cloth Structure - Cloth	Monthly	2-5 days
Shade Cloth Structure - Poles and supports	Monthly	2-5 days
Exercise Equipment	Monthly	2-5 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks.
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration

4 DEPOT OPERATIONS

4.2 Playground Maintenance

Playground Maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Playgrounds are inspections are aligned with the AS4685.0

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to playgrounds outside of reactive maintenance, where a maintenance team will visit a site and complete any maintenance works required on the playground or recreational space where any defects exist outside of intervention levels.

4.2.2 Operational inspection

Operational inspections will be undertaken quarterly.

An operational inspection shall be carried out regularly, on a quarterly basis unless there are compelling reasons to deviate from this inspection frequency.

Operational inspections should include checking the following:

(a) Excessive wear of moving parts (including chain links).

(b) Bolts and fasteners are secure.

(c) Any protrusions and sharp edges.

(d) The structural adequacy and/or stability of all playground equipment including ancillary items. NOTE: Equipment that relies on a single anchor or attachment point should be carefully inspected.

(e) Excessive corrosion, particularly within structural members.

(f) Ropes and cables for fraying.

(g) The maximum speed of the traveller for cableways.

(h) the ground clearance of the loaded cableway.

(i) Impact and attenuating edges of swing seats, pommels and other moving equipment that can impact users.

(j) Clearances beneath carousels and ensure that the underside is clear of protrusions and sharp edges.

(k) Foundations for exposed concrete, rot and corrosion.

(l) Gate closer and locking mechanisms are operational and that gates have no finger entrapments, i.e. gate gaps are greater than 12 mm.

(m) Trees for potential hazards. NOTE: This may require the skills and competence of a professional arborist.

Comprehensive (defect) inspection will be undertaken annually

Impact attenuating surfacing – every three years.

4.2.3 Reactive Maintenance

Reactive playground maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Asset	Timeframe	Responsibility
Playground Equipment	2-5 days	Parks and Gardens
Artificial Safety Surface	2-5 days	Parks and Gardens
Edging Condition	2-5 days	Parks and Gardens
Shade Cloth Structure - Cloth	2-5 days	Parks and Gardens
Shade Cloth Structure - Poles and supports	2-5 days	Parks and Gardens
Exercise Equipment	2-5 days	Parks and Gardens

5 ENGINEERING AND PROJECTS

5.1 Playgrounds Intervention Definitions

The purpose of playgrounds intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify. The following outlines the response time to a playground defect.

Asset	Timeframe	Responsibility
Playground Equipment	2-5 days	Parks and Gardens
Artificial Safety Surface	2-5 days	Parks and Gardens
Edging Condition	2-5 days	Parks and Gardens
Shade Cloth Structure - Cloth	2-5 days	Parks and Gardens
Shade Cloth Structure - Poles and supports	2-5 days	Parks and Gardens
Exercise Equipment	2-5 days	Parks and Gardens

Defects related to playgrounds will be detailed in accordance with the manufacturer's specifications and the criteria associated to playground inspections undertaken by qualified Council officers.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

Council services its townships with a variety of playground facilities. Renewal of assets is not always possible based on the condition of assets and the cost of renewal. In some instances, it would be considered best practice to upgrade the existing facility as opposed to renewal. Council will consider renewal and upgrade on a case-by-case basis and where possible any removal of existing playgrounds will be considered for relocation as opposed to demolition, dependent on the condition of the playground.

Where renewal works are to be undertaken Council will work closely with the community and undertake consultation to determine the scope of works. The budget will provide the guidance for the scale of the renewal.

Council will ensure the development of its playgrounds considers the following design elements:

- Relevant industry benchmark documents including:
  - Australian Standards for playgrounds.
  - Access Audits Australia How to develop more accessible playgrounds.
  - Department of Planning and Community Development the Good Play Space Guide: I can play too; and
  - National Heart Foundation of Australia, Healthy by Design: planners' guide to environments for active living.

5 ENGINEERING AND PROJECTS

- A balance between play value, access, safety and value for money.
- An environment which offers unstructured, exploratory play and low maintenance options for a range of ages and developmental stages.
- A design complimenting the location and layout, and which considers a combination of built and natural elements, links to existing infrastructure including public toilets, car parking, landscape and nearby access points where appropriate or available.
- Provision of an accessible environment which promotes inclusion and offers interactive accessible play opportunities including sensory and tactile components.
- A space providing opportunities for people to meet and play in a comfortable physical environment (shade, seating, etc.)
- Public art may be incorporated within the park design.

The playground renewal schedule will be flexible considering funding provision and essential upgrades as they occur. Council will actively seek contributions from other funding sources such as grant programs to support the renewal works. Council will consider use of public open space developer contributions to help offset any deficit in grant funding.

Council will consider the retirement of facilities which offer limited play value and experiences and are near larger playgrounds at the end of their reasonable life as governed by the playground inspection process.

Planning for any new development or associated removal will involve community consultation with the relevant user groups and wider community.

Compliance audits will be carried out prior to accepting hand-over of any newly constructed or renewed playground.

5.3 Renewal Project Management

Playground renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor building regularly up to engineers' specification.
- Survey of the project.

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy.

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of playgrounds assets to fair value. playgrounds valuation is conducted using playgrounds, assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual playgrounds structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the playground asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All playground assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Playgrounds Asset Depreciation is the value ($) of the already consumed portion of the playgrounds asset. For example, if the playgrounds asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Playground renewal projects are tracked within the council finance system using 'tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to playgrounds are:

- Broken equipment
- Soft fall replacement

8.3 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including buildings and structures. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under council's Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Councils intent to trial and implement *various technology related to monitoring of assets that may assist in process efficiencies in this space.*

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Council's intent to trial and implement *various technology related to monitoring of assets that may assist in process efficiencies in this space.*

11.3 Public Data Access

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to playgrounds that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are:

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

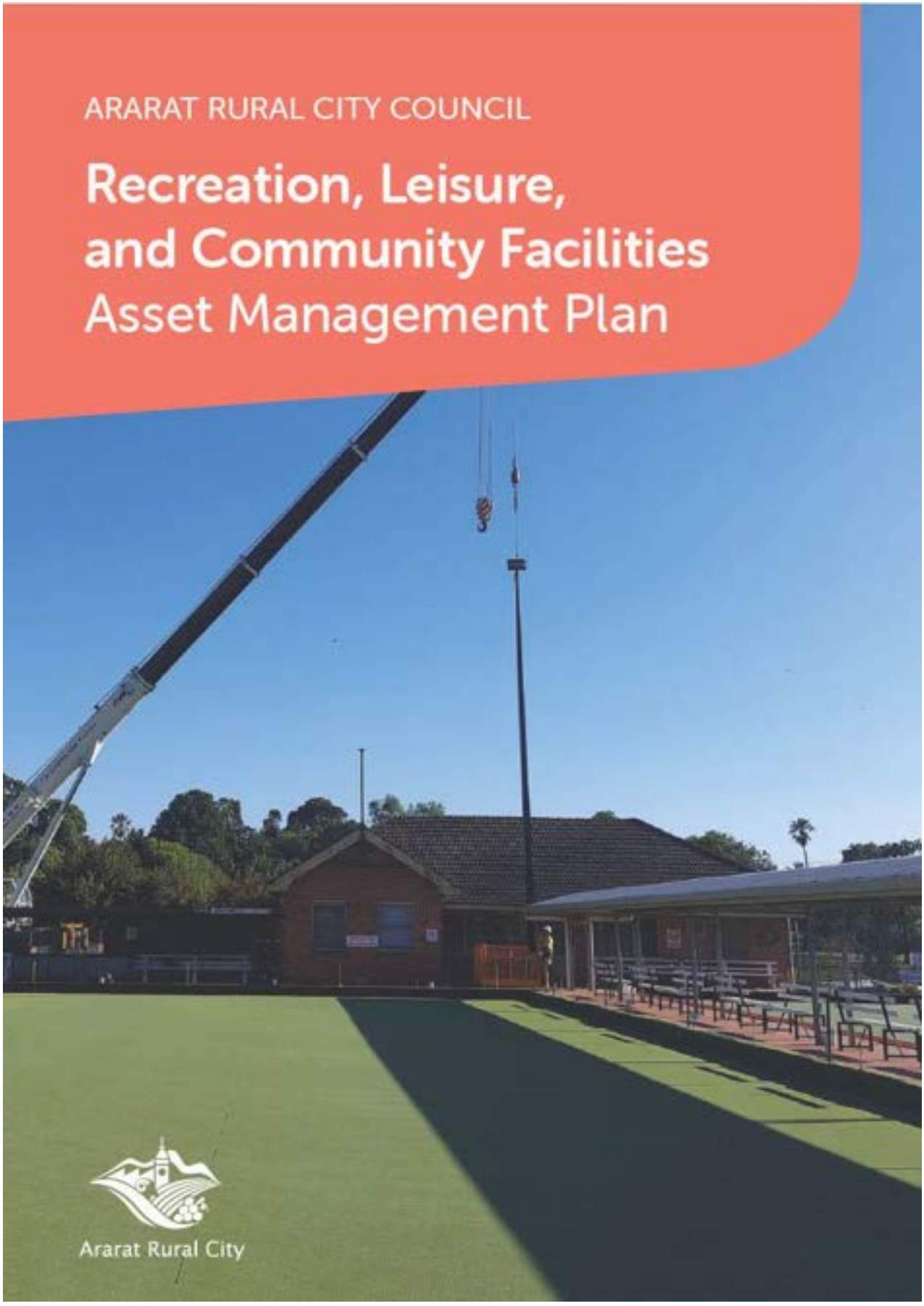
11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au


ARARAT RURAL CITY COUNCIL
Recreation, Leisure, and Community Facilities Asset Management Plan
Ararat Rural City

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2 INTRODUCTION

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its Recreation, Leisure, and Community Facilities network. This plan covers the entire lifecycle of all elements of managing the network including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Ararat Rural City Council will execute the management of its Recreation, Leisure and Community Facilities network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2.1 Recreation, Leisure, and Community Facilities Asset Class

The assets covered in this asset management plan include land improvements and an extensive network of recreation facilities ranging from sports grounds, courts, parks, and reserves. Assets include, but are not limited to:

- Recreational parks
- Four swimming pools
- One skate park
- One bouldering wall
- Sportsgrounds
- Outdoor basketball and netball courts
- Conservation and foreshore reserves
- Formal gardens
- Public toilets
- One aerodrome

Associated assets also include access infrastructure such as pathways, stairs, boardwalks, and ramps; outdoor furniture including showers, seats and drinking fountains and foreshore assets comprising boat ramps, piers, and pontoons.

Footbridges, carparks and buildings within parks and reserves are not considered within the scope of this document.

2.2 Asset Function

The function of the recreation, leisure and community facilities for the Ararat Rural City Council grouped into the following categories:

- Recreational Parks & Facilities
- Sports Grounds
- Lakes
- Formal Gardens
- Conservation Reserves

It is noted that while open spaces are classified by a particular function, they are multi-service focused. In this respect, open space assets are different from other infrastructure assets such as the road network and stormwater drainage systems which have a singular service focus.

2 INTRODUCTION

2.3 Future demand

The main demands for new services are created by:

- population and demographic change
- ageing infrastructure
- increased participation and use of Council's built and natural infrastructure.

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management.

2.4 Key stakeholders

Our assets are used by a broad cross-section of the community. The stakeholders in the management of Council's recreational, leisure and community facilities assets are many and often their needs are wide-ranging.

The relevant key stakeholders are:

- Councillors
- Council Officers
- Residents
- Visitors to the municipality
- Sporting clubs
- Utility agencies
- Developers
- Neighbouring councils
- Government departments
- Contractors
- Council's insurers

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness, equal access, and relevant value adding.

This plan will demonstrate to the various stakeholders that Council is managing its recreational, leisure and community facilities assets in a responsible manner.

2.5 Policy

This Asset Management Plan has a direct relationship with the following plans and policies:

- Council Plan
- Asset Management Policy
- Risk Management Policy

2.6 Legislative Requirements

The legislation relevant to the provision of services within Council's recreation, leisure and community assets is listed below. This list is not exhaustive but includes the key overarching Acts and Codes.

- Local Government Act 2020 and 1989
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Planning and Environment Act 1987
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Victorian Charter of Human Rights and Responsibilities
- National Construction Code 2015
- All other relevant State and Federal Acts and Regulations
- Ararat Rural City Council Local Laws
- Sports Association Guidelines

3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Recreation, Leisure, and Community Facility Class Definition

Ararat Rural City Council Recreation, Leisure and Community Facilities are broken down into four different classes. This breakdown serves as both a separator for type and also a means to value the Recreation, Leisure, and Community Facility network.

- Regional
- Town
- Neighbourhood
- Local

3.3 Recreation, Leisure, and Community Facilities Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Recreation, Leisure, and Community Facilities Network.

MANDATORY DATA

- Location
- Area
- Feature Type
- Constructed Date
- Classification

3.3.1 Spatial Data

The Ararat Rural City Council Recreation, Leisure and Community Facilities network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the asset as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4 Design Standards

Each recreation and open space asset under Council's control has complied with various design and construction standards relevant at the time of creation. However, Council faces the need to comply with new and changing standards over time.

3.4.1 Disability Discrimination Act (1992)

The Disability Discrimination Act (DDA, 1992) makes it a legal requirement for public places to be accessible for people with a disability. DDA compliance is a key consideration in the design and construction of any new or upgraded recreation and open space asset.

3.4.2 Playground Standard AS 4685:2014

Playgrounds must be designed and constructed in alignment with all relevant Australian Standards, such as AS 4685:2014.

3 ASSET MANAGEMENT

3.4.3 Universal design standards

The universal design policy recognises that human ability is enabled, supported, and encouraged by universally designed environments that provide everyone with the opportunity to participate unassisted or with minimal support. Any new infrastructure is intended to meet these standards.

Australian Standard 1428 also provides guidance on the minimum design requirements to enable access for people with disabilities.

3.5 Condition Inspection

Condition inspections occur via one of the following methods.

Level 1: Routine Maintenance Inspection (Asset Officer or Maintenance Staff)

Level 2: Condition Assessment (Asset Officer or Engineer)

Level 3: Industry Specific Inspection

3.5.1 Condition Definition

Condition Rules (1-5 overall general condition values with definitions)

Condition	Description
1. Very Good	Not likely to need replacement within the next 10 years.
2. Good	Not likely to need replacement within the next 10 years.
3. Fair	Likely need to replace most or all the asset in 5-10years, or minor components or isolated sections of the asset need replacement or repair now.
4. Poor	Likely need to replace most or all of the asset in 2-5 years, or need to do substantial work now.
5. Very Poor	Immediate need to replace most or all of the asset.

3.5.2 Condition Inspection Routine

INSPECTION DESCRIPTION	RATE
Condition 1	Inspect once annually
Condition 2	Inspect once annually
Condition 3	Inspect twice annually
Condition 4	Inspect twice annually
Condition 5	Inspect quarterly

3.6 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection). New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.7 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Asset Listing including specific attributes
- Spatial mapping of specific assets
- Condition Reports
- Maintenance Report

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to recreation, leisure and community facilities is the identification of defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Defect Inspection

Council undertakes a preventative maintenance inspection of recreation, leisure, and community facilities on Council owned assets annually. Members of Council's depot operations department undertake this process.

The results of the inspections provide Council with a way to review the condition of the built infrastructure and the natural environment. The results of which provide a list of maintenance works for Council's Parks and Gardens department to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded on Council's Confirm Asset Management System.

During these audits, an assessment of the condition of the equipment using a scale of 1-5 will be utilised, based on the tables below.

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a recreation, leisure, and community facility defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Grass – Sports fields

Condition	General Meaning
1. Very Good	Well maintained sports field meeting standard requirements, no visible signs of wear and usage, appropriate grass species with full sward coverage and evenness; good drainage not limiting usage. No works required.
2. Good	Sports field showing slight defects and deterioration, field showing some areas (<50%) visible signs of physical wear and usage, some drainage problems infrequently effecting use. Appropriate grass species with reasonable sward coverage and evenness. Deterioration has no significant impact on the field's appearance, usability, and safety. Only minor works required.
3. Fair	Sports field generally sound but showing minor defects, field showing visible (>50%) signs of wear and usage. Water ponding temporarily but frequently. Sward coverage has some gaps and lack of consistency, and grass species mixed or somewhat undesirable. Some deterioration beginning to affect the field's appearance, usability, and safety. Some work required, renovation likely in 3-4 years.
4. Poor	Sports field has significant defects, with 40% of the field showing visible signs of physical treatment, significant signs of usage and poor drainage limiting use for extended periods. Sward coverage has significant gaps and lack of consistency, grass species is undesirable. Defects causing a marked deterioration in the field's appearance, usability, and safety. Renovation needed within 1-2 years.
5. Very Poor	Sports field has serious defects, with significant signs of wear and usage. Water ponding over >30% of surface which preludes use. Sward coverage is very patchy with more bare soil/weeds than turf grass, and/or grass species is unsuitable. Defects resulting in unacceptable appearance, usability, and safety. Priority renovation/upgrading required.

4 DEPOT OPERATIONS

Synthetic Turf

Condition	General Meaning
1. Very Good	Synthetic turf showing slight defect and deterioration, <20% showing minor signs of wear and usage, level and smooth. Base sound with minor cracking only. Deterioration has no significant impact on appearance useability and safety. Only minor work required.
2. Good	Synthetic turf showing slight defect and deterioration, <20% showing minor signs of wear and usage, level and smooth. Base sound with minor cracking only. Deterioration has no significant impact on appearance useability and safety. Only minor work required.
3. Fair	Synthetic turf generally sound but showing minor defects, >20% showing visible signs of wear and usage. Some unevenness and ponding temporarily but frequently. Some deterioration beginning to affect the turfs appearance, usability, and safety. Some work required, renovation likely in 2-3 years.
4. Poor	Synthetic turf has significant defects showing severe areas of wear and usage. Surface uneven and poor drainage limiting use. Base showing significant cracks, non-level, or other problems. Defects likely to cause a marked deterioration in the turf's appearance, usability, and safety. Renovation needed within 1-2 years.
5. Very Poor	Synthetic turf has serious defects, with serious signs of wear and usage. Water ponding over >30% of surface which prevents use. Sward coverage is very patchy with more bare soil/weeds than turf grass, and/or grass species is unsuitable. Defects resulting in unacceptable appearance, usability, and safety. Priority renovation/upgrade required.

Seats and Benches

Condition	General Meaning
1. Very Good	Sound seating, well maintained with no defects. No work required
2. Good	As grade 1 but showing minor wear, tear, and deterioration e.g., slight staining of metal, minor impact damage, but no loss of protective coatings or corrosion of fastenings. Deterioration has no significant impact on Strength, functionality, and appearance of the seat. Only minor works required
3. Fair	Seat functionally sound, but appearance affected by minor defects e.g., Impact damage, loss of protective coatings, staining steel, minor corrosion and loosening of fastenings. Some deterioration beginning to be reflected in the strength, functionality, or appearance of the seat. Likely to require renewal within 3-5 years approx.
4. Poor	Seat functioning but with problems due to significant defects e.g., loss of protective coatings, corrosion of steel, welds and fastenings, impact damage, loose fastenings and supports, causing marked deterioration in strength, functionality, or appearance within 2-3 years. Likely to require renewal within 2-3 years.
5. Very Poor	Seat has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, safety, and appearance. Priority rehabilitation/ renewal required.

3 ASSET MANAGEMENT

Barbeques

Condition	General Meaning
1. Very Good	Sound barbeque constructed to current standards, well maintained with no defects. No work required.
2. Good	As grade 1 but not constructed to current standards, showing slight wear, tear, and deterioration of surfaces e.g., slight impact damage, surface weathering, hairline cracking in concrete but no damage to cooking plates and coin mechanism. Deterioration has no significant impact on operation and appearance of the barbeque. Only minor work required.
3. Fair	Barbeque functionally sound, but appearance affected by minor defects e.g., minor impact damage and vandalism, concrete cracks <2mm, surface weathering, chipping of stone, loss of mortar, staining of cooking surfaces. Deterioration beginning to affect the operation and appearance of the barbeque. Likely to require renewal within next 3-4 years approx.
4. Poor	Barbeque functioning but with problems due to significant defects e.g., cracks 2--10mm, mortar loss, loss of stone/loose stones, metal fittings and surfaces corroded or damaged, causing a marked deterioration in stability, operation, and appearance. Likely to require renewal within 1-2 years.
5. Very Poor	Barbeque has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in stability, operation, safety, and appearance. Priority rehabilitation/renewal required.

Shelters/ Gazebos/ Rotundas

Condition	General Meaning
1. Very Good	Sound shelter/rotunda constructed to current standards, well maintained with no defects. No works required
2. Good	As grade 1 but not constructed to current standards, showing minor wear, tear, and deterioration e.g., weathering of timber, staining of fastenings but no decay of timber or corrosion of steel. Deterioration has no significant impact on, safety and appearance of the shelter/rotunda. Only minor work required.
3. Fair	Shelter/rotunda functionally sound, but appearance affected by minor defects e.g., vandalism, slight decay of timber, and mild corrosion of fastenings. Deterioration beginning to affect the stability, functionality, or appearance of the shelter. Likely to require renewal within 5-6 years approx.
4. Poor	Shelter/rotunda functioning but with problems due to significant defects e.g., rotting/ splitting of timber, corrosion, loosening of fastening, causing a marked deterioration in stability, functionality, or appearance. Likely to require renewal within 3-4 years.
5. Very Poor	Shelter/ rotunda has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in stability, safety, and appearance. Priority rehabilitation/renewal required.

4 DEPOT OPERATIONS

Public Toilets

Condition	General Meaning
1. Very Good	Sound construction designed to current standards and well maintained with no defects. No works required.
2. Good	As grade 1 but not designed to current standards or showing minor wear, tear and deterioration of surfaces and fittings. Deterioration has no significant impact on stability, safety, appearance, and user satisfaction of the toilet. Only minor work required.
3. Fair	Toilet functionally sound, but appearance and reliability affected by minor defects. Some deterioration beginning to be reflected in appearance and user satisfaction, or does not meet current design standards, accessibility requirements or level of service. Some work required within 2-3 years.
4. Poor	Toilet functioning but with problems due to significant defects, causing a marked deterioration in appearance, functionality, and reliability. Does not meet current standards, accessibility requirements or level of service. Likely to require replacement or rehabilitation within 2-4 years.
5. Very Poor	Toilet has serious problems and serviceability, or structure has failed or is about to fail in the near future. Significantly below current standard, accessibility requirements or level of service. Urgent rehabilitation/renewal required.

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Equipment	Defect Inspection Interval	Customer Request Inspection
Grass – Sports fields	Monthly	2-5 days
Synthetic Turf	Monthly	2-5 days
Seats and Benches	Monthly	2-5 days
Barbeques	Monthly	2-5 days
Shelters/ Gazebos/ Rotundas	Monthly	2-5 days
Public Toilets	Monthly	2-5 days
Skate Park	Monthly	2-5 days
Bouldering Wall	Monthly	2-5 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks.
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration.

4 DEPOT OPERATIONS

4.2 Recreation, leisure and community facility Maintenance

Recreation, leisure, and community facility maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Recreation, leisure, and community facilities inspections are aligned with relevant Australian Standards.

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a recreation, leisure, and community facilities outside of reactive maintenance, where an operations maintenance team will visit a site and complete any maintenance works required on the recreation, leisure, and community facility where any defects exist outside of intervention levels.

- Operational inspections will be undertaken quarterly.
- Comprehensive (defect) inspection will be undertaken annually.
- Impact attenuating surfacing – every three years.

4.2.2 Reactive Maintenance

The depot operations team undertakes reactive recreation, leisure and community facilities maintenance. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Asset	Timeframe	Responsibility
Grass – Sports fields	2-5 days	Depot Operations
Synthetic Turf	2-5 days	Depot Operations
Seats and Benches	2-5 days	Depot Operations
Barbeques	2-5 days	Depot Operations
Shelters/ Gazebos/ Rotundas	2-5 days	Depot Operations
Public Toilets	2-5 days	Depot Operations
Skate Park	2-5 days	Depot Operations
Bouldering Wall	2-5 days	Depot Operations

5 ENGINEERING AND PROJECTS

5.1 Recreation, Leisure, and Community Facility Intervention Definitions

The purpose of recreation, leisure and community facility intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a recreation, leisure, and community facility defect:

Asset	Timeframe	Responsibility
Grass – Sports fields	2-5 days	Depot Operations
Synthetic Turf	2-5 days	Depot Operations
Seats and Benches	2-5 days	Depot Operations
Barbeques	2-5 days	Depot Operations
Shelters/ Gazebos/ Rotundas	2-5 days	Depot Operations
Public Toilets	2-5 days	Depot Operations
Skate Park	2-5 days	Depot Operations
Bouldering Wall	2-5 days	Depot Operations

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5 ENGINEERING AND PROJECTS

5.2 Renewal and Capital Works Planning

Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces, or renews an existing asset to its original service potential.

Work over and above restoring an asset to original service potential is an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs. Assets requiring renewal are identified using a combination of an analysis of the long-term financial needs at a network level and Council's asset information to identify specific assets requiring renewal at a project level.

5.2.1 Renewal strategy

Renewal strategies are based on assessing a range of factors to ensure the appropriate level of investment is targeted at the optimum time to ensure assets remain fit for purpose and that renewal plans are efficient and effective.

The factors considered include the following:

- criticality
- maintenance and/or failure history (i.e., when do ongoing maintenance works become uneconomic)
- age
- expected life
- remaining useful life
- condition (where known)
- condition prediction
- geographical grouping
- timing in relation to linked asset renewal plans
- Risk Assessment based on priority of renewal factors by engineers
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers

As a general principle the number and cost of repairs will determine the optimum timing to invest in the renewal of assets. Every time an asset is repaired it provides information about its performance, rate of deterioration, and a prediction of the optimum time to renew. As the rate of repairs increase, a prediction can be made about the optimum time to renew an asset to keep the cost of ownership at the optimum level.

5.2.2 Renewal strategy

Council's construction standards are based on various standards necessary to accommodate the demands and technical requirements placed on our assets. These standards take into consideration the extensive work previously undertaken by the various professional and industry bodies such as:

- Building Code of Australia
- Commonwealth Disability Standards
- Australian Standards

All renewal works shall comply with Council's engineering standards and specifications for design and construction that apply at the time. The design of recreational, leisure and community facilities renewal works are in all cases undertaken by suitably qualified and experienced practitioners where necessary

5.2.3 Renewal ranking criteria

In general, renewal works are prioritised and planned by assessing the following considerations:

- safety issues
- physical condition
- risk and asset criticality
- community/user feedback; and
- location and use type and patterns

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- have a high consequence of failure
- have high use and subsequent impact on users would be greatest
- have a total value representing the greatest net value
- have the highest average age relative to their expected lives
- are identified in the asset management plan as key cost factors
- have high operational or maintenance costs
- have replacement with a modern equivalent asset that would provide the equivalent service at a savings

5 ENGINEERING AND PROJECTS

5.3 Renewal Project Management

Recreation, leisure, and community facility renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor project regularly up to engineers' specification
- Condition Assessment
- Plan rectification or renewal of asset

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy.

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references council's Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of recreation, leisure, and community facility assets to fair value. Recreation, leisure, and community facility valuation is conducted by assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual recreation, leisure, and community facility to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the recreation, leisure and community facility asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All recreation, leisure and community facility assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Recreation, leisure, and community facility Asset Depreciation is the value ($) of the already consumed portion of the asset. For example, if the recreation, leisure, or community facility asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Recreation, leisure, and community facility renewal projects are tracked within the council finance system using 'tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to drainage are:

- Broken or damaged facilities
- Vandalism on facilities

8.3 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including recreation, leisure, and community facilities. Customers have the ability to log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

10 GOVERNANCE/CEO'S OFFICE

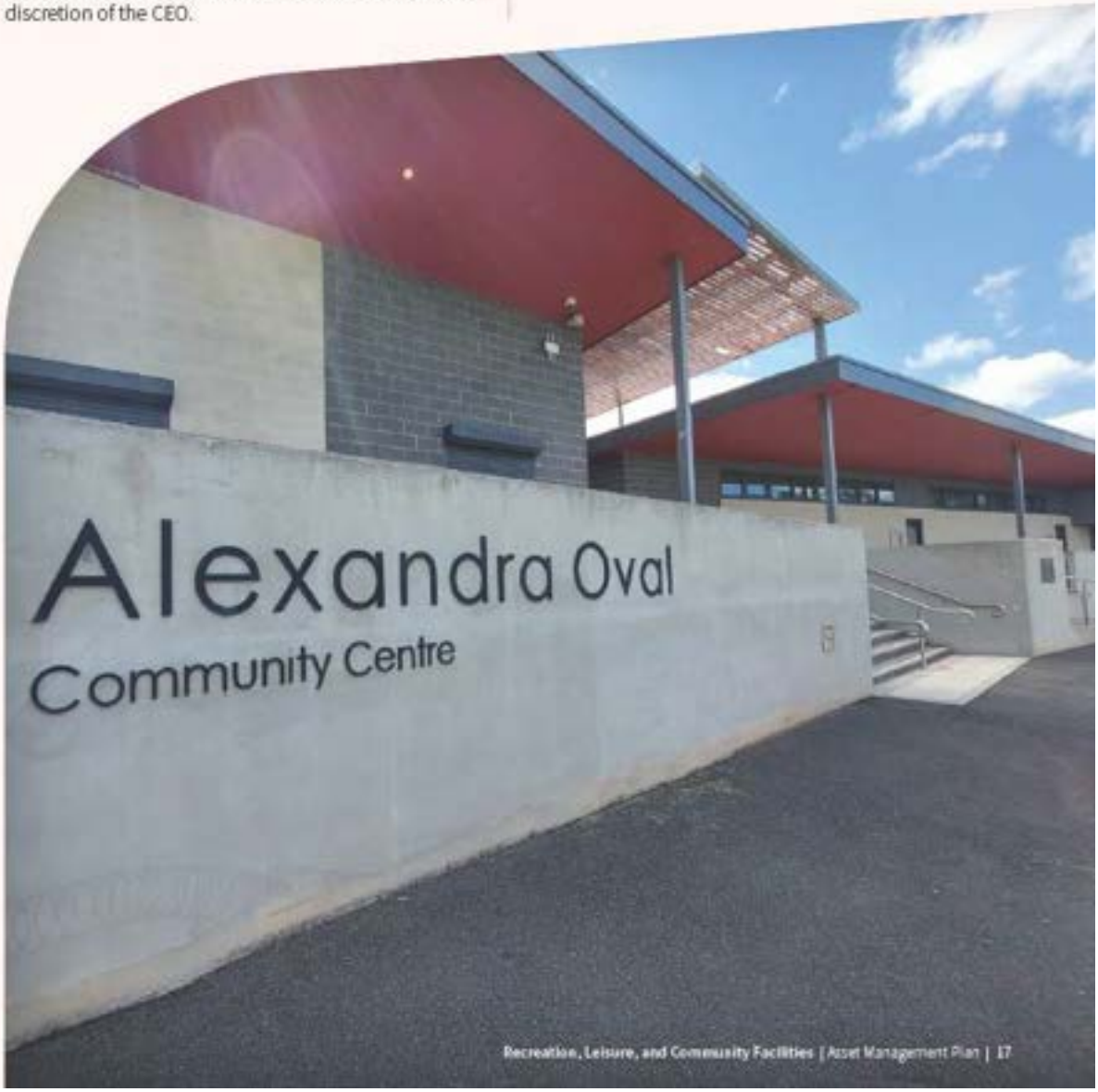
10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.



11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Councils intent to trial and implement storm water sensor technology on problem drains within the municipality, to support our responsiveness in this space.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Council's intent to trial and implement this technology where possible.

11.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to recreation, leisure and community facilities that may be considered for future public access including:

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are:

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

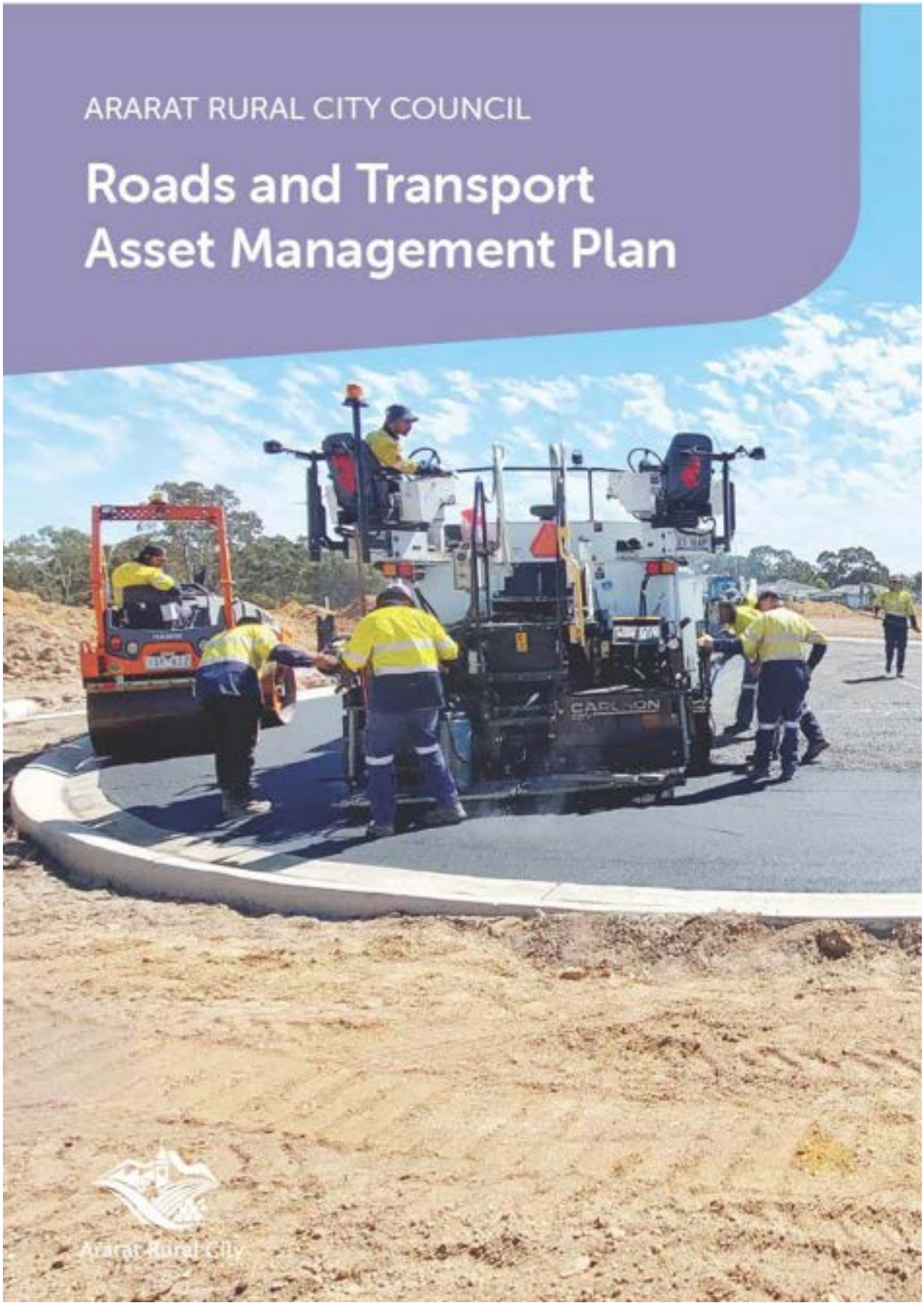
11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au


ARARAT RURAL CITY COUNCIL
Roads and Transport
Asset Management Plan
Ararat Rural City

CONTENTS

1 PLAN INTENTION & STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its Roads and Transport network. This plan covers the entire lifecycle of managing the Roads and Transport assets including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its Road and Transport network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 INTRODUCTION – ROAD AND TRANSPORT ASSET CLASS

Road - *"A wide way leading from one place to another, especially one with a specially prepared surface which vehicles can use."* Oxford Dictionaries.

Road infrastructure is extensive within Ararat Rural City Council with current road surface volumes exceeding 750km sealed road and 1400km unsealed road. Road infrastructure provides the purpose of travel from one place to another typically via vehicle or truck but may also include other road registered vehicles such as heavy farm equipment.

This plan excludes the management of roads maintained by either state or federal department.

The following graphic demonstrates the municipal boundaries of the Ararat Rural City Council. Road assets contained within the boundaries which are not either state or federal roads are the responsibility of Ararat Rural City Council to maintain.

2 INTRODUCTION – ROAD AND TRANSPORT ASSET CLASS

The fundamental purpose of this Road and Transport Asset Management Plan is to improve Council's long term strategic management of its road and transport infrastructure. This plan communicates the actions required for the responsible management of assets and the associated services provided, compliance with regulatory requirements and funding needed to provide the required levels of service to the community.

This asset management plan is to be read in conjunction with the Ararat Rural City Council planning documents, including the Asset Management Policy along with other key documents including:

- Road Management Plan
- Ararat Rural City Council Plan 2021 – 2025
- Ararat Rural City Council Financial Plan 2021-2031
- Ararat Rural City Council Asset Plan 2021-2031
- Ararat Rural City Council Road Register

The infrastructure assets covered in this Road and Transport asset management plan are shown in Table 1. These assets either directly or indirectly provide or support access across the municipality.

ASSET CATEGORY	DIMENSIONS
Sealed Roads	764 Km
Unsealed Roads	1420 Km
Natural Surface Road	240 Km

3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software – Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Road and Transport Class Definition

Ararat Rural City Council Roads and Transport assets are broken down into different classes. This breakdown serves as both a separator for type and a means to value the roads and transport network. Each class has a different unit rate of replacement applied allowing the road network to be valued by multiplying the unit rate by the area of the asset as provided in the attached Asset Valuation Policy - Valuations Policy - Major Asset Classes.docx.

HIERARCHY	DESCRIPTION
Link Roads	Connect to or between townships. Connect townships to arterial roads. Connect to major tourist destinations. Connect to major industrial centres.
Collector Roads	Connect between link roads. Connect to minor tourist destinations. Connect to minor industrial centres. Connect access roads to link roads or arterial roads.
Access Residential	Provide access to one or more dwellings. Provides secondary access to urban commercial properties.
Access Property	Provide access to one or more properties.
Ancillary Areas	Carparks Rest areas Parking lanes

3 ASSET MANAGEMENT

3.2.1 Assets not included in this plan

Assets specifically excluded from this plan include:

- Boundary roads allocated to the adjoining municipality. However, in some instances the agreements may allow for cost sharing of specified capital works on the roads. Such works will only be carried out if an agreement exists between the municipalities concerned.
- Arterial roads that are declared as such pursuant to Section 14 of the Road Management Act 2004. These roads are historically referred to as State Highways or Main Roads. Arterial roads perform a regional link function and as such they traverse more than one municipality.
- Roads on Crown Land that are not included on Council's Road register eg: state forest roads and tracks.
- Railway crossing components for which Council is not the responsible authority.
- Utility services.
- Private vehicle crossings/driveways as covered in the Road Management Plan in Section 6.5.2 Private Owner Responsibilities
- Overhanging vegetation from Private Land.
- Nature Strips.
- Bridges and Major Culverts – refer to Asset Management Plan – Bridges and Major Culverts
- Water Authority Bridges and Structures.
- Footpaths
- Tracks on 'unused roads' ('paper roads')

3.2.2 Boundary roads

Council's road network connects to those of five adjoining municipalities as follows:

- Pyrenees Shire Council
- Moyne Shire Council
- Southern Grampians Shire Council
- Northern Grampians Shire Council
- Corangamite Shire Council

Boundary agreements with adjoining municipalities were formulated and adopted in the late 1990's, as all boundary roads are rural in nature there are no assets, such as footpaths on the same section of boundary road reserve where the operational responsibility need to be shared. A practical approach was adopted with agreements being reached to equitably allot operational responsibility for full road width for specific sections of boundary road to each municipality.

3.2.3 Key Stakeholders

Key stakeholders in this asset management plan include:

STAKEHOLDER	RESPONSIBILITY
Private car drivers, cyclists, pedestrians, motorised buggy users	Customer
Industrial and commercial operators and other transport services	Customer
Public Transport Services	Customer
School Bus Services	Customer
Bicycle User Groups	Customer
Road Authorities/Government Departments (Department of Transport, DECCA)	Other Interested Party
Land Developers	Other Interested Party
Road Safety Organisations	Other Interested Party

3.2.4 Legislative requirements

Legislation or regulation which impacts on this plan are:

- Road Management Act 2004
- Transport Act 1983
- Road Safety Act 1986 (Amended 2004)
- Ministerial Code of Practice – Road Management Plans (September 2004)
- Road Management Act 2004 – Code of Practice – Operational Responsibilities for Public Roads (December 2004)
- Road Management Act 2004 – Code of Practice – Management of Road and Utility Infrastructure in Road Reserves
- Neighbourhood Amenity Local Law 2022
- Roads to Recovery Act 2000
- Subdivisions Act 1988
- Disability Discrimination Act 1992
- Catchment and Land Protection Act 1994
- Flora and Fauna Guarantee Act 1988
- Environment Protection and Biodiversity Conservation Act 1999
- Building Codes
- Water Act 1989
- Aboriginal Heritage Act 2006
- Aboriginal Heritage Amendment Act 2016
- Local Government Act 2020 & 1989

4 ROAD AND TRANSPORT DATA SCHEMA

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Road and Transport Network.

- RM-PW-Cracks >15mm W x 200mm L
- RM-PW-Missing/Damaged Handrail
- RM-PW-Hazard/Slippery Material
- PW-Cracking <15mm W < 200mm L
- RG-Missing/Damaged Sign
- RG-Roadside Overgrown Veg
- RG-Missing/Damaged Guard Rail
- RG-Missing/Damaged Guidepost
- RG-Faded Line marking
- RG-Missing/Damaged Fire Plug
- RG-New Line marking
- RM-Pothole >400 W & >75 D
- RM-Pothole >400 W & 75-100 D
- RM-Seal missing > 1 sqm
- RM-Seal Deformation >100mm 2.4m
- RM-Low skid resistance > 25m L
- RM-Seal crack >25 W & 400 L
- RM-Edge drop unseal shldr >75
- RM-US Pothole >400 W & 100 D
- RM-US Pothole >400W & 100-150D
- RM-Pothole shldr >400W & 100D
- RM-US Deformation >150 > 2.4m
- RM-US Deformation >200 > 2.4m
- RM-Corrugations >60 D & >20m L
- RM-NS Deformation >300mm >2.4m
- RM-Washaway >100 over 2.4m
- RM-Shoving/heaving >100D >2.4m
- RM-Oil or substance spills
- RM-Fallen trees or rock >200 W
- RM-Fallen tree or rock 50-200W
- RM-Material on Road >100 W
- RM-Vegetation <4.5m clearance
- RM-Dead animals on carriageway
- RM-Livestock on road reserve
- RS-Pothole in Seal
- RS-Gravel Shoulder Defect
- RS-Pavement Deformation
- RS-Shoulder Grading
- RS-Edge Drop
- RS-Patching
- RS-Seal Cracking
- RU-Gravel Pothole
- RU-Surface Roughness
- RU-Shape Loss

MANDATORY DATA

Sealed/unsealed
Road start/end coordinates
Road Width
Road class
Condition level
Frequency of maintenance

OPTIONAL DATA

Construction date/Reseal date
VPD/ traffic count data

4.1.1 Spatial Data

The Ararat Rural City Council Road and Transport network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

4.2 Inspection Schedules

Inspection Schedules are nominated as per the Road Management Plan Appendix A as below:

4.2.1 Roads Defect Inspection and Night Inspection and Schedule

Day: Inspect for defects including potholes, seal damage or failure, pavement damage or failure, local pavement deformation, shoulder or edge damage, drainage issues, line marking, and signage.

Night: Inspect signs, reflectors and line marking for effectiveness in times of low light and poor visibility.

	Urban				Responsibility			
	Link	Collector	Access Residential	Access Property	Link	Collector	Access Residential	Access Property
Day	1 year	1 year	1 year	2 years	1 year	1 year	1 year	2 years
Night	3 years	3 years	3years	3 years	3 years	3 years	Nil	Nil

4.2.2 Roads Storm or Other Event Inspection from Notification

Inspect impairment associated with storm or other event.

Responsibility - Operations & Infrastructure.

4.2.3 Condition Definition

Condition Rules (1-5 overall general condition values with definitions):

Condition State	Subjective Rating	Description	Action	Residual Life (Estimated % design life remaining)
1	Very Good	Structural: Sound physical condition. Insignificant deterioration. Asset likely to perform adequately without major work for 20 years or more. Serviceability: No or insignificant surface defects apparent. Routine maintenance only required.	No immediate action required. Maintain standard programmed condition assessment.	60% to 100%
2	Good	Structural: Acceptable physical condition; minor deterioration/minor defects evident. Serviceability: Minor increase in pavement roughness counts. Some minor surface defects apparent. Negligible short-term failure risk but potential for deterioration in long- term (15 years plus). Only minor work required (if any).	No immediate action required other than possible routine maintenance. Maintain standard programmed condition assessment.	35% to 60%

4 ROAD AND TRANSPORT DATA SCHEMA

Condition State	Subjective Rating	Description	Action	Residual Life (Estimated % design life remaining)
3	Fair	Structural: Moderate to significant deterioration evident; Minor components or isolated sections of the asset need replacement or repair now but not affecting short term structural integrity. Serviceability: Moderate increase of pavement roughness but asset still functions safely at adequate level of service. Failure unlikely within next 10 years but further deterioration likely and major replacement likely within next 5 to 15 years. Work required but asset is still serviceable.	Take action as appropriate to address defects and if necessary, routine patching, crack filling, rejuvenation. Monitor with programmed condition assessment for rehabilitation and/or renewal in medium term.	20% to 35%
4	Poor	Structural: Serious deterioration and significant defects evident affecting structural integrity. Serviceability: Significant increase in pavement roughness. Substantial work required in short term to keep asset serviceable. Failure likely in short to medium term. Likely need to replace most or all of asset within short term (possibly next 2 years). No immediate risk to health or safety but works required within 2 to 5 years to ensure asset remains safe.	Take immediate action as appropriate to address the defects. Immediately undertake risk assessment and further investigate options. Schedule appropriate action – rehabilitation or renewal in short term.	10% to 20%
5	Very Poor	Structural: Serious deterioration and significant defects evident affecting structural integrity. Serviceability: Significant increase in pavement roughness. Substantial work required in short term to keep asset serviceable. Failure likely in short to medium term. Likely need to replace most or all of asset within short term (possibly next 2 years). No immediate risk to health or safety but works required within 2 to 5 years to ensure asset remains safe.	Take immediate action as appropriate to address the defects. Immediately undertake risk assessment and further investigate options. Schedule appropriate action – immediate rehabilitation or renewal.	0% to 10%

4.3 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e. for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

4.4 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Road and Transport asset listing including attributes.
- Road and Transport spatial mapping.
- Road and Transport condition report by class.

Road and Transport maintenance report.

5 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to Road and Transport Asset Management is; the identification of road defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

5.1 Defect Inspection and Routine

Refer to Item 4.2.1.

5.2 Maintenance Response Time

5.2.1 Prioritisation of Interventions

The following intervention response times apply from the time of identification by council of a defect that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response has been completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being reasonably managed through temporary treatment provisions.

For dwelling access roads and property access roads that are of natural surface or without formation, the intervention standard for natural surface road or track shall apply regardless of the road's hierarchy. The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade the asset or maintain the asset to a standard higher than that to which it was constructed.

RESPONSE CODE	RESPONSE MECHANISM	RESPONSE TIME
A	Inspect and rectify if possible, or provide appropriate warning, or place on maintenance program.	Within 1 business day of inspection or notification.
B		Within 2 business days of inspection or notification.
C		Within 10 business days of inspection or notification.
D		Within 20 business days of inspection or notification.
E		Within 60 business days of inspection or notification.
F		Within 6 months of inspection or notification.
G		Within 1 year of inspection or notification.

5 DEPOT OPERATIONS

5.2.2 Defect Identification

The following table is used to identify if any defect exists when undertaking a road and transport defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

ASSET TYPE	DESCRIPTION OF HAZARD	URBAN			
		LINK	COLLECTOR	ACCESS RESIDENTIAL	ACCESS PROPERTY
Road Surface and Pavements					
Road	Size of potholes are greater than 300 millimetre in diameter and 100 millimetres in depth.	C	C	D	F
	Edge of sealed pavement breaks or loses material and reduces the pavement width more than 200 millimetres or has a > 100 mm drop off over 20 metres of length.	E	E	F	G
	Shoving / Depressions or Rutting on road surface should be greater than 75 millimetres in depth.	F	F	F	G
	Crocodile Cracking should affect more than 3 squares metres in road pavement and surface.	F	F	F	G
	Corrugations should be more than 75 millimetres in depth and more than 20 metres in length.	N/A	N/A	F	F
	Accumulation of loose materials on sealed traffic lanes.	N/A	C	D	F
	Oil spill or water over road.	A	A	A	B

RURAL			
LINK	COLLECTOR	ACCESS RESIDENTIAL	ACCESS PROPERTY
Road Surface and Pavements			
C	D	F	N/A
D	E	F	N/A
F	F	G	N/A
F	F	F	N/A
N/A	D	E	F
C	D	E	E
A	A	B	C

5 DEPOT OPERATIONS

ASSET TYPE	DESCRIPTION OF HAZARD	URBAN			
		LINK	COLLECTOR	ACCESS RESIDENTIAL	ACCESS PROPERTY
Road Surface and Pavements					
Kerb & Channel	Vertical or Horizontal displacement is more than 100 millimetres or asset broken / displaced	F	F	G	G
Signs	Regulatory, warning and hazard signs missing, illegible at 100 metres distance or damaged, making them substantially ineffective	E	E	E	F
Bollards and Guide-posts	Bent, loose, damaged, non-functional, or causing injury to the general public;				
	• Greater than 10 degrees off the vertical or;	E	E	F	G
	• Greater than 5% surface dented or;	E	E	F	G
	• Greater than 5% surface corroded /rusty.	E	E	F	G
Vegetation	All tree defects including intrusion into pedestrian and/ or vehicle clearance zone and sight distance issues that limit clear vision.	E	E	F	G
Line marking	(1)-Missing or damaged RRPM's (Reflective Raised Pavement Markers) and / or (2)- Delineation or line marking not visible or ineffective	E	F	G	G

RURAL			
LINK	COLLECTOR	ACCESS RESIDENTIAL	ACCESS PROPERTY
Road Surface and Pavements			
G	G	N/A	N/A
E	E	F	G
E	F	G	G
E	F	G	G
N/A	N/A	N/A	N/A
D	E	F	G
E	F	G	G

5 DEPOT OPERATIONS

5.3 Road and Transport Maintenance

Road and Transport Maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

ROAD TYPE	HIGHER FUNCTION SEALED ROADS	HIGHER FUNCTION SEALED ROADS	UNSEALED ROADS
Inspection Frequencies	1-2	2-3	At least on annual basis, at the same time each year

5.3.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a road and transport assets outside of reactive maintenance, where a road maintenance team will visit a site and complete any maintenance works required on the road and transport asset where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the Road Management Plan 28 January 2021 pdf.

5.3.2 Reactive Maintenance

Reactive Road and Transport maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who triages and distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on the urgency of identified defects through an inspection process. Reactive Maintenance is undertaken in accordance with the Road Management Plan 28 January 2021 pdf.

6 ENGINEERING AND PROJECTS

6.1 Road and Transport Intervention Definitions

The purpose of Road and Transport intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

Refer to Item 4.2 for the table outlining the response time to a Road and Transport defect dependant on the road hierarchy that the Road and Transport resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

For dwelling and property access roads that are of natural surface or without formation, the intervention standard for natural surface road or track shall apply regardless of the road's hierarchy.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Refer to IPWEA Practice Note 9: Condition Assessment & Asset Performance Guidelines, Appendix 3 – Visual Assessment Guide.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

6.2 Renewal and Capital Works Planning

- Council Road and Transport assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Average traffic volume
  - Significance of asset for agricultural and other key industries
  - Date from which the asset has been identified as eligible for renewal.
- Renewal of Road and Transport assets will consider foreseeable road network growth, and potential expansions of asset use in the future. Road and Transport assets will be designed to meet all current standards and industry best practice documents, including:
  - VicRoads Road Design Notes
  - Austroads Guide to Road Design: Set
  - Austroads Guide to Pavement Technology: Set
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

6.3 Renewal Project Management

Road and Transport renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor roads regularly up to engineers' specification.

7 CONTRACTS AND PROCUREMENT

7.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. Procurement Policy FINAL 30 May 2023.pdf.

7.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

7.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

8 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes.

8.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of Road and Transport assets to fair value. Road and Transport valuation is conducted using (refer to section 3.2), assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual road to the assigned unit rate.

8.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

8.3 Asset Written Down Value

The current written down value of the Road and Transport asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

8.4 Recurrent and Non-Recurrent Assets

All Road and Transport assets are treated as recurrent and financially planned for as a renewal asset.

8.4 Asset Depreciation

Road and Transport Asset Depreciation is the value ($) of the already consumed portion of the Road asset. For example, if the Road and Transport asset is expected to last 30 years and it is currently 15 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

8.6 Representation of Asset Costings within Finance System

Road and Transport renewal projects are tracked within the council finance system using 'tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

9 CUSTOMER SERVICE

9.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

9.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to Roads and Transport are:

- Poor surface
- Potholes
- Edge of seal breakage
- Rutting
- Crocodile cracking
- Corrugation
- Oil or water over roads
- Broken Kerb and Channel
- Signs missing or damaged
- Guideposts damaged or missing
- Missing or damaged Reflective Raised pavement markers
- Line marking not visible or ineffective
- Overgrown surrounds
- Feedback
- General feedback is captured by customer service via email

9.3 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including Road and Transport assets. Customers have the ability to log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

10 RISK/OCCUPATIONAL HEALTH AND SAFETY

10.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures. OHS Policy FINAL 19 January 2021.

11 GOVERNANCE/CEO'S OFFICE

11.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

11.2 Audit

This plan will be available for all standard audit requirements.

12 ORGANISATIONAL TRANSFORMATION

12.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

12.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement flood Monitoring technology mounted underneath bridge structures.

12.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to Road and Transport assets that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

12.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are:

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

12.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

13 REFERENCES

Asset Management Policy FINAL Feb 2011.pdf

OHS Policy FINAL 19 January 2021

Procurement Policy FINAL 30 May 2023.pdf

Risk Management Policy FINAL 21 September 2021.pdf

Road Management Plan 28 January 2021.pdf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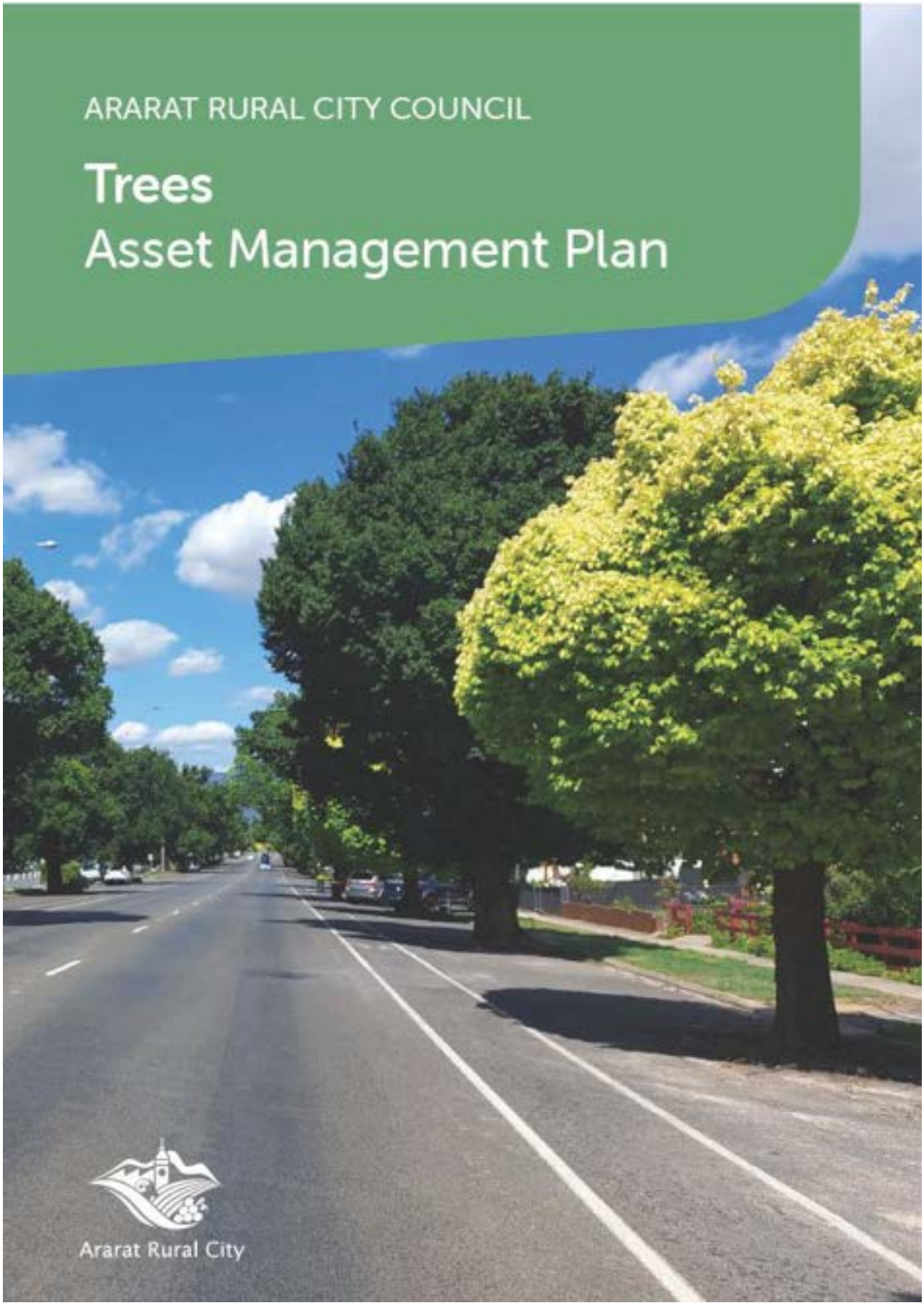
Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au


ARARAT RURAL CITY COUNCIL
Trees
Asset Management Plan
Ararat Rural City

CONTENTS

1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its Tree network. This plan covers the entire lifecycle of all elements of managing the Tree network including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Ararat Rural City Council will execute the management of its tree network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 INTRODUCTION

2.1 Tree Asset Class

The Ararat Rural City Council (Council) has a very wide diversity of trees in terms of species, age, size, and density. There are seven Avenues of Honour which contain 187 culturally significant trees and many others are within the Alexandra Gardens, major parks and national park land.

There is limited detail on the total number, species, and condition of the tree population in the municipality. Collection and recording of data on Council's trees is commencing but completing this and maintaining up to date records requires significant resources to protect and enhance the overall tree assets in the Ararat municipality. Trees are an essential part of the urban and rural landscape, providing economic, social, and ecological benefits. They are highly important and should be managed similarly to other Council assets. Trees are however living assets and need to be managed accordingly.

2.2 Key stakeholders

Trees, like any other asset, need to be managed to maximise their benefits and minimise adverse effects. As biological assets, trees do not behave evenly over their life and are prone to many factors outside the control of the tree owner e.g. drought, weather, site conditions, contractor/service provider interference and disease. Their life cycle can vary enormously, is not easy to predict and require ongoing assessment.

Trees take many years to develop to maturity and provide maximum benefits to the community and the local ecology. They cannot be quickly replaced. The retention and protection of larger trees is important, especially in an expanding and everchanging urban environment as they provide the maximum community benefit.

Ararat Rural City Council is committed to the efficient and effective management of trees within the municipality, however given the number of trees, it is not possible to completely address all risks associated with trees at any one time, as such, the inspection and maintenance of the tree network is conducted on a risk basis.

Trees are assessed based on their location, any identifiable defects, the probability of the defects resulting in limb or trunk failure and the likely consequences if failure occurs. Proactive and reactive works will always need to be managed carefully when the level of resources is limited.

A basic inventory of trees which includes their location, species, condition, size and surrounding environment provides the basis for making qualified decisions. It is also essential to be able to interrogate the data and keep the information up to date. To this end it is important that any works conducted are recorded in Council's asset management system, "Confirm". Council continues these efforts to map and assess the large number of trees within the municipality. Currency and completeness of inventory data is also essential for good long term strategic assessment, direction and plan development.

3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Local Government Act 2020 and 1989
- Asset Management System
- Asset Class Definition
- Asset Data Structure and Schema
- Intervention Definitions
- Condition Definition and Inspection
- Asset Attribute Data Collection and upkeep
- General Asset Reporting

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Tree Class Definition

Ararat Rural City Council Tree are broken down into Tree different classes. This breakdown serves as both a separator for type and a means to value the Tree network.

Code	Description
1	Street Trees - Trees that are located on nature strips throughout the community
2	Park Trees - Trees located in parks in the community.
3	Heritage Trees - Significant for their age or size or acting as a living memorial to events that are important to people and communities.
4	Native Bushland - Areas of high conservative value to fauna.

Asset Class	Asset Type	Asset Component	Asset Subcomponent
Natural Assets	Vegetation	Roadside reserve Riparian reserves	Trees Shrubs Grasses
	Trees	Street trees Roadside trees Reserves	
	Water ways	Creek River Ocean Estuary Lake Wetland Pond	Riparian edge Weir Bed Water Bank Aquatic vegetation

3 ASSET MANAGEMENT

Where more data is available, include:

- Tree useful life - (derived from historical council data relating to the life of roadside tree assets, or from published data). For other asset classes, useful life is a key input to decision making, particularly predicting the timing of an asset renewal. For roadside trees, this data may not be as useful but may assist in long term planning.
- Fauna inhabiting or relying on the tree
- Tree age
- Health
- Historic significance
- Significant Tree Register
- Presence of hollows

3.3 Stakeholders

Internal stakeholders for the roadside tree sites, include:

- Council
- Asset managers
- Environmental scientists/managers
- Weed officers
- Roadside maintenance crews
- Compliance officers
- Planners
- Subject matter experts
- Emergency management staff
- Financial managers

External stakeholders include, but are not limited to:

- Adjacent landowners
- Regulators
- Special interest groups
- Emergency services
- Landcare groups
- Department of Transport
- Utilities
- Biodiversity and Conservation Trusts
- Parks Victoria
- Department of Energy, Environment and Climate Action (DECCA)

3.4 Applicability

This Tree Asset Management Plan will be applicable to the following:

- Street trees planted by Council or for which Council has assumed responsibility.
- Parkland trees planted by Council or for which Council has assumed responsibility located in Council managed parks and reserves.
- Trees located in other Council owned for managed properties.

Excluded from the tree asset management plan are the following:

- Private trees located on private land.
- Roadside trees pursuant to Section 107 of the Road Management Act 2004[1]

3.5 Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Tree Network

MANDATORY DATA

- Genus
- Species, Height, Spread, DBH
- Date planted.
- Age
- Condition
- Photos

OPTIONAL DATA

- Canopy area?

3.5.1 Spatial Data

The Ararat Rural City Council Tree network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the tree as a three-dimensional model (using LiDAR etc) is not available at this time.

[1] Council has no Statutory or Common Law duty to inspect roadside trees, inspections and mitigation works are conducted when resources allow for such works or in the event of a reactive inspection.

3 ASSET MANAGEMENT

3.6 Tree Inspection

Council will endeavour to assess all applicable trees within the Municipality to determine their potential for public risk with inspection frequencies determined by that potential. Trees in "high risk" areas will warrant more frequent inspections. To enable Council to effectively monitor and maintain its tree assets, Council must maintain an up-to-date inventory of applicable trees within its Confirm Asset Management System. Each tree in Confirm is uniquely identified and assigned a category in the hierarchy relevant to its location. Information contained within this inventory is defined within Council's data standards.

Condition inspections occur via one of the following methods.

- Level 1 Routine Maintenance Inspection (Asset officer or Maintenance staff)
- Level 2 Condition Inspection (Asset Officer)
- Level 3 Technical/Professional - as required utilising external expertise (Arborist)

3.6.1 Condition Definition

Street Trees

Condition	Description
Very Good	Healthy tree in correct shape for species and location. Well maintained with no significant defects and no evidence of deterioration. No work required.
Good	As grade 1 but showing slight defects and deterioration e.g., <5%-10% bark damage, <10% deadwood, but no dead branches. Deterioration has no significant impact on health, safety and appearance of the tree. Only minor works required.
Fair	Tree generally sound but appearance affect by minor defects e.g., vandalism, 5-10% bark damage, 10-15% deadwood, inappropriate shape, some rubbing and dead branches but no safety risk. Some deterioration beginning to affect the health, and appearance of the tree. Some work required. Replacement/ rejuvenation possible within 3-6 years.
Poor	Tree has significant defects e.g. 10-15% bark damage, 15-25% deadwood, broken branches, some rot and disease, poor shape and up to 5% dead or rubbing branches, causing a marked deterioration in appearance, health and safety of the tree. Impact from adjacent paths or kerbing. Significant work required replacement/ rejuvenation needed within 1-3 years.
Very Poor	Unhealthy tree with serious defects and has died or is about to die in the near future e.g., >15% bark damage, >25% deadwood, >5% dead branches, significant disease and rot resulting in unacceptable deterioration in appearance, health and safety. Priority replacement required.



3 ASSET MANAGEMENT

Park Trees

Condition	Description
Very Good	Healthy tree in correct shape for species and location. Well maintained with no significant defects and no evidence of deterioration. No work required.
Good	As grade 1 but showing slight defects and deterioration e.g., <5%-10% bark damage, <10% deadwood, but no dead branches. Deterioration has no significant impact on health, safety, and appearance of the tree. Only minor works required.
Fair	Tree generally sound but appearance affect by minor defects e.g. vandalism, 5-10% bark damage, 10-15% deadwood, inappropriate shape, some rubbing and dead branches but no safety risk. Some deterioration beginning to affect the health, and appearance of the tree. Some work required. Replacement/ rejuvenation possible within 6-10 years.
Poor	Tree has significant defects e.g., 10-15% bark damage, 15-25% deadwood, broken branches, some rot and disease, poor shape and up to 5% dead or rubbing branches, causing a marked deterioration in appearance, health and safety of the tree. Impact on roots from adjacent paths or foundations. Significant work required replacement/rejuvenation needed within 2-5 years.
Very Poor	Unhealthy tree with serious defects and has died or is about to die in the near future e.g., >15% bark damage, >25% deadwood, >5% dead branches, significant disease and rot resulting in unacceptable deterioration in appearance, health and safety. Priority replacement required.

3 ASSET MANAGEMENT

Bush/Natural Vegetation

Condition	Description
Very Good	Healthy plants with 100% coverage, no significant defects, and no evidence of deterioration. Evidence of native fauna occupying the habitat in a symbolic relationship. No work required.
Good	As grade 1 but, showing slight defects and deterioration e.g., 5% unhealthy plants, 5% affected by pests & disease. Deterioration has no significant impact on health and appearance of the bush. Only minor works required.
Fair	Plants generally sound but appearance affected by minor defects e.g., 5-10% plants dead or damaged, some pests & disease, noticeable gaps in coverage. Some deterioration beginning to affect the health and appearance of the bush. Some work required. Replacement/ rejuvenation needed within 3-10 years.
Poor	Boardwalk functioning but with problems due to significant defects e.g. impact damage, rotting/splitting of timber, loosening of fastening and supports, degradation of non-slip features, causing a marked deterioration in strength, stability, functionality and appearance. Likely to require renewal within 1-2 years.
Very Poor	Unhealthy plants with serious defects, which have died or are about to die soon e.g., >25% deadwood, significant pests, disease and rot resulting in unacceptable deterioration in appearance and health. Priority replacement/rejuvenation required.

3.6.2 Condition Inspection Routine

Inspection Description	Rate
Condition 1-3	Once annually
Condition 4	Twice annually
Condition 5	Quarterly annually

3.7 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection). New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.8 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Tree asset including attribute
- Tree spatial mapping
- Tree condition report
- Tree maintenance report

3 ASSET MANAGEMENT

3.9 Internal Auditing of Process

The processes that are to be audited internally per annum are as follows:

- Collection and storage of condition information.
- Recording of complaints/requests in the manner required.
- Complaint/request is inspected and/or assessed in relation to risk/safety & specified maintenance intervention levels.
- Proactive inspections are carried out as scheduled.
- Relevant inspection reporting and recording mechanisms are in place.
- Reported defects are being properly recorded in the system.
- Appropriate rectification responses are determined, and Works Orders issued.
- Record of maintenance activities is made against the asset.
- Management system in place to record and respond to customer enquiries; and
- Asset handover/update process is being managed as required

3.10 Existing Tree Controls and Regulations

There are existing laws and regulations that control the removal and pruning of both native and exotic vegetation on private and public land. The policies and procedures in this Plan are in support of those laws and regulations and need to be viewed as being in addition to those laws and regulations.

It is the responsibility of all persons to ensure they do not do anything that is in contravention of any existing laws and regulations. The following information is provided to assist you in determining what laws and regulations may apply to various situations.

3.10.1 State Government

There is State Government legislation which controls what may or may not be done with vegetation e.g., the Planning and Environment Act 1987. More information on this Act and the Department of Environment, Land, Water and Planning's Native Vegetation Management Framework (NVMF) can be found at www.dwelp.vic.gov.au/planning.

3.10.2 Local Government

The Ararat Rural City Council has a variety of planning scheme requirements and local laws that specify what may or may not be undertaken with certain types of vegetation. Some of the requirements in the planning scheme are included in the following provisions:

All Vegetation	Clause
Environmental Significance Overlays	Clause 42.01
Vegetation Protection Overlays	Clause 42.02
Significant Landscape Overlays	Clause 42.03
Heritage Overlay	Clause 43.01
Public Acquisition Overlay	Clause 45.01

Native Vegetation	Clause
Native Vegetation Precinct Plan	Clause 52.16
Native Vegetation	Clause 52.17

Local laws specific to vegetation are included in the following provisions	Clause
Unsightly and Dangerous Properties	Clause 12
Trees and Plants Not to Obstruct or Obscure	Clause 16
Trees or Plants Causing Damage to a Municipal Place	Clause 20
Vegetation on Nature Strips	Clause 21

3.11 Exceptional Circumstances

Trees are a living organism and the environment in which they live can change quickly. Council will make every endeavour to meet all aspects of its Tree Asset Management Plan. However, in the event of natural disasters and other events including, but not limited to, storms, fires, floods, droughts, a lack of Council staff or suitably qualified Contractors and the like, Council reserves the right to suspend compliance with its Tree Management Plan.

The Chief Executive Officer and Council's Risk and Governance department will be advised any suspensions or reactivations of the Tree Asset Management Plan.

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to Tree is the identification of tree defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Proactive Inspection

These inspections are scheduled in accordance with Item 4.5.1. A qualified Arborist will inspect the tree for any defects which may impact the structural integrity of the tree. Any mitigation works logged on the tree will be determined in accordance with the location of the tree, the type of defect identified, the likelihood that the defect will result in trunk or branch failure and the likely consequences if failure occurs. Mitigation works will be referred for further action in accordance with Item 4.4.1.

4.2 Reactive Inspection

These inspections come about after Council is notified of:

1. An incident related to an insurance claim.
2. A report of an issue by the community; or
3. Identification of an issue by a Council employee.

Depending on the Risk Assessment, within 2 – 30 working days of Council's team becoming aware of an issue, an appropriately qualified Arborist will carry out an inspection and confirm any defects or issues and then refer these for further action in accordance with the time frames stipulated in Item 4.5.2. The reactive inspection timeframe will be determined by the location of the tree and the nature of the defect or incident.

4.3 Defect Definition

The following table is used to identify if any defect exists when undertaking a tree defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

4.4 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Tree	Defect Inspection Interval	Customer Request Inspection
Heritage Trees	1 year	5 days
Park Trees	2 years	10 days
Street Trees	5 years	14 days
Native Bushland	5 years	30days

- Link inspections occur at least every 12 months.
- Preventative maintenance includes proactive maintenance and plans maintenance. Simple maintenance tasks.
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration.

4.5 Tree Maintenance

Tree Maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Tree inspections are aligned with the Victorian State Government's Road structures inspection manual.

4.5.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a tree outside of reactive maintenance, where a tree maintenance team will visit a tree onsite and complete any maintenance works required on the tree where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the table below:

Tree	Maintenance Interval	Responsibility
Heritage Trees	1 year	Depot Operations
Park Trees	2 years	Depot Operations
Street Trees	2 years	Depot Operations
Native Bushland	5 years	Depot Operations

4 DEPOT OPERATIONS

4.5.2 Reactive Maintenance

Reactive tree maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Tree	Timeframe	Responsibility
Heritage Trees	5 days	Depot Operations
Park Trees	20 days	Depot Operations
Street Trees	50 days	Depot Operations
Native Bushland	100 days	Depot Operations

4.6 Tree Selection and Planting

Street and parkland tree planting should be done in a programmed and sustainable manner. This is a sound approach both environmentally and economically. Due to lead times associated with the production of tree stock it is essential to forward plan to determine what tree stock will be needed to be assured of obtaining the right species, acceptable quality of stock and availability at the right time.

A "sustained amenity" approach which results in lanced diversity of tree ages and sizes across the municipality, should be followed to achieve long term stability of the tree population and landscape character.

The right mix of species and age diversity are vital components of a sustainable tree population. An accepted rule for achieving this is for a single genus to not make up any more than ten percent of the whole tree population. The age of trees should also be spread evenly across the municipality with variation between young and old trees to lessen the impact of, or need, to remove large areas of trees.

Priority for tree planting by the Council should be given to:

- areas with a lack of trees.
- areas where residents or community groups have requested trees.
- high profile and high use areas.
- areas where there are high percentages of old aged trees, low species diversity and/or trees in poor condition; and
- sites where trees have been removed.

When selecting species for street and parkland tree planting the following factors must be considered:

- Preferred "Landscape Character".
- Adopted masterplans, strategies, and development plans.
- The significance of previous history of tree planting.
- Drought tolerance/low water usage.
- Longevity.
- Growth habit, size and structural integrity.
- Tolerance to harsh urban environments.
- Soil type and structure.
- Root growth characteristics and tolerances.
- Pruning requirements.
- Amount and type of debris shed.
- Proximity and form of surrounding existing and future below ground and above ground infrastructure.
- Powerline assets
- Solar radiation/orientation.
- Pest and disease susceptibility.
- Existing and future use of the surrounding area;
- Habitat value.
- Suitability to a public environment i.e., allergens or pathogens
- Weed potential.
- Existing and likely future adjacent land use; and
- Future planning for expected climate change.

New tree planting should reinforce the existing character of municipal areas, consisting of "Exotic"; "Mixed (exotic and native)"; and "native (preferably indigenous)" type trees. Council must be consulted and give approval for any tree planting within streets and parklands it controls or will take control of as Council will ultimately become responsible for their maintenance and any problems that may arise. Refer AS 2303:2018 Tree Stock for Landscape Use.

4 DEPOT OPERATIONS

4.7 Tree Removal

Trees can take many years to develop fully and once removed cannot be quickly replaced. Urban trees are living organisms with a finite life span; they often grow in non-ideal environments; they can be subject to numerous forms of physical damage; and can become a potential risk. Removal of trees will therefore be a regular and necessary process of Council's tree management program. Tree removal decisions must be undertaken systematically and with due consideration of all factors.

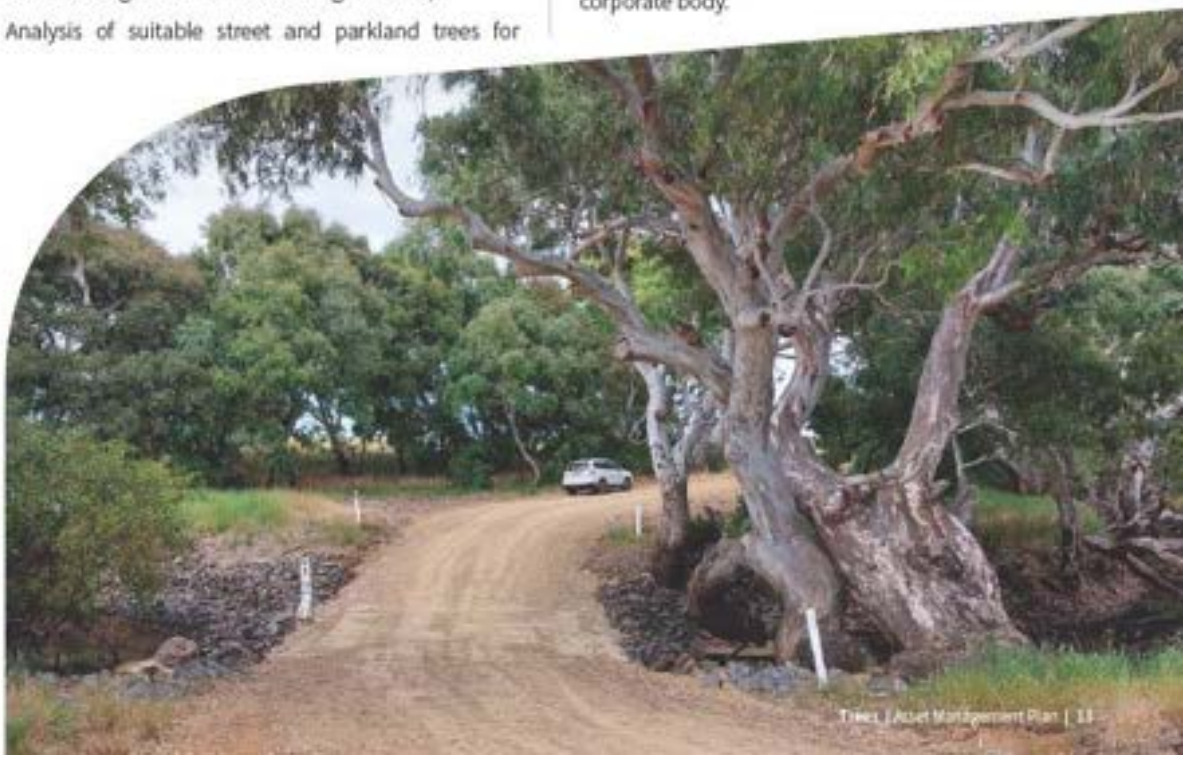
Prior to tree removal in most instances an attempt will be made to inform adjacent residents of the removal works. Notification will generally be in the form of an informational letter, either physical or electronic, to the residence. Council officers will also 'door knock' prior to works starting where possible.

Exceptions to the notification process are when there is an immediate "High risk" to the public or property. In these cases, tree removal will occur as a priority to ensure public safety. Additionally, trees assessed by a qualified Arborists as being an immediate high risk to public safety are exempt from the requirement for a planning permit.

All State and local planning requirements controlling the removal of trees must be adhered to (see Clause 15.1 "Existing Tree Controls and Regulations").

Analysis of suitable street and parkland trees for Council and ongoing assessment of the health and structure of existing trees is undertaken to identify priorities for tree removal. Where possible Council tree removals should involve some form of consultation with directly affected parties unless there is an immediate risk to public safety. In these instances, all assessment documentation and photographs should be added in Confirm and forwarded to Council's Risk and Compliance department which will liaise with stakeholders in relation to any queries regarding the removal of the tree. When consultation is possible and practicable, written or verbal notification of Council's intention to remove the tree will be given to the residence directly adjacent to the tree. Any trees removed should be replaced, when possible, in order to maintain the sustainability of the overall tree asset. Any decision to remove a tree will be based on the best long-term outcome for the local community.

In the event of any unauthorised removal, damage, application of herbicide or any impact leading to the death or irreversible damage to public trees any costs incurred by Council for the removal, reinstatement and replanting including aftercare will be recouped from the responsible persons or corporate body. Any costs incurred by Council for removal and reinstatement resulting from unauthorised landscaping, planting or other unauthorised works in a Council Road reserve will be recouped from the responsible persons or corporate body.



4 DEPOT OPERATIONS

4.8 Tree Protection

All work on and around trees must comply with:

- AS 4373-2007 Pruning of amenity trees; and
- AS4970-2009 Protection of trees on development sites

Trees and infrastructure are essential items in a modern environment. It is not possible to avoid all potential conflicts, however they can be minimised through innovative design and correct management of maintenance activities.

Trees may be subject to damage, above and below ground, from civil works. Where any civil works are proposed in the vicinity of trees, an assessment and works plan is essential to ensure tree damage is avoided or minimised.

Large tree specimens that may have local or cultural significance may require protection measures that are not general practice for most street and park trees. Protection measures for these trees may include fencing, mulching, greater clearances from adjoining works and structural assistance measures such as propping or cable bracing to protect from damage or disturbance.

Over the trafficable lane of a road reserve, Council has a legal obligation to provide adequate tree clearance for traffic but not for telecommunication cables. Clearance around telecommunications cables is the responsibility of the telecommunications provider. Works within the vicinity of a Council tree or trees that will become the responsibility of Council should comply with AS 4970-2009.

4.9 Infrastructure Protection

Infrastructure may be subject to damage/interference from adjacent trees. When any tree plantings are proposed in the vicinity of above and below ground infrastructure, careful consideration of species selection, soil type, planting technique, available root space and the appropriateness of root control measures are needed to ensure damage is avoided or minimised. In the vicinity will mean within the expected mature "drip-line" of a tree or at least a radius from the centre of the trunk equal to 12 times the mature trunk diameter, whichever is the greater.

Tree roots are not invasive by nature but do rely upon soil moisture for growth and survival. If sub-surface drainage pipes are seeping, damaged or leaking, tree roots in the vicinity may be encouraged to develop more prolifically. The responsibility for unblocking and repair of the private house drainage pipes remains with the property owner.

Tree roots can, on occasions cause damage to vehicle crossovers, fences and other private infrastructure. Upon being informed of such damage, Council shall inspect the tree and, if appropriate, undertake remediation works which may include arranging for a root prune and installation of a root barrier.

4 DEPOT OPERATIONS

4.10 Electric Line Clearance

Energy Safe Victoria (ESV) is responsible authority for ensuring electrical safety of the power distribution system in Victoria. The Ararat Rural City Council has a statutory obligation under the Electricity Safety Act (1998) for maintaining clearance of public trees from overhead power lines within the "Declared Area" of the City.

Refer to the "Ararat Rural City Electric Line Clearance Management Plan" for details on how this is managed and "Declared Area" maps.

Maintaining overhead electric line clearances for all trees outside of the 'Declared Area' is the responsibility of the local power distribution company which is Powercor. In some case private land owners are responsible for the clearance of trees from powerlines.

4.11 Tree Maintenance

Tree maintenance should be based on a risk priority basis. High priority maintenance works must take precedence over reactionary or lower priority requests. Due to the specialised nature of tree works, only experienced Council staff and or approved contractors are to undertake maintenance works on Council trees, Refer Australian Standard AS 4373-2007.

Formative tree works on young and developing trees has the potential to significantly reduce the future risks and costs associated with mature trees. Formative works on young street trees should aim to develop a straight single trunked tree that is clear of side branching up to approximately 2.5 meters from the base. Refer Australian Standard AS 4373-2007.

5 ENGINEERING AND PROJECTS

5.1 Tree Intervention Definitions

The purpose of Tree intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a tree defect dependant on the road hierarchy that the tree resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance. Intervention response times will be generated in relation to defects for heritage trees, park trees, street trees and native bushland for inclusion in this plan and within Confirm.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

- Council tree assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. Procurement Policy FINAL 30 May 2023.pdf

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes.

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of tree assets to fair value. Tree valuation is conducted by assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual tree structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the tree asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All tree assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Tree Asset Depreciation is the value ($) of the already consumed portion of the tree asset. For example, if the tree asset is expected to last 30 years and it is currently 15 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Trees renewal projects are tracked within the council finance system using tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to trees are:

- Overgrown trees
- Fallen limbs

8.3 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including trees. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.
OHS Policy FINAL 19 January 2021.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under council's Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a "Smart Cities" approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Council's intent to trial and implement various technology related to monitoring of assets that may assist in process efficiencies in this space.

11.2 Asset Alerting Services

Taking a "Smart Cities" approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement various technology related to monitoring of assets that may assist in process efficiencies in this space.

11.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to trees that may be considered for future public access including:

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

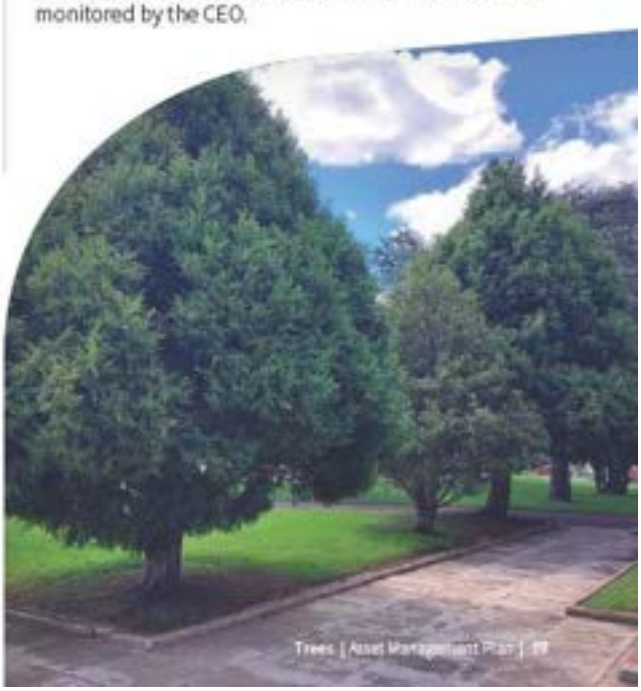
11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are:

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

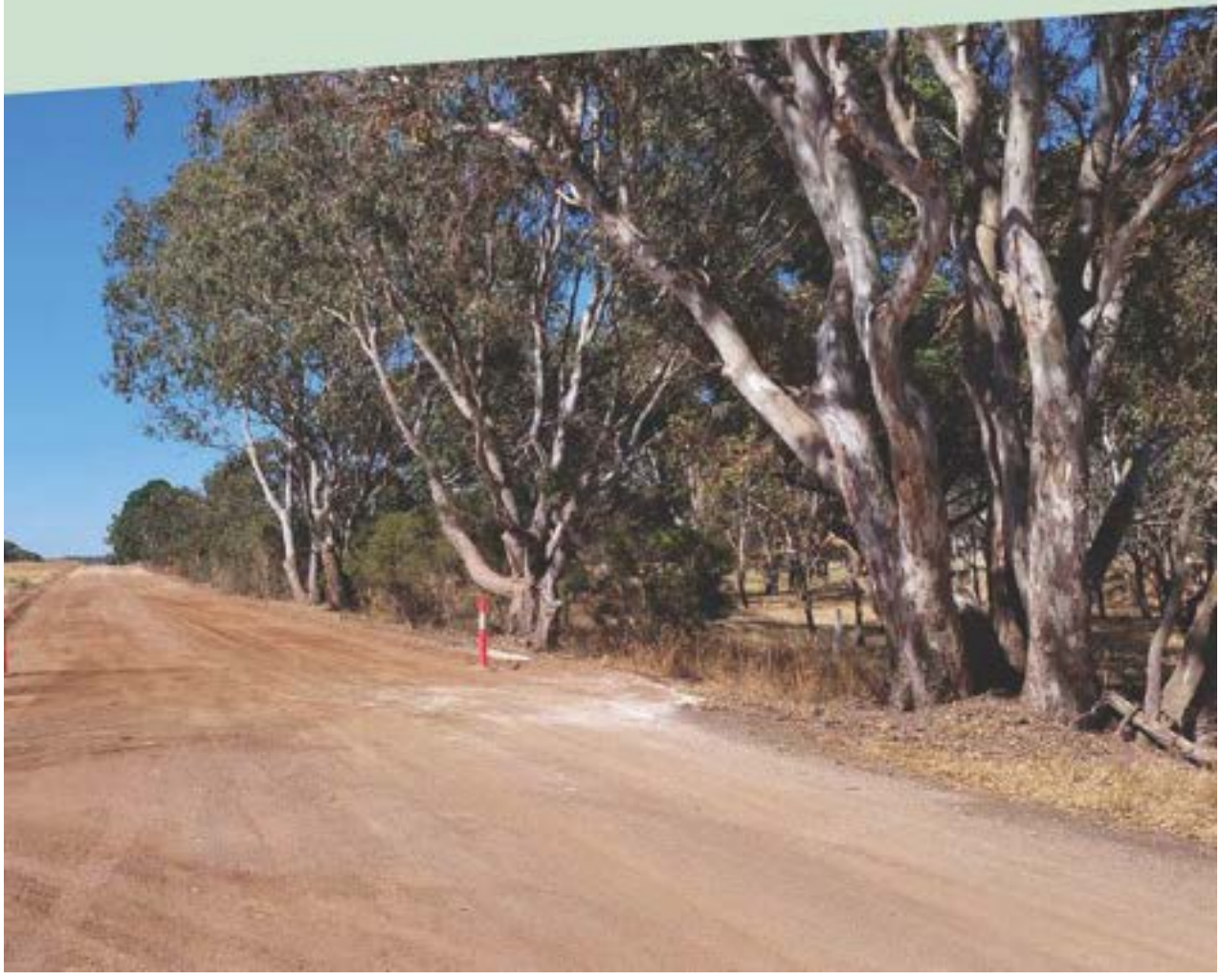
The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.



Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au



3.7 ENVIRONMENTAL SUSTAINABILITY STRATEGY 2024-34

RESPONSIBLE OFFICER: STRATEGIC PROJECT LEAD, AND THE FEDERATION UNIVERSITY INTERN
DEPARTMENT: CEO'S OFFICE
REFERENCE: 18094

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
At the 25 June 2024 Council Meeting, Council accepted the draft Environmental Sustainability Strategy 2024-2034 for release for public consultation purposes. This Briefing Report is to review the feedback and consider the adoption of the final Environmental Sustainability Strategy 2024-2034 by the Ararat Rural City Council.

The council's most recent Environmental Sustainability Strategy became outdated as of 2020. The updated Environmental Sustainability Strategy is proposed to provide a clear direction for the sustainable development and environmental management of the Ararat municipality.

This report presents the final 10-year strategy for endorsement by Council.

DISCUSSION
The draft Strategy was released for consultation on 5 July 2024 on the Engage Ararat website and promoted through a media release and social media. The consultation period closed on 16 September 2024. Seven responses were submitted via the Engage Ararat website. No other responses were received from other channels. The submissions are provided in Table 1 below. The feedback received from the community consultation process has been considered and responded to in Table 1.

The responses to the feedback are provided below the table

FEEDBACK RECEIVED
I wish to make the following comments on Council's Environmental Sustainability Strategy 24 - 34. While the strategies objectives are commendable, the devil, as always, is in the detail and there is no indication on how these objectives will be meet. Below are my comments on the Strategy based on your stated measures of success. **CLIMATE CHANGE** Municipality at net zero emissions. Very difficult to achieve in a 10-year time frame. Agricultural emissions, heavy transport (including council's own plant fleet), are both difficult and expensive to eliminate. High energy use sites like the Aquatic Centre, hospitals, aged care centers and industries like the abattoirs and AME Systems would require costly electrification of their current heating systems. Offsetting residual emissions would require extensive tree planting or production and use of large amounts of biochar by local farmers (refer point 4). 50-54% reduction in emissions produced (from 2005 level). This seems at odds to the previous measure but more realistic. Canopy cover of at least 30% within all townships. Given the trend towards infill development and multiple dwellings per allotment, canopy cover would need to be achieved by street trees. If the average allotment size in Ararat is 800 m2 (20m x 40m) and road width of 20m then allotment plus 50% of road is 1,000 m2. A 30% canopy cover could be achieved by planting a large shade tree with an eventual canopy diameter over 10m, every 10m along both sides of every street. This would require undergrounding of most electricity lines in the municipality's residential areas which seems unlikely at present so achieving this objective seems unlikely. 50% of municipality's electricity needs collected from renewable sources.

Hepburn Energy is an example of a community owned electricity producer that's well on the way to providing 100% of Hepburn Shire's electricity needs. Ararat should follow their example. I put forward a proposal for a similar community owned bioenergy plant using local agricultural waste as fuel. My proposal would have met all of the municipality's electricity needs, including future resident electric vehicle charging. Ararat's residential and commercial space heating and hot water needs would be met using the plant's waste heat. Syngas production during periods of low electricity demand would be used to produce renewable diesel for local farmers, transport operators, public transport and emergency service vehicles. The biochar produced as a by-product would be used by local farmers as a soil improver and emissions offset. The economics were good with an ROI of over 15% but unfortunately the Ararat community wasn't interested.

Increase in native vegetation cover on public and private land
May be difficult to achieve unless land managers change their approach to vegetation management, see the next measure.

NATURAL LANDSCAPE AND BIODIVERSITY
Plant diversity at Species occur where they do because of the climate. Rapid climate change due to human activity is greater than the natural species adaptation rate so assisted migration is needed to ensure ecosystems can still survive. This concept is now widely accepted overseas but Australian land managers are still in denial. All land managers, including council, need to begin managing native vegetation for a future climate not a past one to ensure habitat remains for native fauna.

Increased vegetation, biodiversity and connectivity between habitat patches; more protection measures along riparian areas, waterways, and wetlands
As per the previous measure, increased protection alone will not save species from climate change and more active management is needed to ensure habitat still remains viable. This could include maintaining artificial wetlands, water for strategic sections of waterways and permanent water sources for animals.

Maintenance or increase in significant roadside vegetation, extent and condition of protected grassland EVCs, and populations of threatened species
Regular burning is a critical tool to promote the health of native grasslands, but declining CFA membership and risk adverse government agencies mean achieving this will be more difficult.

All priority pest animal and weed populations contained or eradicated
A commendable goal but the lack of state government funding of local pest plant and animal activities, including inspections, will make this unlikely to be achieved.

Landfill sites and quality of stormwater to meet EPA requirements.
This is also a commendable goal but minimising sediment and rubbish in stormwater will be difficult. The sediment delta in Alexandra Lake is an example of unmanaged sediment sources. Ensuring areas of exposed soil/gravel are minimised is a step council could take.

Decrease in number and severity of environmental hazard incidents.
A very desirable goal but the biggest risk of a severe environmental hazard incident is the Western Highway transport traffic through Ararat.

Majority of primary production properties maintain 70% of groundcover in paddocks all year, and native vegetation permitted to be removed is offset locally.
Ararat Rural City cereal growers currently need to burn their stubbles each year meaning retaining at least 70% ground cover is impossible. They have trialed direct drilling and stubble retention without success. Until there is a viable market for their straw burning remains the only cost-effective option.

SUSTAINABLE LIVING
All new homes to have minimum 7-star building standard under National Construction Code. A good idea.

50% of organic waste from agriculture diverted to biofuel plant.
The success of any bioenergy plant will require the support of local farmers and must be economically viable at market prices for feedstock. The current Valorify proposal isn't offering farmers market prices for their straw and the price doesn't even cover the cost of production let alone delivery. Energy is a critical part of our economy, and the cost of living and Council should take the lead on utilizing the large amount of agricultural waste produced in the municipality.

72% of waste diverted from landfill by 2025 and 80% by 2030 (from 2020).

Science fiction writer, Arthur C Clark, once said "Waste is a resource we are too stupid to utilize." Achieving significant reductions in the amount of waste going to landfill will not be possible with waste to energy. The current focus on recycling ignores a large amount of waste that isn't practical or possible to recycle. Examples include, medical waste, contaminated paper and cardboard, treated and painted timbers, C & D and industrial waste, composite materials such as floor coverings, furniture, clothing and nappies. Ararat sits and the junction of 5 rail lines (Adelaide, Maryborough, Ballarat, Geelong and Portland) making it an ideal location for a regional waste to energy facility. Waste generation per capita cut to 15%. • 20% reduction in volume of organic material to landfill by 2025 and halved by 2030 (from 2020). See above. All glass and organic material collected, aggregated, sorted and processed within the region/municipality. Agree and as per above. Contaminated recyclable or compostable waste sent to landfill is halved, and litter collected reduced by 40% (from 2020). See above and best of luck reducing littering. Amount of wastewater recycled for reuse is doubled, with no net increase in potable water consumption (from 2020). Not increasing potable water consumption may be difficult to achieve if Ararat's population increases and more rural properties connected to reticulated supply. It's worth keeping in mind the issues created in our sewer system during the Millenium Drought when people started using grey water on their gardens. 10% of all open space irrigation requirements met with non-potable water sources. Decrease in potable water consumption in all Council building. Probably already at 10% given Alexandra Oval and Gardens currently watered by recycled water. The Outdoor Pool and Fitness Centre are probably the largest potable water users of all council building so co-locating them would reduce overall water consumption.
A monitoring protocol will be integral to ensuring many of the measures of success will be able to be met The metrics for plant diversity would be more appropriate for new plantations, otherwise that would require an audit of the plants in all current green spaces. Some detail about the references for this document may be good to demonstrate alignment with scientific best practice, and regional, state and federal recommendations
Hello and well done with creating this environmental sustainability strategy. The Beyond Bolac Catchment Action Group has a good track record of implementing projects on Theme 2, to promote biodiversity enhancement within the rural section of the Ararat LGA. We are available and willing to work with council on this important topic.
As a local researcher in conservation technology, I commend the council for their efforts in developing this strategy to help safeguard our natural environment and vibrant community. In particular, the measures of success are helpful for making the objectives more tangible. I would love to see council succeed in delivering this strategy and believe that a next step will require the development of concrete action plans with timelines, responsibilities, and budget allocations. While I applaud the council's specification of measures of success - of equal importance will be the methods used to measure success. There are cost-effective monitoring opportunities (remotely sensed data, bioacoustic monitoring with AI species classification) that can be supplemented with field surveys or citizen scientists using iNaturalist. Identifying funding sources and exploring potential partnerships with government agencies, businesses, and NGOs will be critical. There is a large opportunity to leverage expertise available at local organisations like Federation University, which I am please to see are already partners, but also Project Platypus, Perennial Pasture Systems, and more.
Hello, my name is xxxxxx. I live in xxxxxxx and work as a local Landcare Facilitator through the Vic state government's Landcare program. I support landcare groups across Ararat, Pyrenees and Northern Grampians shire areas. My background is as a trained ecologist, with a focus on field collection of biodiversity data. I am pleased to see what has been included in this environmental sustainability strategy. While the three objectives within Theme 2 are not particularly detailed, I was very interested in the measures of success section. I was pleased to see the following two points: "Increased vegetation, biodiversity and connectivity between habitat patches; more protection measures along riparian areas, waterways, and wetlands.

Maintenance or increase in significant roadside vegetation, extent and condition of protected grassland EVCs, and populations of threatened species." In particular, I was pleasantly surprised to see council including an explicit goal of measuring biodiversity/habitat connectivity, as well as calling out our precious endangered native grasslands (which rarely get the love they deserve!). I would be very keen to see Landcare working with council to help achieve these goals. As an ecologist, I am very aware that quantifying biodiversity and habitat connectivity are no small feats, but are absolutely crucial to ensuring that work we do is having meaningful ecological benefits. For that reason, our local Landcare network organization where I work, Project Platypus, and the local landcares I support are also right now have a top priority of developing simple and time efficient ways of measuring habitat connectivity and biodiversity. This is part of our regions goal of creating meaningful 'biolinks', or habitat corridor connections, through our landcare groups' revegetation projects. We have recently formed a catchment wide 'biolink team' where we are working on these challenges together. I would love to explore how we can work together with council to progress together towards this shared goal. Finally, it is also very pleasing to see grassland EVCs mentioned. They are perhaps Victorias most undervalued habitat type, and are even now being excluded from carbon based conservation programs like bush bank. They are particularly hard to conserve because we have barely mapped them in our area. I would love to see council and landcare working together to map and monitor our precious little remnant grassland patches.
2.2 Environmental threats identified and controlled: Can the Shire make available annual weed mapping and control program on regional roads. In particular for noxious weeds such as gorse. I say this as I have noticed some good work on gorse control undone by allowing odd plants to flower after a control program has not been followed up with timely monitoring.
The document sounds good. One glaring admission - fire preparation. We have just seen the result of focusing solely on native plants to the exclusion of community. 40+ houses gone and much much more infrastructure. A balanced approach including community safety is essential and needs to be included up front in this document. The ARCC Municipal Emergency Management Plan needs to be a resource for future sustainability working hand in hand ensuring adequate fire preparation and defendable spaces are part of any program going forward.

Table 1. Feedback received on the draft Environmental Sustainability Strategy 2024-2034 (ESS)

Responses to the Feedback:

- The ESS recognises the impacts of climate change on risks to our community, including from the increased likelihood and severity of bushfires and other natural disasters. Local stakeholder input and bushfire risk will be very carefully considered in the selection of areas that are identified for revegetation, and the species of plants, noting that some native plants can be bushfire resistant as well. The Measure of Success will be modified to "Increase in native vegetation cover on public and private land, with consideration for bushfire risk."
- Council officers will explore the suggestion for publicly accessible weed mapping data further and will follow up with the person who has submitted this query.
- Council officers look forward to working with individuals, local groups and organisations to implement this ESS, pursue shared goals and work together to monitor progress.
- Council officers are keen to explore different cost-effective technologies to help support this ESS.
- Agree, funding will be critical, and this ESS will help communicate our priorities for future State and Federal funding opportunities.
- Council officers will investigate a monitoring protocol for reporting on the Measures of Success.
- The Measure of Success will be modified to "Plant diversity at <5% single species, <10% single genera,
  <20% single family (of Recommended Species list) for new plantations and revegetation efforts."
- References for this document are attached
- This strategy is intended to position the Ararat Rural City to be proactive, exceed the bare minimum legislative requirements, and aim for a sustainable future for everyone in our community. It is acknowledged that there may be challenges ahead to achieve the Measures of Success outlined in the ESS, and we are keen to work with stakeholders to achieve these. This

Environmental Sustainability Strategy 2024-34 provides the strategic framework to align our efforts and resources towards achieving these outcomes.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

This strategy directly addresses the Council Plan 2021-2025 objective to:

3. Preserving our natural environment:

We will take pragmatic approaches to ensuring that Ararat Rural City Council takes a regional lead in responsible environmental management and engagement with the circular economy.

3.3 Partner with local organisations and scientific experts to develop an appropriate and pragmatic local government Environment Strategy, focused on the circular economy, emission reduction through renewable energy and management of Council assets.

This strategy also assists in addressing the other objectives of theme 3:

a. Position Ararat Rural City Council as a prime mover in driving circular economy policy in waste management, including local processing and management of recyclables, and in use of renewable energy for Council purposes.

b. Develop innovative energy solutions utilising locally produced waste.

Budget Implications

Implementation of the Environmental Sustainability Strategy 2024-2034 will be incorporated into the Council's annual budget development and forecasting processes to ensure the measures of success are achieved whilst ensuring the Council's financial position.

Policy/Relevant Law

The Environmental Sustainability Strategy 2024-2034 aligns with the Local Government Act 2020, section 9(2)(c), which states "the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted".

The strategy aligns with several internal documents which are currently adopted, as well as State and Federal environmental legislation. Key examples include:

Internal policies:

- Municipal Health and Wellbeing Plan 2021-2025: Develop environmentally positive health and wellbeing initiatives.
- Waste and Resource Recovery Plan 2021-2025: Reduce community waste production and increase in waste diverted from landfill.
- Ararat Residential Land Use Strategy 2005-2035: Ecologically sustainable design is a base position, and housing will be integrated consistently with the protection of the environment.
- Ararat Sustainable Growth Future Strategy 2014: Protect and enhance environmental and landscape values.

State:

- Flora and Fauna Guarantee Act 1988
- Local Government Act 1989 & 2020
- Catchment and Land Protection Act 1994
- Climate Change Act 2017
- Environmental Protection Act 2017
- Planning and Environment Act 2018
- Circular Economy (Waste Reduction and Recycling) Act 2021
- Victorian Planning Provisions

Federal:

- Environmental Protection and Biodiversity Act 1999
- Renewable Energy (Electricity) Act 2000
- Recycling and Waste Reduction Act 2020
- Nature Repair Act 2023

Sustainability Implications

As detailed above, the strategy will guide positive environmental, economic, and social sustainability impacts across the municipality.

Risk Assessment

The strategy seeks to mitigate risks incurred through inconsistent approaches to sustainability across all areas of Council, and the risk of environmental harm caused by Council activities.

Innovation and Continuous Improvement

In implementing the strategy and monitoring the measures of success, Council will better align with best-practice recommendations for environmental sustainability and ensure greater accountability to the community. The measures of success will also ensure actions and targets are continually reviewed and aligned with scientific consensus, the needs and values of the community, and state and national targets.

Stakeholder Collaboration and Community Engagement

The Environmental Working Group, comprised of representatives from local Landcare, scientific experts, and land developers, was engaged with at at all stages of this strategy's development. The composition of the Environmental Working Group was as follows:

- Ararat Rural City Council Chief Executive Officer, or Nominee (Chair)
- Dr Anthea Nicholls
- Dr Ayesha Burdett
- Marion Da Costa
- Russell Pearse
- Martin Purcell
- Janene Trickey, Regional Manager Community and Partnerships Programs, Department of Energy, Environment and Climate Action
- Prof Peter Gell, Professor of Environmental Management, Federation University
- Lauren Jakob, Ecology PhD Candidate, Federation University

Community engagement occurred through the Engage Ararat Portal as detailed within this report.

RECOMMENDATION

That:
Council endorse the Environmental Strategy 2024-2034 as presented.

MOVED CR JOYCE
SECONDED CR R ARMSTRONG

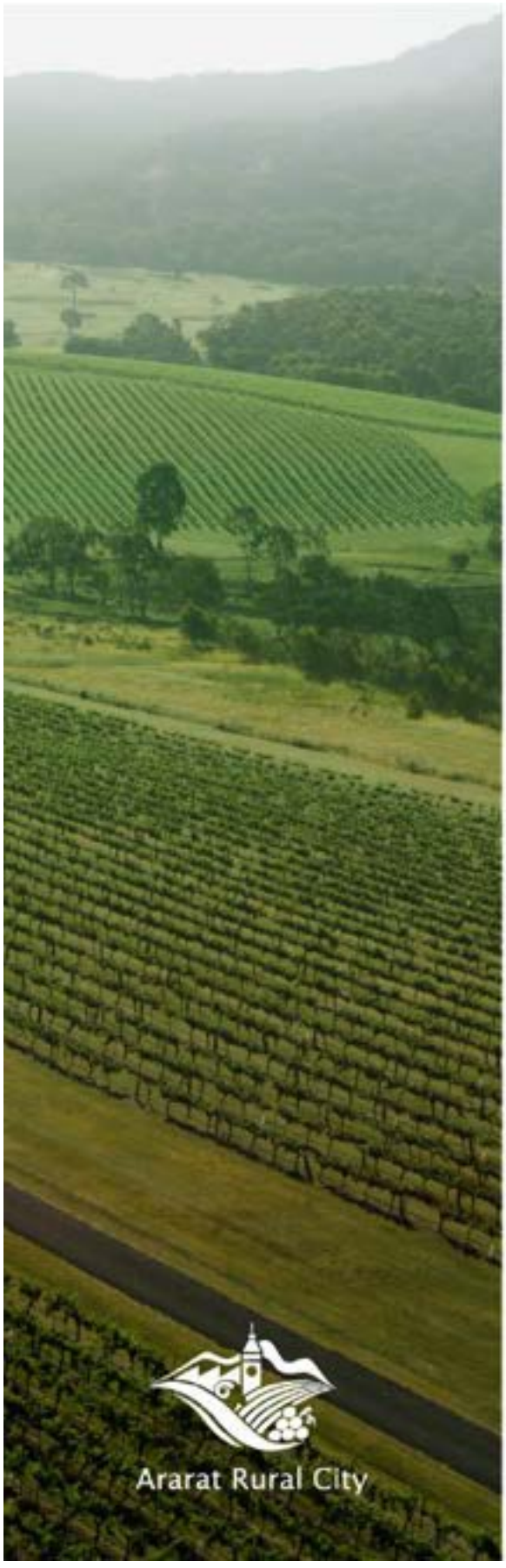
That:
Council endorse the Environmental Strategy 2024-2034 as presented.

Cr Joyce and Cr R Armstrong spoke for the motion

CARRIED 7/0
5067/24

ATTACHMENTS

The Environmental Sustainability Strategy 2024-2034 is provided as Attachment 3.7



ARARAT RURAL CITY COUNCIL ENVIRONMENTAL SUSTAINABILITY STRATEGY 2024 - 2034

Climate Change

Proactively addressing the current and potential effects of climate change is a central tenet of Council's strategy. We will work to mitigate and ultimately reduce our municipality's environmental impact, and ensure the community is prepared for the emergencies a changing climate may bring. We will cultivate adaptation and resilience across Council operations, infrastructure development, and by working collaboratively with businesses and residents.

Natural Landscapes and Biodiversity

Council is committed to environmental stewardship exceeding legislative requirements. We will actively monitor and manage our local environment, prioritising the health of native species, waterways, and our unique landscapes. We will encourage and maintain a thriving ecosystem through sustainable and environmentally conscious land-use practices.

Sustainable Living

A sustainable future for everyone in our community is of core priority for Council. We will promote energy efficiency, renewable resources, water conservation and responsible waste management. Through minimising waste generation and maximizing reuse, we will close the economy loop and bring management of our resource needs back to a local level.

Acknowledgement of Traditional Owners

Council acknowledges the Traditional Custodians of the land where we live, and pays its respects to their Elders, past and present. We recognise the Eastern Maar, Wadawurrung, Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk peoples' continuing, deep, spiritual connection to the land and their rights to their Country.

Ararat Rural City

ARARAT RURAL CITY COUNCIL ENVIRONMENTAL SUSTAINABILITY STRATEGY 2024 - 2034

1. Climate Change

Climate change poses many risks to our community, including damage to infrastructure, disruption to operational services and processes, reduced or prevented access to vital products and services, and threatening the health and safety of people, domestical animals and wildlife. Vulnerable people are the most impacted by these risks, including people with a disability, who represented 24% of the municipality's population in 2018, and elderly people (75+), whose percentage is expected to increase from 10% to 16% of the municipality by 2036.

We will inform the community of the local risks of climate change, and we will grow resilience by implementing and supporting adaptation and mitigation strategies.

Objectives:

1.1 We will contribute to climate change mitigation.
1.2 We are prepared for the impacts of climate change.
1.3 Council infrastructure, businesses and the community are adaptive and resilient to a changing climate.

2. Natural Landscapes and Biodiversity

Ararat municipality boasts several unique and diverse natural landscapes that are home to a number of iconic and rare Australian species. Important species include endangered plants and animals such as the Yarra gum, brolga, golden sun-moth and fat-tailed dunnart. Important landscapes include rare and endangered ecological vegetation classes (EVCs) including sandy forest, freshwater lake wetlands, and the western basalt plains grasslands. The municipality also hosts wetlands classed as significant due to use for breeding and habitat by threatened species, high biodiversity value, or their role as a link between other crucial habitat patches. These sites include Lake Buninjon, the Nerrin Nerrin wetland system, and the Woorndoo-Hopkins wetlands.

We will value, protect, and enhance our natural environment through effective monitoring, community engagement, and the implementation and incentivisation of protection measures.

Objectives:

2.1. The environment is well monitored and understood, and conditions are maintained above legislatively required standards.
2.2. Threats to our environment are identified and controlled.
2.3. Native species, populations, and communities are enhanced.

3. Sustainable Living

The consumption of resources must be managed to ensure that the health of the environment is protected, and that those resources are safeguarded for future generations. Ineffective use of products, water and electricity can also prevent economic growth, and is costly for Council, individuals, and businesses. The Federal and Victorian governments are encouraging transition to a 'circular economy' framework of waste management and resource use, which is underpinned by the key principles of avoiding waste; designing to last, repair, recycle and reuse; using products to create more value; recycling more resources; and reducing harm from waste. Council aims to continue progressing towards effective circular economy and sustainable resource use with four key objectives.

We will reduce consumption of our limited resources, and we will develop infrastructure and processes to increase the sustainable and circular use of resources.

Objectives:

3.1. The municipality is energy efficient, supported largely by renewable sources.
3.2. Water is used and reused effectively.
3.3. Waste generation is avoided. Reusable, recyclable and compostable products are diverted from landfill.
3.4. Our waste and energy needs are managed locally.

MEASURES OF SUCCESS

CLIMATE CHANGE

- Municipality at net zero emissions.
- 50-54% reduction in emissions produced (from 2005 level).
- Canopy cover of at least 30% within all townships.
- 50% of municipality's electricity needs collected from renewable sources.
- Increase in native vegetation cover on public and private land, with consideration for bushfire risk.

NATURAL LANDSCAPE AND BIODIVERSITY

- Plant diversity at <5% single species, <10% single genera, <20% single family of Recommended Species list) for new plantations and revegetation efforts.
- Increased vegetation, biodiversity and connectivity between habitat patches; more protection measures along riparian areas, waterways, and wetlands.
- Maintenance or increase in significant roadside vegetation, extent and condition of protected grassland EVCs, and populations of threatened species.
- All priority pest animal and weed populations contained or eradicated.
- Landfill sites and quality of stormwater to meet EPA requirements.
- Decrease in number and severity of environmental hazard incidents.
- Majority of primary production properties maintain 70% of groundcover in paddocks all year, and native vegetation permitted to be removed is offset locally.

SUSTAINABLE LIVING

- All new homes to have minimum 7-star building standard under National Construction Code.
- 50% of organic waste from agriculture diverted to biofuel plant.
- 72% of waste diverted from landfill by 2025 and 80% by 2030 (from 2020).
- Waste generation per capita cut to 15%.
- 20% reduction in volume of organic material to landfill by 2025, and halved by 2030 (from 2020).
- All glass and organic material collected, aggregated, sorted and processed within the region/municipality.
- Contaminated recyclable or compostable waste sent to landfill is halved, and litter collected reduced by 40% (from 2020).
- Amount of wastewater recycled for reuse is doubled, with no net increase in potable water consumption (from 2020).
- 10% of all open space irrigation requirements met with non-potable water sources.
- Decrease in potable water consumption in all Council buildings.

Documents referenced for the Environmental Sustainability Strategy 2024-34

Legislation & Commitments:

Document	Date	Authority
Local Government Act	2020	State Government (Victoria)
Catchment and Land Protection Act	1994	
Flora and Fauna Guarantee Act	1988	
Circular Economy (Waste Reduction and Recycling) Act	2021	
Conservation, Forests and Lands Act	1987	
Planning and Environment Act	2018	
Environment Protection Act	2017	
Water Act	1989	
Climate Change Act	2017	
Public Health and Wellbeing Act	2008	
Environment Protection and Biodiversity Conservation Act* *(Currently under review, see: EPBC Act reform - DCCEEW)	1999	Federal Government
Recycling and Waste Reduction Act	2020	
Renewable Energy (Electricity) Act	2000	
Ozone Protection and Synthetic Greenhouse Gas Management Act	1989	
Greenhouse and Energy Minimum Standards Act	2012	
Building Energy Efficiency Disclosure Act	2010	
Nature Repair Act	2023	
Climate Change Act	2022	
Paris Agreement	2016	International Agreements
United Nations Framework Convention on Climate Change	1992	
Kyoto Protocol	2005	
Convention on Biological Diversity	1993	

Strategies and Plans:

Document	Date	Provided by
Local		
Beyond Bolac Catchment Action Group Strategic Plan	2016-2021	BBCAG
Ararat Landcare Group Strategic Plan	2020-2025	ALG
Ararat Urban Forest Management Plan	2022	ALG
Regional		
Glenelg Hopkins Regional Catchment Strategy (North Eastern Volcanic Plains)	2021-2027	GHCMA
All containing action plans		
Wimmera Regional Catchment Strategy (Upper Catchment Local Area)	2021-2027	WCMA
All containing action plans		
Central Victorian Greenhouse Alliance Strategic Plan	2022-2027	CVGA

Cool-it Tree Selection: Evaluation of street trees for future climate in the Mallee, Loddon-Campaspe and Central Highlands regions	2021	CVGA
Retrofitting for resilience: exploring how to enable home, garden and neighbourhood upgrades for extreme weather in Mount Alexander Shire	2023	CVGA
Climate Ready Councils in the Central Victorian Greenhouse Alliance: A new journey begins	2021	CVGA
Loddon Malle Region Renewable Energy Roadmap	2020	CVGA
Developing Energy Literacies for Meaningful Community Engagement	2023	CVGA
Rural Councils Victoria Climate Change Toolkit	2022	RCV
Central Highlands Regional Economic Development Strategy	2022	DJSIR
Grampians Central West Circular Economy Plan	2022	DEECA
Grampians Regional Adaptation Strategy	2021-2025	GRCAG
State		
Victoria: State of the Environment Report & Recommendations	2023	Commissioner for Environmental Sustainability Vic
Recycling Victoria: A New Economy Policy and Plan	2020	RV
Recycling Victoria: Strategic Plan	2023-2026	RV
Sustainability Victoria: SV2030 Strategy	2022-2030	SV
Statewide Resource and Resource Recovery Infrastructure Plan	2018-2048	SV
Victoria in Future	2023	DTP
Central Highlands Climate Projections	2019	DEECA
Victoria's Climate Change Strategy	2021	DEECA
Strong, Innovative, Sustainable: A new strategy for agriculture in Victoria	2020	AV
Native Vegetation Removal Regulations (and associated guidelines)	2017	DEECA
Planning for Biodiversity- Guidance	2017	DEECA
Biodiversity 2037	2017-2037	DEECA
Invasive plant and Animals Policy Framework	2010	AV
Module 1. Weeds and Vertebrate Pests	2010	AV
Western Region Sustainable Water Strategy	2011	DEECA
Regional Growth Plans (Central Highlands)	2014	DTP
Environmental Reference Standard	2021	EPA
Local Government- Guide to preventing harm to people and the environment	2021	EPA
Local Government Roles and Responsibilities for Adaptation under Victorian Legislation	2020	DEECA
Water for Victoria	2016	DEECA
Victoria's Waterway Management Strategy	2025	DEECA
Victoria's Bushfire Management Strategy	2025	DEECA
Federal		
Australia: State of the Environment Report	2021	DCCEEW

National Waste Policy	2018	DCCEEW
National Waste Policy Action Plan	2019	DCCEEW
Australian Weeds Strategy	2017-2027	DAFF
Australian Pest Animal Strategy	2017-2027	DAFF
Australia's Strategy for Nature	2019-2030	DCCEEW
National Soil Strategy	2021	DCCEEW
Threatened Species Strategy Action Plan	2022-2032	DCCEEW
Environmental Economic Accounting: A common national approach	2018	DCCEEW
Net Zero Plan- 6 sectoral decarbonisation plans	2025	DCCEEW

Data Sources:

Document/ Site	Date	Provided by
Ararat Region Summary	2021/22	Australian Bureau of Statistics
Victorian Biodiversity Atlas- Species list for Ararat LGA	2024	DEECA
Australian Agricultural Census visualisations – LGA	2020-2021	Australian Bureau of Statistics
NatureKit- bioregions, habitat importance maps	-	DEECA
Wind Map of Australia	2023	Ecogeneration for the Australian Energy Infrastructure Commissioner
Emission snapshot	2021/2022	Snapshot
Victorian local government waste data	2022	Recycling Victoria
Township water use	2018-2023	GWM Water
EPBC Protected matters search tool	2024	DEECA
Victoria in Future	2024	DTP

Council Documents:

Document
Ararat Planning Scheme
Municipal Strategic Statement 2021
Community Vision 2021- 2031
Council Plan 2021-2025
Waste and Resource Recovery Strategy 2020
Domestic Animal Management Plan 2017-2021
Ararat residential land use strategy 2005-2035
Ararat Roadside Management Strategy 2005
Municipal Public Health and Wellbeing Plan 2021-2025
Revenue and rating strategy 2021-2025
Municipal Emergency Management Plan 2020-2023

Risk Management Policy 2021
Revenue and rating strategy 2021-2025
Disposal and Sale of Items at Transfer Stations Policy 2022-2026
Electrification Policy 2023-2025
New Settlement Program (Workforce Pilot) August 2023

SECTION 4 – INFORMATION REPORTS

4.1 MCCROWS ROAD BRIDGE

RESPONSIBLE OFFICER: GRADUATE ENGINEER
DEPARTMENT: DESIGN & PROJECT MANAGEMENT
REFERENCE: 18095

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
Following routine inspections conducted in September and October, it was identified that McCrows Bridge required further assessment by a specialist bridge engineer to evaluate its condition. Closer examination showed signs of additional structural deterioration observed beneath the bridge. These findings raise concerns about the overall integrity of the bridge, necessitating further evaluation and potential remediation to ensure safety and functionality. This report will discuss future safety upgrade requirements for the McCrows Road Bridge.

DISCUSSION
Advanced Structural Consultancy is a specialist in Level 3 Bridge Inspections, they were engaged at the end of October, and the report was received included:
Desktop review

- Previous report review
- Detailed visual inspection and defects mapping
- Geometric survey and reinforcement determination
- Load rating desktop assessment
- Recommendations for asset management
- Determination of strengthening and rehabilitation options

The high priority results were as follows:

- Council should implement a 15 tonne load limit to reduce further risk of damage to the bridge. (This was mainly due to the U-slab deck system not able to distribute the weight of vehicles evenly across the bridge.)
- Council monitor concrete spalling until rectification of the pier crossheads and the edge beams.
- Reposition U-slab to its original position
- Repair all concrete spalling and corroded reinforcement
- Reinstate stopper by dowelling into the existing crosshead.
- Damaged Guard Rail should be replaced in accordance with VicRoads Standards.

To improve the bridge to the standard that the community requires, a concrete overlay over the U-Slabs is proposed. Once completed the load capacity of the bridge will increase to approximately 60 tonne which re-enables the heavy vehicle route to operate as intended. The other works underneath the super structure will also require repair.

The bridge is on the National Heavy Vehicle Register and is a vital route economically for the region. The community around the area use this route as it accesses the Glenelg Highway between Westmere and Lake Bolac creating a much more efficient route to GrainCorp in Westmere or CHS Broadbent in Lake Bolac.

Implementing a 15 tonne load limit requires a detour of an additional 25km to Westmere and an additional 30km if travelling to Lake Bolac. Therefore, farmers in the community will require additional trucks to keep up with the harvest, highly impacting profits in an already very difficult harvest year due to the weather.

Bridge monitoring, rectification works, and strengthening are being planned now with strengthening works to occur around Australia day in the new year so that Council keep disruption to the community to a minimum.

This bridge construction type is common for our bridges as there were a lot of bridges built around the 1960s and 1970s. Further assessment will need to be conducted to work out how many of this type of construction are on other heavy vehicle routes. Similar strengthening work should be made a priority for these locations to also be upgraded in the future.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

4. DEVELOPING AND MAINTAINING KEY ENABLING INFRASTRUCTURE

We will ensure that we plan, fund and develop new infrastructure in ways that delivers strong public value. Existing infrastructure will be managed, renewed, and maintained to ensure that it continues to serve identified public needs.

Budget Implications

The budget for repair of the McCrows Road Bridge will be required from the 2024/2025 Capital Works budget.

Policy/Relevant Law

ARCC Road Management Plan

Sustainability Implications

There are no environmental sustainability implications. Council is mindful of considering new innovative approaches to improve its sustainability and environmental footprint as a part of the Capital Works program.

Risk Assessment

It is considered low risk that the bridge will fail under b-double loading however due to the safety factors of all the new standards it is recommended the load limit and speed reduction be implemented, and upgrade works be undertaken in the new year.

Innovation and Continuous Improvement

Innovation and continuous improvement will be considered as part of the design process for the upgrade and repair of the bridge.

Stakeholder Collaboration and Community Engagement

Repair timeframes have been considered in consultation with the surrounding landowners and community representatives.

RECOMMENDATION

That:
Council receive the McCrows Road Bridge report.

MOVED CR SANDERS
SECONDED CR WATERSTON

That:
Council receive the McCrows Road Bridge report.

Cr Sanders and Cr Waterston spoke for the motion

CARRIED 7/0
5068/24

ATTACHMENTS
The McCrows Road Bridge – Level 3 Inspection Report is provided as Attachment 4.1

Ararat Rural City

LEVEL 3 BRIDGE INSPECTION AND LOAD RATING REPORT – MCCROWS ROAD BRIDGE

LEVEL 3 BRIDGE INSPECTION AND LOAD RATING REPORT

MCCROWS ROAD BRIDGE

PREPARED FOR

ARARAT RURAL CITY COUNCIL

APPROVER: GEETHIKA SANDARUWAN *BSc.Eng (Hons), MIEAust, CPEng, NER, RPEV*

REVISION	ISSUED TO	PREPARED BY	SIGNATURE	DATE
1	Ararat Rural City Council	Geethika Sandaruwan		8 Nov. 24

CONTENT PAGE

1. INTRODUCTION

Arrart Rural City Council has requested Advanced Structural Consultancy (ASC) to undertake a Level 3 Bridge Inspection and condition rating of the Mccrows Road Bridge on Mccrows Road, between Estate Road and Parupa Road in Lake Bolac, Victoria. The three-span inverted U-slab bridge spans over Fiery Creek, with a total length of approximately 18.5m and a clear width of 6.1m between kerbs. The Level 3 inspection was carried out for all the structural elements of the bridge, expect for the piles below the water / ground level and the abutment crossheads, which were covered due to the batter protection.

The council has raised safety concerns regarding the displacement and tilting of the edge U-slab within the middle span, attributed to (recent) vehicle impact. Currently, the full width of the edge beam is not seated on the pier crosshead due to observed rotational displacement. Although no cracking or spalling has been identified in the edge beam under its present condition, the pier crossheads have reinforced concrete stoppers intended for lateral restraint of the bridge deck, which have sustained significant cracking and spalling as a result of the impact. It should be noted that no load or speed restrictions are currently enforced on the structure.

There are few previous engineering inspection reports available for this bridge. This report provides a Level 3 engineering inspection for the bridge, conducted on 20 October 2024, and has been collated in conjunction with the existing condition of the bridge. The report includes site inspection records, condition assessments of the bridge elements, observed defects, and recommended remedial work and potential strengthening to reinstate the bridge. The inspection was undertaken in accordance with the *VicRoads Structures Inspection Manual (2022)*.

The as-built construction drawings for this bridge have not been provided by the council. However, as-built drawings of a similar bridge have been provided by the council for reference to determine the structural capacity of the bridge. The 1961 standard inverted U-slab drawings were used to assess the load capacity of the bridge superstructure. The actual cross-section sizes and spans have been measured in the current condition. The reinforcement details from the reference bridges were used to determine the current load capacity of the bridge.

This report also identifies potential rehabilitation options to maintain and restore the structural integrity and increase the structural capacity of the bridge to meet the latest truck load requirements in accordance with AS 5100.2:2017

1.1 SCOPE

ASC did undertake the scope to complete a Level 3 bridge inspection, conduct a condition assessment, and perform a load rating analysis for the Mccrows Road Bridge. This assessment did include a load rating analysis and an evaluation of critical structural components to ensure compliance with 100% of the SM1600 load rating, as outlined in AS 5100.2-2017 and AS 5100.7-2017.

The specific activities ASC did include in the project scope are detailed as follows:

- ***Desktop Review**: ASC did conduct a desktop review of existing bridge information from available drawings to confirm geometry, layout, bridge extents, and joints.*

- ***Previous Reports Review***: *ASC did review previously available inspection and condition assessment reports.*
- ***Detailed Visual Inspection and Defects Mapping***: *A Chartered Professional Bridge Engineer did perform a detailed visual inspection and mapping of defects on all bridge components. The engineer did assess the approaches, joints, wearing surface, kerbs, on-structure barriers, abutments, piers, crossheads, U-Slabs, bearings/grout pads, batter protection, and waterways. The engineer did measure and document visible signs of chemical and physical weathering, including deterioration such as cracks, spalling, corrosion, construction defects, and physical damage from overloading, impacts, fire, floods, or scour.*

- ***Geometric Survey and Reinforcement Determination***: *The bridge inspection team did conduct a geometric survey of visible bridge components and did determine the reinforcement arrangement of reinforced concrete elements using Ground Penetration Radar (GPR)*

- ***Load Rating Desktop Assessment***: *ASC did conduct a desktop load rating assessment using Space Gass 14.11.2952 in compliance with AS 5100.7 (2017) bridge assessment provisions. This analysis did use as-built geometric survey data, GPR scanning, CRB standard drawings, drawings and inspection documents supplied by the council, and did consider any identified defects.*

The Level 3 Bridge Inspection did refer to the latest standards and codes as follows:

- *AS 5100 Bridge Design*
- *AS 5100.2 Design Loads*
- *AS 5100.3 Foundations and Soil-Supporting Structures*
- *AS 5100.5 Concrete*
- *AS 5100.6 Steel and Composite Construction*
- *AS 5100.7 Rating of Existing Bridges*
- *AS 5100.8 Rehabilitation and Strengthening of Existing Bridges*

Further activities ASC did perform include:

- *Recommendations for Asset Management: Based on the Level 3 inspection and load rating, ASC did provide recommendations for asset management options available to the council, including any traffic load and speed limits if necessary.*
- *Determination of Strengthening and Rehabilitation Options: ASC did identify strengthening and rehabilitation options with associated approximate construction cost estimates, including replacement options for each item.*
- *Bridge Widening Options: ASC did determine bridge widening options along with approximate construction cost estimates.*

- *Recommendations for Additional Investigations: ASC did provide further recommendations for Non-Destructive Testing (NDT), Geotechnical Investigation, and Flood Modeling as needed.*
- *Level 3 Inspection and Condition Rating Report: ASC did prepare a comprehensive Level 3 bridge inspection and condition rating report. The report did include detailed photographs, a summary of findings, and a discussion of possible defect causes with corresponding recommendations. The report did follow the minimum requirements outlined in the VicRoads Road Bridge Inspection Manual, dated June 2022.*

1.2 ASSUMPTIONS AND QUALIFICATIONS

This assessment was conducted under the following assumptions and qualifications:

- *The load rating and condition assessment are limited to visible components and available documents.*
- *No geotechnical assessment / excavations were performed.*
- *No material testing is planned for this bridge, so the assessment was conducted in accordance with AS 5100-2017 standards to determine the material strengths.*
- *Lateral load analysis and load rating for lateral load are not included in this report.*
- *The substructure load assessment excludes assessment for instantaneous, earthquake and flood loadings.*
- *Differential temperature, differential creep and shrinkage were not considered in the design actions in accordance with AS5100.7, CL. 11.2.4.*
- *No hydrology/hydraulic, environmental, or barrier risk assessments were conducted as part of this Level 3 bridge inspection.*
- *A load distribution factor of 1.0, as specified in the VicRoads Road Structures Inspection Manual (2022), has been applied. This factor assumes that each individual U-slab bears 100% of the load from a single line of vehicle wheels. The rationale for adopting a load distribution factor of 1.0 is based on the absence of bolts connecting the U-slab units, the presence of water staining on the underside of the U-slabs, indicating potential shear key failure, and the lack of a / no concrete overlay.*

2. BRIDGE DESCRIPTION

Mccrows Road Bridge is a three-span, single carriageway road bridge spanning Fiery Creek, constructed in 1961 (GPS coordinates -37.730720, 142.930650). Each span is approximately 6 m long, providing a total deck length of 18.5 m. The overall width of the bridge is 6.45 m, and the skew is insignificant.

The bridge approaches and sealed pavements are in generally good condition, exhibiting no significant depressions or cracks. The expansion joints at the abutments and piers are completely covered with asphalt, and no substantial cracking has been observed. There is no evidence of recent movement in the expansion joints, indicating that there has been no significant foundation or abutment

displacement. However, slight vegetation growth has been noted on both the structure and its approaches.

The superstructure comprises nine reinforced concrete inverted HSRC U-slabs and two curb units. It is important to note that the HSRC U-slab decks, installed in 1961, lacked a concrete deck or tie bolts, with the U-slab units spanning solely between the abutment and pier crossheads. These U-slab units are supported by grout pads positioned on the abutment and pier crossheads.

The on-structure barrier (W Beam) has sustained severe impact damage, resulting in the west edge beam of the second span shifting away from the adjacent U-slab segments and tilting slightly. Stoppers have been installed on top of the pier crosshead to provide lateral restraint to the bridge superstructure; however, these stoppers have also been significantly damaged due to the impact.

The substructure includes two abutments (A1 & A2), the continuous crossheads are supported by square (precast) reinforced concrete driven piles. There are two internal piers (P1 & P2) which includes continuous cross heads and four square reinforced concrete driven piles. All crossheads are reinforced concrete in-situ construction in 1961. Since the bridge drawings are not available to ASC, the pile lengths are unknown. The piles of the two abutments are fully covered due to batter protection, and the pile and span configuration of the abutments is assumed to be similar to that of the piers for load rating purposes.

The clear depth between the soffit of the existing deck and the creek bed varies from 1 m to 3.5 m.

The following table 1 summarises the available information on the bridge.

Description	Measurement
GPS Coordinates	-37.730738, 142.930644
Bridge Name	Mccrows Road Bridge
Road Name	Mccrows road
Waterway	Fiery Creek
Year of built	1961
Asset Owner	Ararat Regional City Council
Bridge Superstructure Type	1950s HSRC Inverted U-Slabs
Bridge Substructure Type	Reinforced Concrete Crossheads
Bridge Foundation Type	Precast reinforced concrete driven piles
Design Loading	Unknown
Overall deck length	18.5m
Typical Span (length of deck units)	6.2m
Deck overall width	6.4m
Traffic width	6.1m
No of Spans	3

3. SITE INSPECTION

On 20 October 2024, Geethika Sandaruwan and Shane Chamoda of Advanced Structural Consultancy conducted a detailed visual inspection of the structure. As the bridge has a medium height from the creek bed, all components were safely accessible on foot and with ladders to confirm the bridge geometry, measure structural components for assessment, and capture photographic evidence of any structural defects observed. Refer to Appendix A for defects mapping.

4. LOAD ASSESSMENT METHODOLOGY

The objective of this structural analysis and bridge assessment is to determine the current load-bearing capacity (Rating Factor, RF) of the bridge for specified vehicle types, in compliance with the current bridge design standard AS 5100:2017.

a. *MS18*
b. *45.5T HML Semi-trailer*
c. *68.0T HML B-double*
d. *42.5T GML Semi-trailer*
e. *62.5T GML B - double*
f. *T44 truck load*
g. *W7 - 72kN Wheel load*
h. *HLP320*
i. *HLP400*
j. *SM1600*
k. *W80*

Moving load classes as specified by AS5100.2 are used to detect the stringent case scenarios, and the so-called influence line concept is used to pass traffic load across bridge deck. The bridge capacities were calculated using in-house Excel spreadsheets. The load rating was carried out in accordance with Part 7 – Bridge Assessment, of the Australian Bridge Design code AS5100:2017.

4.1 DATA COLLECTION AND PREPARATION

Structural Plans: Obtain the bridge's as-built plans, structural drawings, design specifications, and previous inspection reports. These will provide necessary details on materials, dimensions, load paths, and components.

Material Properties: Define the properties of materials including the concrete and reinforcements used in the bridge, including strengths, elastic modulus, and yield stresses, in accordance with AS5100.7 2017.

Geometric Details: Input exact measurements of the bridge, including spans, U-slab spacing, infill gravel thickness, and other physical dimensions.

Bridge Condition: Gather information of deterioration, damage, or alterations that affect the bridge's strength.

4.2 MODELLING SOFTWARE

Structural Modelling and Design: The load assessment consists of load rating the bridge superstructure and substructure elements based on an assessment at ULS and SLS in accordance with AS5100.5-2017. In-house developed spreadsheets were used for the calculation of section properties and structural capacities respectively. Space Gass 14.11.2952 computer software was used to develop the model for analysis of the bridge. A 3D structural model including superstructure and substructure was developed to analyse the design actions on the structure elements. A linear elastic analysis was carried out to determine the design actions

4.3 LOAD FACTORS

The DLA, SLS and ULS factors for the referenced vehicles are in accordance with AS5100-2017 and Client's brief and area summarized in Table 2.

Load Type	DLA	SLS Factor	ULS Factor (Reduces Safety)	ULS Factor (Increases Safety)
Dead Load - Concrete	N/A	1	1.2	0.85
Dead Load – Earth Pressure	N/A	1.2	1.5	0.7
SDL – Asphalt	N/A	1.3	2	0.7
Live Load – SM1600	0.3	1	1.8	N/A
Live Load – T44	0.4	1	2	N/A
Live Load – MS18	0.4	1	2	N/A
Live Load - H20-S16	0.4	1	2	N/A
Live Load – Semi-trailer, B-double	0.4	1	2	N/A
Heavy Load Platform	0.1	1	1.5	N/A
Live Load - Surcharge	N/A	1	1.5	N/A

4.4 VEHICLE POSITIONING

As per requirements of AS/NZS 5100.7, the vehicle shall be positioned in the most onerous position within the carriageway for the section under consideration but no closer than 600 mm to the face of the kerb from centreline of the dual tyre.

4.5 LOAD RATING FACTOR CALCULATIONS

The load rating factor (RF) is calculated for a bridge and the nominated rating vehicle mentioned in modelling section.

$$RF = \frac{\text{Available bridge capacity for live load effects}}{\text{Live load effects of nominated rating vehicle}}$$

$$\phi R_u \geq \gamma_g S_g^* + \gamma_{ge} S_{ge}^* + S_p^* + S_s^* + S_t^* + \gamma_L (RF) S_L^* W (1+\alpha)$$

ϕ = capacity reduction factor
R_u = calculated ultimate capacity
γ_g= load factor for dead load
S^*_g= load effects due to dead load
γ_{gs}= load factor for the superimposed dead load
S^*_{gs} = load effects due to superimposed dead load
γ_Q= traffic load factor
RF = load rating factor
S^*_Q= load effects due to the traffic load used for the load rating
W = a factor representing ALF for road traffic bridges, that is, the accompanying lane factor
α = dynamic load allowance

$$RF \le \frac{\phi R_u - \left(\gamma_g S^*_g + \gamma_{gs} S^*_{gs} + S^*_p + S^*_s + S^*_t\right)}{\gamma_L (1+\alpha) W S^*_L}$$

A rating factor of 1.0 or more indicates that the component in question complies with the requirements of AS5100.7-2017 and can safely carry the specified traffic loading. A rating factor of less than 1.0 implies that the bridge component is operating at a lower factor of safety than is typically required by the standard.

4.6 ASSUMPTIONS

The load assessment was based on the following assumptions.
Reinforced concrete density – 26kN/m3 (AS5100.7-2017)
Yield strength of concrete – 21MPa (AS5100.7-2017)
Yield strength of reinforcements – 230MPa (AS5100.7-2017)

4.7 LIMITATIONS

The bridge has been assessed for vertical loads only. Horizontal loads due to vehicle braking and traction force, flood loading, earthquake, lateral earth pressure and thermal effects have not been assessed. The assessment of pile foundation is not part of this assignment due to unavailability of geotechnical information.

5. RESULTS OF LOAD RATING

Table 3 summarises the rating factors for the structure's primary components under the vehicle configurations considered in the assessment, calculated in accordance with the method outlined in Section 4.

Live Load	U-Slab		Abutment Crosshead			Pier Crosshead		
	BM	SF	+BM	-BM	SF	+BM	-BM	SF
GML 42.5T	0.39	0.76	1.18	1.71	1.24	0.70	0.94	0.61
HML 45.5T	0.37	0.76	1.14	1.62	1.19	0.68	0.90	0.58
GML B-Double 62.5T	0.39	0.76	1.18	1.71	1.24	0.70	0.94	0.61
HML B-Double 68T	0.37	0.76	1.14	1.62	1.19	0.68	0.90	0.58
T44	0.39	0.66	1.03	1.38	1.05	0.56	0.72	0.46
W7	0.51	1.33	1.52	>2	1.63	1.31	>2	1.21
HLP320	0.57	1.04	1.08	1.30	0.89	0.60	0.68	0.39
HLP400	0.45	0.84	0.84	1.01	0.69	0.47	0.53	0.29
MS18	0.42	0.75	1.18	1.62	1.2	0.74	0.94	0.62
W80	0.45	0.99	1.31	1.82	1.42	1.13	>2	1.05
A160	0.45	0.99	1.31	>2	1.43	1.31	1.65	1.05
M1600	0.26	0.55	0.85	1.16	0.87	0.43	0.55	0.33

6. DISCUSSION

6.1 INTERPRETATION OF LOAD RESULTS

The results for the main girders were typically governed by the internal girders rather than the external girder. Bending effects were found to be more critical than Shear effects for deck units. The assessment results indicate that the bridge is essentially deemed to be inadequate for any heavy vehicles.

The inadequate results for the U-slabs in Bending capacity for the loads considered are driven by the inherent design limitation of the original U-slab units specifically, lower material strength and no shear keys or leg tie-bolts to provide transverse load distribution between adjacent units. The results are appropriate and reasonable and in alignment with documented limitations and performance issues for these consistence with the Country Roads Board (CRB) units of the 1960s era (refer VicRoads Road Structures Inspection Manual). Simply put, these units were not designed to carry heavy vehicles such as those assessed.

While the bridge has not exhibited structural failure under vehicle passage, the analysis indicates that U-slab members are experiencing significant stress. Prolonged overstressing of these elements is likely to accelerate the rate of structural deterioration, underscoring the importance of load management to extend the bridge's service life.

The theoretical shortcoming in Bending capacity of the pier crossheads is driven by the fact that the crosshead is not particularly deep at 457mm D x 457mm W, and because the drawings are not available the assessment assumed only 21MPa as per AS5100.7 CL A1.4. Similarly, the headstock is fairly lightly reinforced, and no steel strength is available, so 230MPa was adopted in accordance with AS5100.7 Table A5. Furthermore, the heavy vehicles assessed are generally comprised of a greater number of heavier axles than the design loading of the era (H20-S16) meaning that a greater load effect is imparted onto the intermediate piers when a longer vehicle(s) loads both spans at once. These aspects limit the available strength to be calculated for the headstock. If actual materials strengths were found to be greater than the strength properties assumed and based on AS5100.7, then the capacity may be slightly increased and improve results.

The pier headstocks exhibit significant concrete spalling and corrosion of reinforcing steel, resulting in a substantial reduction in shear load rating capacity. Implementing concrete repairs and reinstating the corroded reinforcement in accordance with AS 5100.8:2017 is expected to enhance the shear load rating, as outlined in Table 4.

However, given the severity of the inadequate rate factors, it is considered unlikely that higher material strength would result in passing assessment results.

These results are based on the worst-case scenarios of the vehicle travel positions summarised in the Vehicle Configuration Summary table and depicted in the Vehicle Configuration Diagrams, and these positions are based on a pragmatic review of the carriageway trafficable width, marked lanes, AS5100 design lanes and reasonable spacing between passing vehicles.

Geotechnical data and detailed specifications for the precast driven piles are unavailable, limiting the ability to accurately determine load ratings for the foundations. Considering the bridge's age, it is reasonable to assume that most long-term settlements have already occurred, potentially enhancing its current load-bearing capacity. However, in the absence of specific foundation details, it is recommended that all lateral loads induced by braking and acceleration be transferred to the engineered fill behind the abutment headstock. This approach aims to mitigate the risk of overstressing the piles.

The anticipated improvement in the shear load rating, upon rectification of the pier crosshead to meet its original design capacity, is presented in Table 4.

Live Load	Pier Crosshead		
	+BM	-BM	SF
GML 42.5T	0.99	1.38	0.84
HML 45.5T	0.96	1.33	0.81
GML B-Double 62.5T	0.99	1.38	0.84
HML B-Double 68T	0.96	1.33	0.81
T44	0.79	1.07	0.63
W7	1.85	>2	1.66
HLP320	0.85	1.01	0.55
HLP400	0.66	0.78	0.41
MS18	1.04	1.38	0.85
W80	1.59	>2	1.44
A160	1.59	>2	1.44
M1600	0.60	0.81	0.47

6.2 SHORT-TERM RISK CONTROL STRATEGIES TO IMPROVE ACCESS PROVISIONS

The bridge has been in service for approximately 63 years which more than half of its assumed design life. In the current condition, the bridge appears to be in fair to poor condition and requires upgrading to achieve the desired level of service. The following short-term measures are recommended for the structure: high-priority repairs should be carried out within 1 to 3 months, and medium-priority repairs should be completed within 6 to 12 months to prevent more costly repairs in the future.

- The council should consider implementing a 15-tonne load limit to reduce the risk of further damage to the bridge until strengthening measures are in place. This restriction would exclude heavy vehicles such as semi-trailers and B-doubles, while still allowing access for most emergency service vehicles. (High Priority)
- A 3-month inspection cycle should be implemented to monitor concrete spalling until rectification of the pier crossheads and edge beam is completed. (High Priority)
- The pier crossheads exhibit moderate to severe aging cracks, attributed to low concrete cover and significant cross-sectional loss of reinforcement. All deteriorated concrete and corroded reinforcement should be removed and replaced with high-ductility N-grade reinforcement. Where lap length is unachievable, the new reinforcement should be welded to the existing bars. Standard concrete patch repairs are to be conducted in accordance with VicRoads specifications. The repaired crossheads should meet or exceed the original design capacity. (High Priority)
- The edge U-slab unit should be repositioned to its original location, ensuring it fully seats on the pier crosshead across the entire width of the edge unit. (High Priority)
- Severe concrete spalling and cracks, in addition to minor spalling, were observed on the U-slab units. All deteriorated concrete and corroded reinforcement should be removed, with standard concrete patch repairs carried out to rectify the U-slab deck. All corroded reinforcement should be replaced by welding N-grade reinforcement to the existing bars. (High Priority).
- The pier crosshead and stoppers were damaged due to vehicle impact. All loose concrete to be removed and reinstate stopper by dowelling into the existing crosshead. (High Priority)
- The bridge on-structure barrier shows multiple impact damages due to vehicle collisions. Damaged W-beams should be replaced, and the barrier reinstated in accordance with VicRoads specifications. (High Priority)
- Some piles exhibit moderate to severe corner bar splitting, potentially caused by inadequate concrete cover or low cement content in the concrete. As previously mentioned, all deteriorated concrete should be removed, corroded reinforcement replaced with N-grade reinforcement, and the affected areas patched with approved concrete repair material. (Medium Priority)

6.3 LONG-TERM RISK CONTROL STRATEGIES TO IMPROVE ACCESS PROVISIONS

The load distribution factor is a critical parameter in determining the rating factors for the overall bridge structure. According to the VicRoads Road Structures Inspection Manual 2022, if U-slab units are designed to act integrally and shear keys or bolts are in satisfactory condition, the load distribution factor may be reduced to 0.47. In this scenario, all rating factors for MS18, GML, HML and T44 vehicle classes would meet or exceed 1.0 for the bridge superstructure.

However, given the site conditions, there is insufficient evidence of reliable load distribution between U-slab units, as observed in the absence of effective shear connections. Consequently, a load distribution factor closer to 1.0 has been applied, which results in rating factors below 1.0 for the assessed vehicle loadings.

To upgrade the superstructure capacity to meet MS18, GML, HML, and T44 loadings with latest load and dynamic factors, a reinforced concrete overlay with chemset reinforcement dowels to the existing U-slab units to provide composite action. This deck overlay would enhance load distribution across U-slabs, increase the load-carrying capacity of individual U-slabs, and improve structural durability of both superstructure and substructure by reducing water infiltration. This will further improve the load distribution to the abutments and pier crosshead in resulting increasing the load rating factors for the substructure.

The addition of a concrete overlay will increase the dead load on the pile foundations, thereby impacting the foundation's load rating. In the absence of detailed information on the existing driven piles and relevant geotechnical data, the current capacity and load rating of the foundation remain indeterminate. Obtaining the reduced levels of the existing crossheads at both abutments and piers would be highly advantageous. These measurements would serve as baseline data to facilitate the monitoring of any bridge movement, settlement, and any further settlement arising from increased dead or live loads in the future. Should the council opt to apply a reinforced concrete overlay to the existing U-slab, ongoing monitoring of foundation settlement is recommended until additional settlement stabilizes.

7. DEFECTS MAPPING

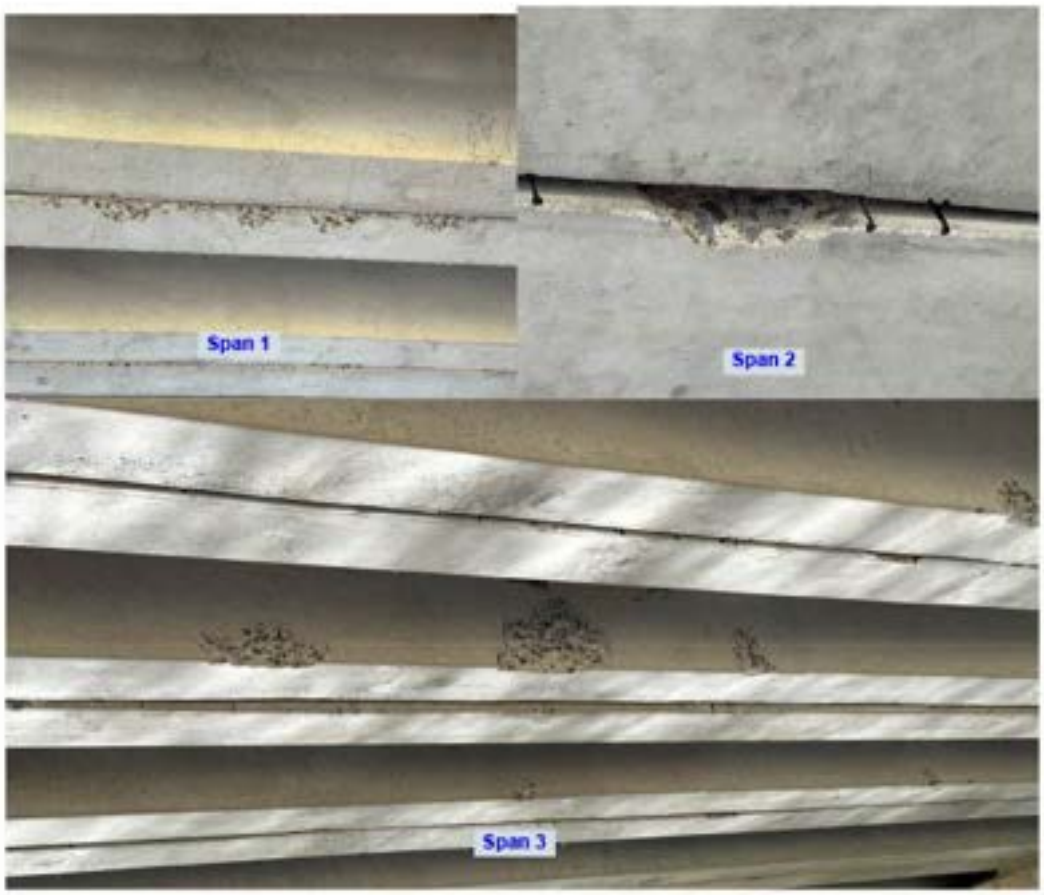
1. The northern approach exhibits minor depressions and cracking in the carriageway. Monitor at level 1 inspections.

2. The northern approach carriageway has experienced minor settlement, resulting in a rough joint at the north abutment. The expansion joint is entirely obscured by the wearing surface. Additionally, vegetation growth has been observed on the bridge deck. Monitor at Level 1 bridge inspection.

3. Impact damage has been observed due to vehicle collision resulting significant damage to the W-beam.

4. Minor damaged has been observed on the southern carriageway.

5. Severe to moderate cracking and concrete spalling have been observed in all three spans. Evidence of severe to minor corrosion is present. All cracks appear to be aging cracks, and no flexural or shear cracks have been observed.




U-slab 2 – Span 3
U-slab 1 – Span 3
U-slab 2 – Span 3
U-slab 4 – Span 3


U-slab 8 – span 3
U-slab 9 – span 3
U-slab 9 – span 3
U-slab 9 – span 3

6. Severe to moderate cracking and concrete spalling have been observed on the pier crossheads. Evidence of moderate to severe corrosion is present. All cracks appear to be aging cracks, and no flexural or shear cracks have been observed.


Pier 1 - Crosshead
Pier 1 - Crosshead
Pier 1 - Crosshead
Pier 1 - Crosshead
Pier 2 - Crosshead
Pier 2 - Crosshead

7. The edge U-slab unit in span 2 is tilted and does not fully seat on the pier crosshead.

8. The stoppers and pier crosshead are damaged due to the impact from the vehicle collision.

9. Heavy stains have been observed between the edge and first interior U-slab units due to water leaks. This could impact the long-term durability and performance of the U-slab units.

10. Moderate to severe cracks have been observed on forth pile of pier 1.

4.2 2024/2025 CAPITAL WORKS PROGRAM – NOVEMBER 2024

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 18096

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
The Council has approved its 2024/2025 Capital Works Program as a pivotal component of the current budget. With a substantial capital works investment totaling $15.513 million, the budget primarily targets infrastructure enhancements.

Key initiatives include:
- Mount William Road Stage Two Construction - supported by Federal Government funding.
- Buangor Ben Nevis Road Stage One Construction - beginning from the Western Highway section for approximately 1.5 kilometers
- Urban Gravel to Seal Road Upgrades continuing to upgrade accessibility across urban areas.
- Maintenance of Footpaths, Drainage, and Kerb and Channel

These projects underscore the Council's commitment to improving local infrastructure and fostering community development in the 2024/2025 fiscal year.

DISCUSSION
Council's 2024/2025 Capital Works Program marks a significant shift from previous years, reintroducing larger road and bridge construction projects post-pandemic. The program's budget has increased by $6 million, with substantial state and federal funding, alongside smaller targeted works.

The focus for 2024/2025 remains on renewing and updating Council assets, leveraging in-house capabilities, and supporting local employment and contractors.

Key areas include:
- Enhanced road reseal program
- Urban drainage improvements
- Footpath network upgrades
- Major urban road gravel to seal program
- Stage two of Mt William Road Reconstruction
- Three Roads to Recovery funded projects (Churchill Avenue, Webb Street, Buangor Ben Nevis Road bridge)

Budget Status:
As of 18 November, 2024, 24% of the budget is spent, with end-of-month invoices pending. The annual road resealing program is 85% complete and the Pomonal Tennis Court project has been finished and officially opened. Community and property projects including the Tatyoon Oval Drainage and Irrigation Project and the Library Upgrade have progressed well in the current year. Inhouse works in Churchill Avenue are due to commence in the coming weeks starting with footpath works.

Buangor Ben Nevis Road plans are complete, and commencement of stage two of Mt William Road are ready to commence, pending cultural heritage and flora and fauna reports.

	Budget	Committed/ Contracted	Expended	%	Notes
PROPERTY - CAPITAL					
Property Capital	**$270,000**		$148,180	56%	Works have been completed for the resurfacing of the Pomonal Tennis Courts, replacement of windows at the Town Hall in the Arts & Crafts Room, painting of the Maroona Rec Reserve and new touch screen kiosks.
Ararat Library Upgrade	**$200,000**	$82,875	$95,053	48%	All ordering has been completed for the works of the Library Upgrade works are expected to be undertaken in February 2025.
Tatyoon Oval, Drainage, Irrigation & Resurfacing	**$333,500** **$83,500 Council** **$250,000 Country Football & Netball Program (CFNP)**	$88,230	$228,416	69%	Aqualines Irrigation Pty Ltd are currently completing the works with all trenches and irrigation installed and the connection of a new tank and pump, works are expected to be complete in late January 2025.
TOTAL PROPERTY		**$171,106**	**$471,649**	**59%**	
PLANT & EQUIPMENT					
Book stock - Library Book Replacement	**$40,000**	-	$20,422	51%	
TOTAL PLANT & EQUIPMENT		-	**$20,422**	**51%**	
ROADS		-	-	-	
Gravel Road Sheeting, Widening & Alternative Sealing	**$1,800,000**	-	$1,047,999	58%	Resheeting, widening and alternative seal works have been completed on a number of roads including: • Tatyoon North Road • Mt William Road • Webbs Road • Rockies Hill Road • Coopers Road • Astons Road (Shoulders) • Tunnel Road • Moyston Township
Reseal Program	**$1,000,000**	-	$845,338	85%	Reseal works are 85% complete for the current financial year.

Mt William Road (24/25 – HSVPP Funding)	**$6,250,000**	-	$1994	-	These works will commence on receipt of final cultural heritage management plan reporting.
Buangor Ben Nevis Road	**$2,143,000**	$68,522	$64,515	3%	Plans and technical reporting have been completed. Council is working with Australian Cultural Heritage Services to complete CHMP Due Diligence and plan requirements. The complex site testing has been completed with a meeting with traditional owners expected by the end of the month. This should then move the final approval of the plan. Construction in segmented areas should be able to progress once that area has been documented and approved.
Weighbridge Place, Lake Bolac		$74,900	$582		Asphalting works at Weighbridge Place are to be undertaken by SHS Civil, works will not commence until the completion of grain season. The intersection with Mortlake Ararat Road is in poor condition and require the upgrade to withstand the heavy vehicle that use the area.
Churchill Avenue, Ararat	**$800,000**	$2,750	$28,865	4%	Design works have been completed, footpath are expected to commence at the start of December on footpath works.
Webb Street, Ararat	**$700,000**	$3,700	$8,179	1%	Design works are complete, and work will be completed in-house. Discussions are being undertaken with GWM Water with relation to the water main and the ability to replace this as a part of the reconstruction works.
Urban Road Gravel to Seal	**$700,00**		$717,145	102%	Works are currently being completed at various urban locations with kerb and channel and drainage being installed including Bailey Lane, Currajong Ave/McLellan Street, Mulcahy Road and Young Street. Multiple design works are being finished for the coming years programs.

Major Patching	**$100,000**	$26,590	$1,018	1%	Works have not commenced.
Bridges	**$80,000**	$25,240	$56,463	71%	Investigations into the works required for the Buangor Ben Nevis Road Bridge 1 project are underway. Other bridge strengthening works are being investigated and estimated for upcoming programs.
Footpath Renewal Program	**$400,000**	$261,384	$113,197	28%	Council's footpath program has commenced with a footpath section in with tenders awarded for Barkly/Queen Street Asphalt Path, and Maude Street Path. Other costs within this budget include works on Tunnel Track, Pomonal which was a funded project.
Urban Drainage Works	**$750,000**	8,356	$320,831	43%	Drainage works are progressing with works currently completed at Ararat Cemetery and Thompson and Kneale Street. The Queen Street Stormwater Project has also been completed.
Kerb and Channel	**$239,000**		$15,568	7%	Works on the Walkerville and Wileman Street project in Willaura have recommenced with following works undertaken by GWM Water replacing a asbestos pipe in the works area.
Miscellaneous			$127,674		These works include finalisation of works at Gordon Street Reserve and small projects carried over from previous years.
TOTAL INFRASTRUCTURE		**$471,442**	**$3,349,368**	6%	
TOTAL CAPITAL WORKS		**$642,548**	**$3,841,439**	24%	

There are also projects that were funded in the 2023/2024 budget that have extended beyond the single financial year. The committed expenditure includes contracts entered for construction of various elements of the projects. The table below provides a summary of these projects:

	Budget	Previously Expended Funds	Committed/ Contracted	Expended	%	Notes
Mt William Road	**$1,000,000**	$313,911		$512,028	83%	Work commenced in late May 2024.

						The works have been set out, tree and stabilising works have been completed. There was significant soft spots found within the area and these have been remedied. Final works include class A stone and sealing works.
Buangor Recreation Reserve Kitchen Extension		$53,849		$167		The project has been out to the market and came in with a significant price difference between the cost plan and the pricing received from the tenderers. Funding has been received as part of the Tiny Towns Funding Program which will help progress Stage 1 of this project. Council is currently undertaking quotation works with a local commercial builder to try to progress these works.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives
The key financial drivers align strongly with the thrust of the Council Plan 2021-2025, particularly the following:

4.1 Ensure that asset development and renewal during the planning period matches that identified in Council's Asset Plan 2021-2031.
4.2 Work directly with asset users to manage and develop new and existing assets.
4.3 Deliver infrastructure outcomes that support economic growth, promote community wellbeing and safety and align with Council's financial sustainability.
6.1 Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation, and rating fairness.

Budget Implications
The 2024/2025 Capital Works Program represents a significant element of Council's 2024/2025 Budget. In the current civil construction market, it is essential that Council manages capital works expenditure carefully to ensure budget outcomes are met.

Policy/Relevant Law
The 2024/2025 Capital Works Program complies with the program funded in the 2024/2025 Budget.
Sustainability Implications
There are no environmental sustainability implications. Council is mindful of considering new innovative approaches to improve its sustainability and environmental footprint as a part of the Capital Works program.

Risk Assessment

The 2024/2025 Capital Works Program was developed as a mitigation of the financial risks associated with market volatility currently being experienced in the civil and building construction sectors.

Innovation and Continuous Improvement
Development of the 2024/2025 Capital Works Program represented an agile response to market conditions. A capacity to rework strategy based on a changing environment is a critical element in developing an innovative organisation.

Stakeholder Collaboration and Community Engagement
The 2024/2025 Capital Works Program has been developed as an element of the 2024/2025 Budget. There was extensive community engagement undertaken prior to adoption.

RECOMMENDATION

That:
Council receive the Capital Works Program – November 2024 report

MOVED CR WATERSTON
SECONDED CR R ARMSTRONG

That:
Council receive the Capital Works Program – November 2024 report

Cr Waterston, Cr R Armstrong and Cr Sanders spoke for the motion

CARRIED 7/0
5069/24

ATTACHMENTS
There are no attachments relating to this item

4.3 EMERGENCY MANAGEMENT PREPARATION

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 18097

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY
Under various Acts including the Country Fire Authority Act 1958, the Emergency Management Act 2013, as well as the State Emergency Management Plan, Council has a range of services and activities that we are responsible.

DISCUSSION
The nature and extent of work by Council to deliver activities will depend on our capability, capacity and particular circumstances of an event. Council will utilise a variety of approaches and local arrangements to best affect the delivery of these responsibilities to meet unique local needs. Most of the activities listed below are carried out by council in close conjunction with government departments and agencies. Local arrangements are specified in the Municipal Emergency Management Plans, developed my multiagency Municipal Emergency management Planning Committee (MEMPC)

Some of the activities that municipalities are responsible for include:

- Support the control agency which provides relief information to assist communities to make informed decisions about their safety.
- Coordination of relief services information to communities
- Coordination of support to communities at the municipal level
- Establish Emergency Relief Centres to provide immediate and basic services to people affected by an emergency.
- Provision of available council-managed resources to Control Agency
- Provision of available facilities for emergency services staging areas.
- Partial / full closure of council-managed areas to exclude the public from dangerous areas
- Partial / full local road closures and determination of alternative routes
- Oversight of all recovery environments and associated activities
- Recovery information for community
- Coordination of community recovery services
- Coordination of local recovery activities, and lead agency to coordinate secondary impact assessment.

To be in the best position to help our community during and after an emergency, Council has continued with its training and upskilling of staff.
Training that has or is currently being undertaken is:

- 25 staff completed Emergency Relief Centre (ERC) operation training. Together with 25 staff from the previous year provides a sound base.
- 2 additional staff being trained in Municipal Emergency Management Officer (MEMO) giving the council 5 trained MEMO's
- 2 additional staff being trained in Municipal Recovery Managers (MRM) giving the council a total of 5 trained MRMs.
- 4 staff being trained in Emergency Management Liaison Officer (EMLO) who will cover the three Incident Control Centres – Ballarat, Ararat and Horsham
- 1 staff trained in Municipal Fire Prevention Officer (MFPO)
- 5 staff trained in Assistant Municipal Fire Prevention Officer (AMFPO)

Under the Country Fire Authority Act 1958, section 41, the fire prevention officer of a municipality council may serve a fire prevention notice. Council are currently sending correspondence to land owners, who, own land / houses in areas which have been deemed to be in a high to extreme risk area according to the Victoria Fire Risk Register. This includes green waste vouchers which can be used at our Resource Recovery Centres to help with clean ups.
The Fire Declared Period came info force yesterday 18 November 2024 and the AMFPO will be out in the Municipality beginning next week covering Pomonal, Moyston, outskirts of Ararat, Elmhurst, Warrak, Streatham, Westmere, Lake Bolac, Wickliffe and Willaura.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

5. Enhance Community Life - We will work with the communities of Ararat Rural City to maintain social cohesion, support community activity and cultural life, and enhance safety.

6.2 Ensure appropriate risk management is applied to Council and organisation decisions. Councils internal function is applied to areas of perceived risk.

Budget Implications

The Emergency Management training programme represents a small element of the training budget. Council managers the training budget closely but will make sure staff are adequately trained for their role in emergency management

Policy/Relevant Law

Country Fire Authority Act 1958
Local Government Act 2020
State Emergency Management Plan
Municipal Emergency Management Plan

Sustainability Implications

There are no environmental sustainability implications.

Risk Assessment

Risk assessment has been carried out to ensure the safety of staff and that of the community

Innovation and Continuous Improvement

Council is committed to continuous improvement of their emergency management response.

Stakeholder Collaboration and Community Engagement

Council collaborates with other agencies at the Municipal Emergency Management Planning Committee (MEMPC) and the Regional Emergency Management Planning Committee (REMPC)

RECOMMENDATION

That:
Council receive the Emergency Management Preparation report

MOVED CR SANDERS
SECONDED CR KAUR

That:
Council receive the Emergency Management Preparation report

Cr Sanders, Cr Kaur and Cr Joyce spoke for the motion

CARRIED 7/0
5070/24

ATTACHMENTS – There are no attachments relating to this item

SECTION 5 – INFORMAL MEETINGS

5.1 COUNCIL BRIEFINGS

AUTHOR'S TITLE: **CHIEF EXECUTIVE OFFICER**
DEPARTMENT **CEO'S OFFICE**
REFERENCE: **13039074**

OFFICER'S DECLARATION OF INTEREST
Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

The Governance Rules state that if there is a meeting of Councillors that:

1. is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
2. is attended by at least one member of Council staff; and
3. is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting, the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:
   a. tabled at the next convenient *Council meeting*; and
   b. recorded in the minutes of that *Council meeting*.

DISCUSSION
As a requirement of the Governance Rules, a summary of matters discussed at the Council Briefings held since the last Council Meeting are presented to Council and will be recorded in the minutes.

INFORMAL MEETINGS
Council Briefing held on 19 November 2024

Issues discussed at the briefing:

- Audit and Risk Committee Vacancy
- S5 CEO Delegations
- OH&S Policy
- Environmental Strategy
- Capital Works Update
- Asset Management Plans
- Quarterly Finance report
- Emergency Management Preparedness
- Community Recovery Hub
- McCrow's Road Bridge
- Building and Planning reports
- Building Fees
- Greenhill Lake
- Flyfishing Club
- Little Athletics
- Pitch Tow-away Zones
- CEO leave

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives
The report supports the strategic objective of the Council Plan 2021-2025:

6. STRONG AND EFFECTIVE GOVERNANCE
We will work hard to build models of governance that place delivering public value at the centre through effective financial management; well measured risk management; and implementation of effective community engagement practices.

6.3 Continuously improve Council's community engagement process and practices in line with deliberative engagement practices, while acknowledging the need for a range of different techniques to ensure effective engagement.

Financial
There are no financial impacts for the receiving of Informal Meetings of Councillors.

Policy/Relevant Law
Reporting of Informal Meetings is in line with the requirements of the Governance Rules.

Risk Assessment
Following the requirements of the Governance Rules will ensure that Council meets its legislative requirements.

Stakeholder Collaboration and Community Engagement
A summary of matters discussed at the Council Briefings are presented for community information.

RECOMMENDATION

That:
the Informal Meetings of Councillors Report be received.

MOVED CR R ARMSTRONG
SECONDED CR PRESTON

That:
the Informal Meetings of Councillors Report be received.

Cr Preston and Cr R Armstrong spoke for the motion

CARRIED 7/0
5071/24

ATTACHMENTS
The Summary of Council Briefings are provided as Attachment 5.1.

Ararat Rural City

Councillor Briefing

Date: Tuesday 12 November 2024
Commencement: 5.00 pm
Location: Council Chamber, Shire Offices

Councillors:	Cr Jo Armstrong Cr Rob Armstrong Cr Peter Joyce Cr Teli Kaur Cr Luke Preston Cr Bob Sanders Cr Bill Waterston
Officers:	CEO, Dr Tim Harrison

Disclosure of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed ***(Local Government Act 2020 - Section 131 and Chapter 5, Section 6 of the Governance Rules)***.

Matters Considered

1	Mayor's roundup
2	Audit and Risk Committee vacancy
3	SS CEO Delegations
4	OH&S Policy
5	Environment Strategy
6	Capital Works update
7	Asset Management Plans
8	Quarterly finance report
9	Emergency management preparedness
10	Community recovery hubs program
11	McCrows Rd bridge
12	Building and Planning reports
13	Building fees
14	Use of flyfishing club land at Greenhill Lake
15	Greenhill Lake issues
16	Little athletics issues
17	**CEO Leave**

Ararat Rural City

Councillor Briefing

Dr Tim Harrison

SECTION 6 – COMMITTEE MINUTES/REPORTS

No Committee Minutes/Reports received

SECTION 7 – NOTICES OF MOTION

A *notice of motion* must be in writing signed by a Councillor and be lodged with or sent to the *Chief Executive Officer* no later than 12.00pm (noon) and at least six (6) days prior to the Council Meeting to allow sufficient time for the *Chief Executive Officer* to include the *notice of motion* in agenda papers for a *Council meeting*.

There were no Notices of Motions received.

SECTION 8 – URGENT BUSINESS

Items cannot be admitted as urgent business other than by resolution of *Council* and only then if it:

1 relates to or arises out of a matter which has arisen since distribution of the *agenda*; and
2 cannot safely or conveniently be deferred until the next *Council meeting*.

There was no Urgent Business arising

SECTION 9 – CLOSE SESSION (CONFIDENTIAL)

In accordance with section 66(2)(a), 3(1) *Confidential Information* (a) of the Local Government Act 2020, the following agenda items are listed for consideration in the confidential section:

- Item 9.1 – Recruitment for Independent member for Council's Audit & Risk Committee
- Item 9.2 – Councillor – Request for leave of absence

6:32PM - CLOSURE OF COUNCIL MEETING TO THE PUBLIC

The Open Council Meeting will now be closed, but members of the public are welcome to rejoin the Council Meeting following the recommencement of the meeting.

RECOMMENDATION

That the meeting be closed to members of the public pursuant to section 66(2)(a) of the Local Government Act 2020 to consider confidential reports.

MOVED CR R ARMSTRONG
SECONDED CR SANDERS

That the meeting be closed to members of the public pursuant to section 66(2)(a) of the Local Government Act 2020 to consider confidential reports.

No Councillors spoke for or against the motion

CARRIED 7/0
5072/24

6:40PM - OPEN COUNCIL MEETING RECOMMENCEMENT

RECOMMENDATION

That the Open Council Meeting recommence.

MOVED CR SANDERS
SECONDED CR R ARMSTRONG

That the Open Council Meeting recommence.

No Councillors spoke for or against the motion

CARRIED 7/0
5075/24

Gallery invited to return to Council Chamber.

LIFTING OF CONFIDENTIALITY OF CLOSED SESSION RESOLUTIONS

RECOMMENDATION

That:
1. *The decision in relation to Confidential Agenda Item 9.1 be lifted on adoption of the motion and;*
2. *The report of Confidential Agenda Item 9.1, not be lifted on adoption of the motion and;*
3. *The confidentiality of the report and decision in relation to Confidential Agenda Item 9.2 not be lifted on adoption of the motion.*

MOVED CR SANDERS
SECONDED CR WATERSTON

That:
1. **The decision in relation to Confidential Agenda Item 9.1 be lifted on adoption of the motion and;**
2. **The report of Confidential Agenda Item 9.1, not be lifted on adoption of the motion and;**
3. **The confidentiality of the report and decision in relation to Confidential Agenda Item 9.2 not be lifted on adoption of the motion.**

No Councillors spoke for or against the motion

CARRIED 7/0
5076/24

Meeting closed at 6:41pm

I HEREBY CERTIFY THAT PAGES 9670 - 9935 INCLUDING PAGES 767 – 773 OF THE CLOSED SESSION ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

MAYOR – CR JO ARMSTRONG