

# **Development Plan, Wattle Street, Alexandra**

**Murrindindi Shire Council**

**August 2014**

## Introduction and Context

This Development Plan has been prepared by Murrindindi Shire Council to be the Development Plan for the Wattle Street Area, Alexandra under Clause 43.04 of the Murrindindi Planning Scheme. As a result of the approval of this Development Plan, all planning proposals for this area must be generally in accordance with the requirements of this plan.

This Development Plan replaces the Development Plan for Wattle Street Area which was approved by Murrindindi Shire Council in December 2001 but has now expired.

The land to the immediate east is zoned Low Density Residential and is subject to the approved *Development Plan, Goulburn Valley Highway, Alexandra*, August 2014.

## The Land

This development plan applies to an area of approximately 46 hectares, located on the eastern side of Alexandra township. Under the Murrindindi Planning Scheme, the land is zoned General Residential and Urban Floodway with the Development Plan Overlay Schedule 1 (Residential 1 Zone) applying to the land.

The land is located approximately 0.8 km from the central business area of Alexandra township, with direct access on its northern side via the Goulburn Valley Highway which abuts the land. The site's highway frontage is part of the eastern entrance to Alexandra township.

The site is bounded by Goulburn Valley Highway to the north, Wattle Street to the west, Pendlebury Street to the south and private land (subject to the *Development Plan, Goulburn Valley Highway, Alexandra*) to the east.

The site comprises cleared land on the majority of the site with planted fence lines and individual paddock trees although a stand of remnant native vegetation is located in the northwestern corner of the area. Significant roadside vegetation is evident. A tributary of U.T. Creek flows to the north along the east side of Wattle Street. The land is in a valley which slopes from the south to the north, rising to the east and west, with a more prominent hill to the south.

Several dwellings are located in the north-eastern corner of the development plan area, with isolated dwellings elsewhere, typically associated with the agricultural use of the land.

## Site and Township Context

The site is on the eastern edge of Alexandra township; traditional grid-style residential development abuts it to the west and to the south is a nature reserve. Undeveloped land to the east is zoned for low density development. Further to the east, the land is in the Farming Zone.

To the north of the site, on the northern side of the Goulburn Valley Highway, the land closest to the site is zoned General Residential, while further north the land is in the Industrial 2 Zone. Alexandra Hospital is located close to the site to the west.

The site has good access to the township with all east-west streets in the southern section of the township including Pendlebury, Cooper, Nihil and Downey Streets (Goulburn Valley

Highway) providing access from the locality. Pedestrian access is available along existing residential street footpaths.

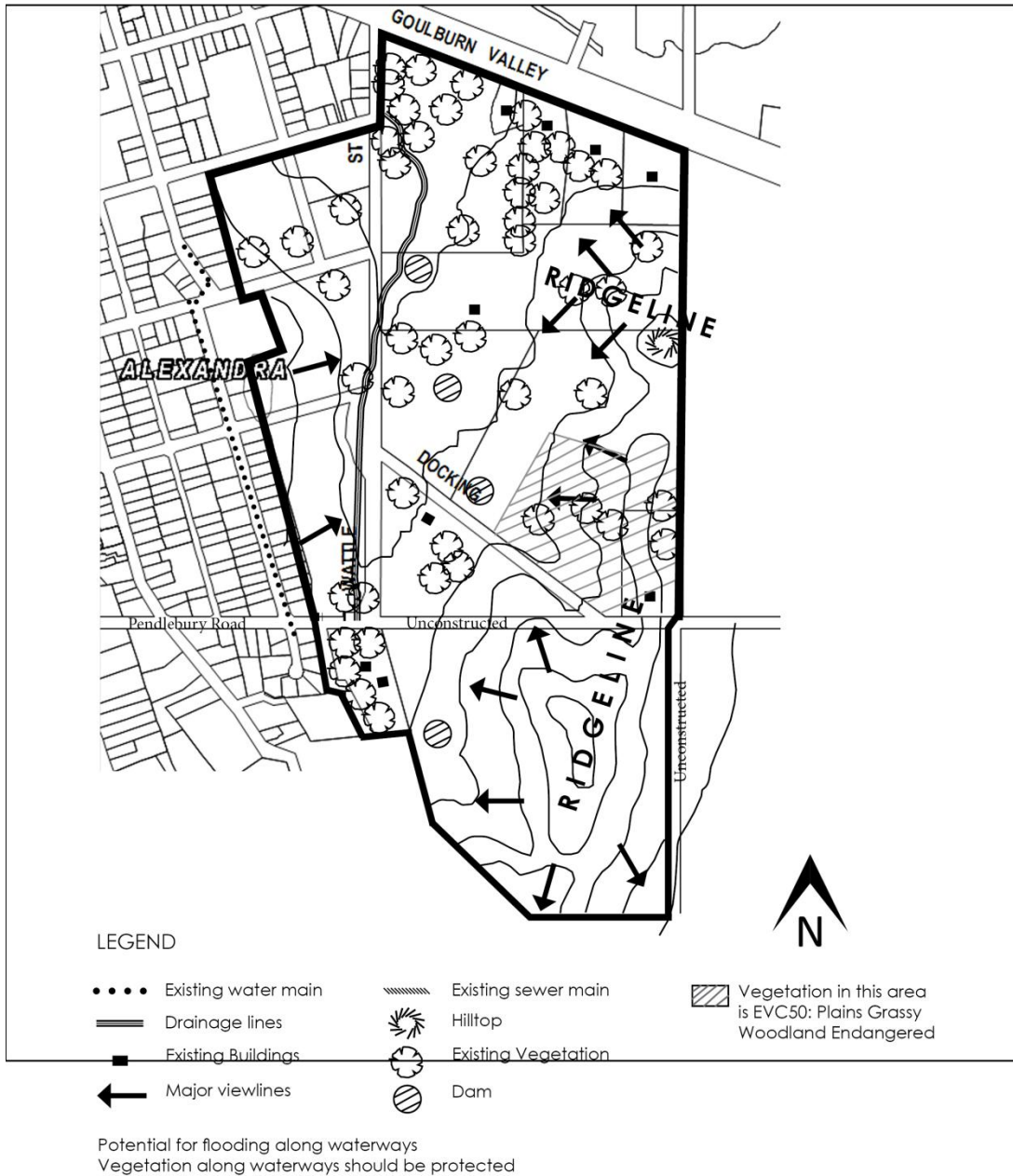
The locality is within the water supply and sewerage district for Alexandra. Reticulated town water and sewerage services are available at the nearby residential streets and in the Goulburn Valley Highway reservation. Depending on the extent and density of development, augmentation of the existing water supply distribution system may be required to ensure an adequate supply in the future.

A Site Assessment and Response is shown as **Figure 1** of this Development Plan. Key salient features are the landscape features of a gentle valley, slopes and hillsides, the transition between the existing residential land use pattern of the township to the west and the open grazing land to the east, and the relative accessibility and proximity to the central part of the town.

Figure 1: Site Assessment and Response – Wattle Street Area

**WATTLE STREET AREA, ALEXANDRA**

SITE ANALYSIS



## Use and Development of Land

Any use and development of land must be generally in accordance with the plans forming part of this development plan, outlined as **Figures 2 and 3**.

This Development Plan envisages the land being used for fully serviced residential development with a range of lot sizes. Development of the land will take into consideration the need to protect existing vegetation and the creek environs, natural landscape features and views and the hill slopes and ridgelines of the locality.

## Development Plan Objectives

The planning objectives of this Development Plan are to:

- Achieve a high quality residential development which respects and responds to the existing physical and environmental conditions and constraints.
- Provide residential development which provides a transition between the urban residential densities to the west and the abutting low density zoned land to the east.
- Facilitate a range of varied residential development options which respond to the local environment, benefit from and protect the landscape features including the views of hill slopes and ridgelines.

## Performance Measures

The following performance measures are to be met for any proposed use and development of the land for residential purposes. These performance measures address the schedule requirements in the Development Plan Overlay Schedule 1 (Residential 1 Zone) that applies to the land.

### ***General use and development of land:***

- The development facilitates high-quality residential development which is sympathetic to the local environment and surrounding development, and responds to the site constraints and features with innovative and adaptive design and development.
- Development blends the residential use of the land with land features on the land and adjoining land.

### ***Site and lot layout and orientation:***

- The development layout facilitates the preservation of native vegetation, achieves good solar access to lots, links harmoniously with existing development, and protects and enhances the creek lines and environs with quality open space and movement linkages.
- The site and lot layout enables the efficient use of available land and infrastructure and provides a choice of lot sizes and configurations.
- Encourage environmentally sustainable design features in allotments that promote higher water and energy efficiency outcomes.
- Road linkages are provided to Pendlebury and Wattle Streets as shown on the plan.

- Minimum setback distances from street boundaries should be generally be applied for new dwellings with frontage to the following existing roads:
  - Wattle Street: 15 metres;
  - Pendlebury Street: 10 metres.

**Road and other infrastructure standards:**

Services:

- Provide infrastructure to meet Murrindindi Shire Council and relevant service authority standards, including:
  - Roads, footpaths and bicycle tracks (as required), in accordance with the provisions of the *Infrastructure Design Manual*;
  - Drainage and stormwater infrastructure;
  - Reticulated water, including a pro-rata contribution to any upgrading to water infrastructure that may be required as a result of the proposal;
  - Underground electricity, telecommunications and street lighting (as required).

Drainage and waterways:

- Drainage must be satisfactorily provided to the land, with a drainage system provided by:
  - Full assessment of drainage functions and options for each land parcel at future application for planning permit stage;
  - Provision of drainage easements as required (likely to be a minimum of 15 metres width) along drainage lines;
  - Implementation of either or both of the following drainage systems:
    1. Onsite detention and treatment, with drainage discharge to the northwest of Wattle Street into the existing drainage system (this option will require the use of a drainage reserve, probably Lot 3 in the northwestern corner of Goulburn Valley Highway and Wattle Street, as indicated in the development plan inset);
    2. Drainage outfall to the north of the land through a drainage system flowing under the Goulburn Valley Highway;
  - Ensuring no increased impact on downstream properties, particularly limiting peak flow runoff to predevelopment levels.
  - Use of best practice water sensitive urban design principles for water conservation, stormwater / drainage design, treatment and management of existing waterways and dams;
- Provision of a minimum building setback of 30 metres from any designated waterway (following classification of any waterway from Goulburn Murray Water).

**Landscape and native vegetation:**

- A high-quality landscape and streetscape treatment is achieved.
- Protection of drainage lines and other existing native vegetation is incorporated into the development, with replanting of indigenous species to enhance existing stands in accordance with an overall landscape plan to the satisfaction of the responsible authority.
- Protect the natural landscape features of the site, including waterways, remnant native vegetation (including paddock trees), hill slopes and views.
- Retain and enhance biodiversity and existing native vegetation in the future subdivision and development of the land through measures that include:
  - Implementation of the objectives of the *Permitted clearing of native vegetation - Biodiversity assessment guidelines*, DEPI, September 2013, including no net loss in the contribution of native vegetation to biodiversity and avoiding and minimising significant impacts, including cumulative impacts, of land use and development on biodiversity values;
  - An identification of native vegetation, with protection measures being formalised and / or assessment of losses and potential offsets undertaken;
  - Siting of future development, roads and services to protect remnant native vegetation.
- Use of measures such as restrictions on title or Section 173 Agreements to protect native vegetation on private lots and any native vegetation within 30 metres of any waterway.

**Fencing:**

Fencing of lots in the eastern and southern lower-density portions of the site is to be farm-style post and wire type.

**Staging Provisions**

There are no staging requirements.

Interim subdivision of land may be granted to create:

- One additional lot for the purpose of an existing dwelling, with the area of the lot being the minimum area required for the dwelling and immediate outbuilding/s;
- Interim 'superlots' of 4 hectare minimum lot size when it can be demonstrated that:
  - There will be a clear benefit for interim subdivision into larger lots, to the satisfaction of the responsible authority and relevant service authorities.
  - The interim subdivision will not compromise the ability of land to be subdivided into conventional sized residential lots in accordance with this development plan.
  - Interim and future infrastructure provision can be satisfactorily determined between the applicant, the responsible authority and relevant service authorities.

**Life of This Plan**

This Plan will expire fifteen (15) years after approval by Murrindindi Shire Council.

An approved development plan may be reviewed. Any major proposed modifications to this Plan during the life of the Plan will be subject to a consultation process with potentially affected landowners and other parties, and relevant service and government agencies.

**DEVELOPMENT PLAN APPROVED BY MURRINDINDI SHIRE COUNCIL  
ON 27 AUGUST 2014**

**SIGNED:**

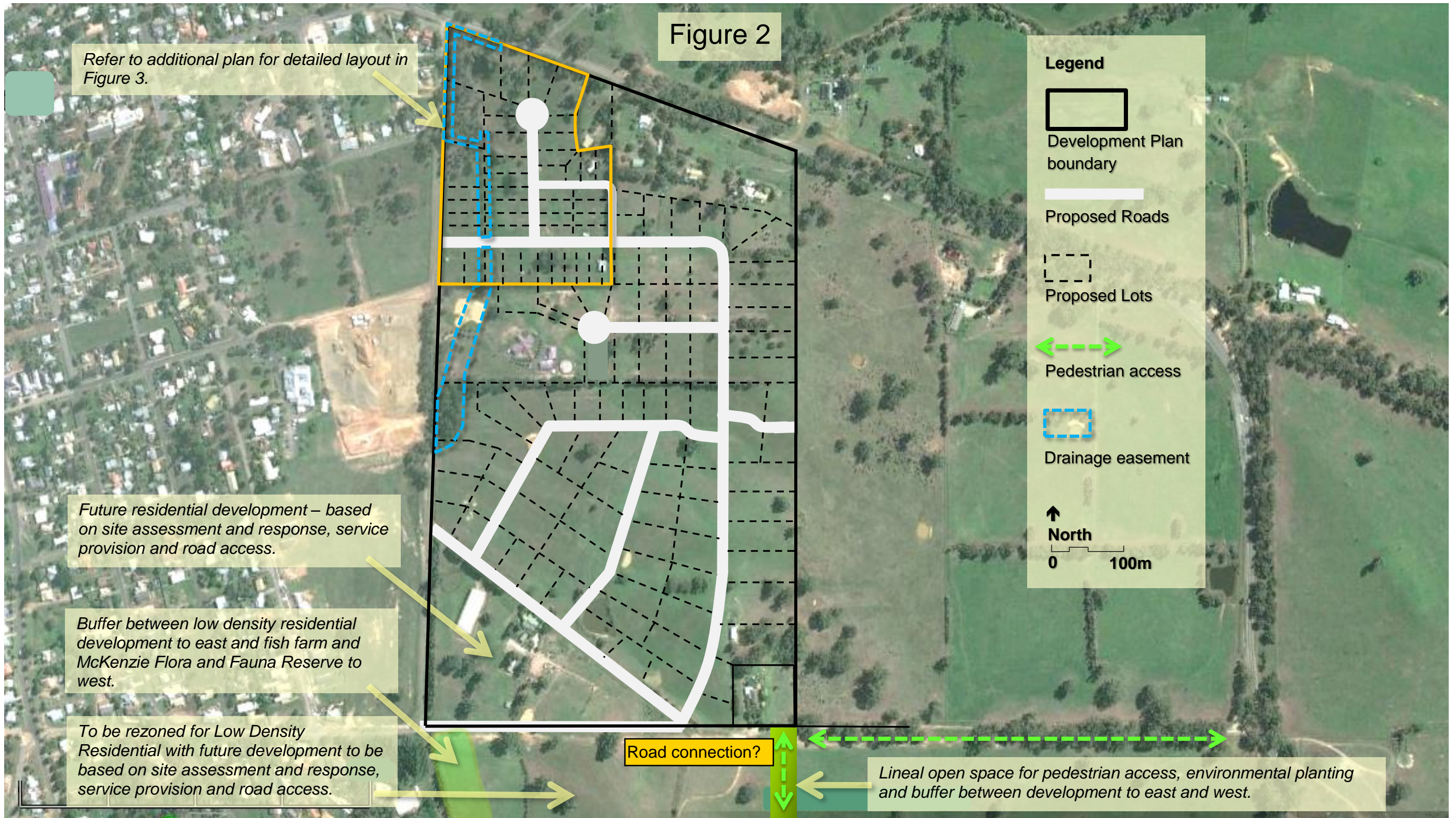
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**MARGARET ABBEY, CHIEF EXECUTIVE OFFICER**

**DATE:**

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**Development Plan  
Wattle Street, Alexandra**

*General Note: Road and lot layout is indicative, will be considered on its merits based on land characteristics and servicing requirements. The layout may be amended generally in accordance with the approved development plan. Individual lots or additional internal roads may be created off proposed roads, generally in accordance with the approved development plan.*



**figure 3**  
**development plan**  
**wattle street, alexandra**  
 1 wattle street, alexandra  
 potential subdivision  
 (45 lots)



legend

- property boundary
- surrounding property boundary
- future subdivision
- drainage easement
- Dam
- Native vegetation patch
- Existing trees (vlots/lots)
- potential for lots to front proposed road
- allocated open space

Summary of yield analysis		
OPTION 2		
Lot Size		Yield
800m <sup>2</sup> - 1000m <sup>2</sup>		34
1000m <sup>2</sup> - 3000m <sup>2</sup>		8
3000m <sup>2</sup> - 5000m <sup>2</sup>		2
5000m <sup>2</sup> or more		1
<b>TOTAL yield</b>		<b>45</b>

general note: road and lot layout is indicative, will be considered on its merits based on land characteristics and servicing requirements and may be amended in accordance with the approved development plan



Project Ref: 2013.544  
 Dwg No.: UD-002  
 Scale: 1:5000@A4  
 Date: 08.04.14  
 Revision: A

hansen partnership pty ltd  
 melbourne | vietnam  
 level 4 136 exhibition st  
 melbourne vic 3000  
 t 61 3 9654 8844 f 61 3 9654 8088  
 e info@hansen-online.com.au  
 w hansen-online.com.au

## WATTLE STREET, ALEXANDRA DEVELOPMENT PLAN SUBMISSIONS

### 1. Agency submissions:

#### **VicRoads:**

Submission:

- No objection

Discussion:

- Noted

#### ***Recommendation:***

- ***No change required to the exhibited development plan.***

#### **Department of Environment and Primary Industries (DEPI):**

Submission:

- Text refers to a potential site for a community facility or retail / business use in the area bounded by George / Cooper / Nihil Streets 'subject to the issue of the remnant vegetation being resolved', yet is not referred to in exhibited maps.
- Replace reference to the native vegetation management framework with the Biodiversity Assessment Guidelines, with a report sought to address mapped values of the new guidelines.
- Recommended that native vegetation protection or clearing issue be addressed as part of the development plan, with native vegetation identified and protection measures formalised, and / or assessment of losses and potential offsets undertaken.
- No information in regards to native vegetation present or what mechanisms are to be used to protect native vegetation.
- Proposed internal access to subdivision largely addressed this issue, but potential impact on roadsides remains.
- Potential creation of pedestrian and bicycle paths will require careful consideration of native vegetation on roadsides and creek lines.
- Fire management issues could have biodiversity impacts.
- Services, particularly overhead power lines or services with trenching, require careful placement to avoid impacts on native vegetation.
- Drainage will need to be carefully addressed, with contaminated or silt laden runoff having a potential detrimental effect on biodiversity values.

Discussion:

- The text regarding a potential future retail / business use or community facility was previously informally advertised and not supported by Council. This northwestern

section of the land has considerable native vegetation and forms a major drainage path, resulting in it being not suitable for a use or facility of this nature. This potential use or development was not formally exhibited as part of the development plan and should be deleted from the plan text.

- Reference to the previous native vegetation framework should be replaced with the Biodiversity Assessment Guidelines. A report to assess the guidelines is only considered necessary at planning permit stage and not at this development plan stage. This permit process and report will fulfil DEPI concerns that native vegetation is identified, with protection measures being formalised and / or assessment of losses and potential offsets undertaken.
- The plan layout has been designed to avoid the unnecessary loss of remnant native vegetation. It is agreed that potential vegetation loss must be considered at all stages of planning and development, including an assessment of losses and potential offsets. Service siting and provision will endeavour to avoid loss of existing native vegetation, including the provision of electricity and any trenching. These issues have been considered and met as far as possible in this development plan stage and will be further assessed and determined in detail through future applications for planning permit.
- The exhibited development plan does note the potential use of restrictions on title or Section 173 Agreements to protect native vegetation. The protection of native vegetation on private lots is supported. The detailed design of future subdivision lots to maximise the retention of native vegetation and use of Section 173 Agreements are the most feasible means of native vegetation retention. Formal native vegetation protection measures may be fully explored under future applications for planning permits.
- Roadside vegetation is protected under state planning provisions, with referral to DEPI for any proposal removal. As noted, the proposal has sought to reduce any impacts on roadsides vegetation.
- The exact location and design of future pedestrian and bicycle paths will be undertaken through future applications for planning permit. The Murrindindi Planning Scheme requires that future proposals assess and minimise any impacts on remnant native vegetation.
- In any area or with any proposal, fire management issues must be balanced in conjunction with biodiversity values. This issue will be fully assessed through future applications for planning permit.
- Drainage will be fully addressed under future applications for planning permit. Drainage functions will be complementary with biodiversity values, notable in the northwestern section of the plan area where both drainage functions and biodiversity values will coexist.

***Recommendation:***

- ***The paragraph dealing with a potential future retail / business use or community facility in the northwestern section of the land is deleted from the exhibited development plan text.***
- ***Under the 'Landscape and native vegetation' performance measure, replace:***

- ***Implementation of the objectives and 'net gain' principles of the Victorian Native Vegetation Framework – A Framework for Action;***

***with:***

- ***Implementation of the objectives of the Permitted clearing of native vegetation - Biodiversity assessment guidelines, DEPI, September 2013, including no net loss in the contribution of native vegetation to biodiversity and avoiding and minimising significant impacts, including cumulative impacts, of land use and development on biodiversity values;***
- ***An identification of native vegetation, with protection measures being formalised and / or assessment of losses and potential offsets undertaken.***

### **Country Fire Authority (CFA):**

Submission:

- Supports development plan content.
- CFA will assess water and access requirements of specific sites through the planning application process.

Discussion:

- Noted. Detailed access will be determined through future applications for planning permit, in accordance with the general layout outlined in the development plan, as agreed to by the CFA.

### ***Recommendation:***

- ***No change required to the exhibited development plan.***

### **Goulburn Valley Water (GVW):**

Submission:

- Parts of the land are located above the 240m AHD, resulting in water servicing from a combination of the normal level zone and high level zone.
- An extension of the existing 100mm diameter water main along Nihil Street to Wattle Street intersection and further construction of water mains within the development required at both normal and high level zones will be required, all to GVW standards.
- All lots would be required to be connected to the gravity sewer system, which is to be funded by the developer.
- The development can be serviced by a gravity sewer connection to an existing 150mm diameter gravity sewer in Wattle Street.

Discussion:

- The land may be serviced with reticulated water and sewerage. GVW would require a pro-rata contribution towards the provision of upgraded water infrastructure.

- An ability to require and provide future service provision should be enhanced generally in the plan.

**Recommendation:**

- ***Under the 'Roads and infrastructure standards' performance measure, replace the first general infrastructure paragraph dealing with the provision of roads and footpaths in the exhibited development plan text with a general requirement for all infrastructure, as follows:***

**Services:**

- ***Provide infrastructure to meet Murrindindi Shire Council and relevant service authority standards, including:***
  - ***Roads, footpaths and bicycle tracks (as required), in accordance with the provisions of the Infrastructure Design Manual;***
  - ***Drainage and stormwater infrastructure;***
  - ***Reticulated water, including a pro-rata contribution to any upgrading to water infrastructure that may be required as a result of the proposal;***
  - ***Underground electricity, telecommunications and street lighting (as required).***

**Goulburn Broken Catchment Management Authority (GBCMA):**

**Submission:**

- A significant drainage line traverses the north-west corner of the subject land, adjacent to Wattle Street. This drainage line is considered to be a 'watercourse', which GMW should make a 'determination' of.
- Hydraulic modelling of the drainage line should be carried out to ensure adequate setbacks are provided through subdivision.
- A minimum setback of 20 metres from property boundaries to the top of the bank of the waterway is appropriate.

**Discussion:**

- This drainage line has been considered and recognised in the development plan through inclusion of a proposed drainage easement. Although some drainage work has been undertaken as part of this development plan process, it is agreed that further hydraulic modelling of the drainage line will be required. Although this modelling will ensure that adequate setbacks are provided through subdivision, it will primarily determine the future flow path, design requirements and level of pre-treatment for drainage onsite, therefore determining the final layout of the subdivision.
- Council's Infrastructure Assets Department considers that further drainage modelling may take place at future planning permit stage and that the exhibited development plan may be approved subject to further requirements for drainage. Drainage is discussed in further detail under the 'Stormwater runoff' issue in Section 2, Private landowners.

- Rather than provision of a 'minimum setback of 20 metres from property boundaries to the top of the bank of the waterway', it is appropriate to design future lots to ensure a minimum building setback of 30 metres from waterways, implementing usual practice and planning scheme requirement. This minimum setback should be included as a performance measure in the development plan.
- A waterway designation may be applied for from GMW at any stage to determine the extent of 'waterway' associated with the drainage line. This clarification of waterway designation may be made as part of future further drainage modelling and design. A works on waterway permit is also required from GBCMA for any works on waterways. This is an existing, separate process from the development plan.

**Recommendation:**

- **See recommendations for drainage under the 'Stormwater runoff' discussion in Section 2, Private landowner submissions.**
- **Under the 'Roads and other infrastructure standards' performance measure, add the following performance measure for drainage and waterways:**
  - **A minimum building setback of 30 metres is provided from any designated waterway (following classification of any waterway from Goulburn Murray Water).**

**2. Private landowner submissions (3):**

Submissions:

**Northwestern section of plan area:**

- Agree with exhibited Option 2 for this area, providing for the subdivision of land into 45 potential lots, but:
  - Plan is indicative only, having been designed to achieve a maximum number of lots while respecting the retention of native vegetation and the drainage easement;
  - Layout may alter at subdivision stage, resulting in a lesser number of larger size allotments, requiring alterations to the proposed road layout.

Discussion:

- The submission supports the exhibited plans that will form a component of the development plan. Although plans are indicative, allowing final layout and planning to be amended but be generally in accordance with the development plan, a general notation should be included on plans that proposed road and lot layout is indicative and may be amended generally in accordance with the development plan.
- See further discussion on drainage in the northeastern section of the land under 'Stormwater runoff' in this section.

**Recommendation:**

- **Add a notation to both plans in the development plan that proposed road and lot layout is indicative, will be considered on its merits based on land characteristics**

***and servicing requirements, and may be amended generally in accordance with the approved development plan.***

**Access:**

- Road links for residential owners should occur with access to Dockings Lane and Wattle Street. Residential access / links with property to east is essential.
- Topography at highest point of land is a critical part of the proposed development.
- Additional access to the Goulburn Valley Highway at Lethbridge Street should be provided in the plan.

**Discussion:**

- Road links are provided to Wattle Street to the west, Dockings lane to the south and the east. The proposed road to the east will directly link with the east – west road indicated for this adjoining land (zoned Low Density Residential area and subject to the recently approved *Development Plan, Goulburn Valley Highway, Alexandra*).
- No direct access to Goulburn Valley Highway is proposed in this draft development plan. A direct link onto the highway is not required as access to developable land is best provided from the west or south. It would be also be highly unlikely that VicRoads would consent to direct highway access as this access can be readily provided through alternative access. Although Lethbridge Street exists to the north of the UT Creek, it is highly unlikely that any link would ever be required or justified between Lethbridge Street and Goulburn Valley Highway.

***Recommendation:***

- ***No amendment required to the exhibited development plan.***

**Stormwater runoff:**

- No issue with area being developed for housing blocks but issue is that extra stormwater runoff will be created from additional 45 houses and streets.
- Property to west (outside development plan area) has been flooded before due to current drainage that flows through 2 Wattle Street.
- New hospital construction has put additional runoff into drainage system, which cannot cope when tanks are full at the hospital.
- In past have been assured that for any future subdivision in Wattle Street, the developer would be required to not put extra drainage into the current system.
- Although the draft development plan notes that with residential subdivision there would be 'provision of drainage on the land with no increase to the current level of drainage discharge from the land', how can future subdivision not produce additional runoff when the current drainage system is not coping? Extra runoff will have a direct impact on downstream properties.
- See setbacks from waterways issue under the GBCMA submission.



## Discussion:

- Although drainage has been expressed as a concern, Council's Infrastructure Assets Department has advised that it consents to the exhibited development plan (ie overall plan and detailed proposal for 45 lots in the northwestern section of the land) provided drainage is satisfactorily provided with future development, with detailed drainage assessment required to be undertaken through future applications for planning permit and to provide future drainage through either new drainage provision to the north or through onsite storage and pre-treatment of drainage prior to discharge into the existing drainage lines to the northwest.
- Future development should not increase drainage impacts on downstream users, particularly no increases in peak flows to potentially impact on downstream users.
- Although drainage functions have been assessed for the northwestern section of the land (investigating potential drainage discharge to the north via a new drainage system under the Goulburn Valley Highway), further detailed assessment will be required as part of future applications for planning permit. Rather than through new drainage provision to the north under the Goulburn Valley Highway, it is considered likely that drainage will be more feasibly and cost efficiently provided through onsite storage, pre-treatment and discharge into the existing drainage lines to the northwest. Under this second scenario, onsite detention and treatment of drainage would be required on all lots. This pre-treatment on the parcel of land in the north-west may require the northwestern lot (proposed Lot 3) becoming a drainage reserve, rather than private lot.
- Drainage possibilities and the need for further detailed drainage assessment through future applications for planning permit should be included in the approved development plan text.
- Previous discussion under the GBCMA submission has outlined the need for a minimum building setback of 30 metres from any designated waterway.

**Recommendation:**

***Under the 'Roads and other infrastructure standards' performance measure, replace the exhibited drainage performance measure with the following:***

***'Drainage and waterways:***

- ***Drainage must be satisfactorily provided to the land, with a drainage system provided by:***
  - ***Full assessment of drainage functions and options for each land parcel at future application for planning permit stage;***
  - ***Provision of drainage easements as required (likely to be a minimum of 15 metres width) along drainage lines;***
  - ***Implementation of either or both of the following drainage systems:***
    1. ***Onsite detention and treatment, with drainage discharge to the northwest of Wattle Street into the existing drainage system (this option will require the use of a drainage reserve, probably Lot 3 in the northwestern corner of Goulburn Valley Highway and Wattle Street, as indicated in the development plan inset);***

**2. Drainage outfall to the north of the land through a drainage system flowing under the Goulburn Valley Highway;**

- **Ensuring no increased impact on downstream properties, particularly limiting peak flow runoff to predevelopment levels;**
  - **Use of best practice water sensitive urban design principles for water conservation, stormwater / drainage design, treatment and management of existing waterways and dams.**
- **Provision of a minimum building setback of 30 metres from any designated waterway (following classification of any waterway from Goulburn Murray Water).'**

**3. Other suggested changes:**

**Use and development of land:**

- The use and development section and 'General use and development of land' performance measure of the exhibited development plan include reference to conventional lot densities (average of 10 hectares per hectare) for the western portion of the land, with larger lots of up to 1,500 square metres in area to the east bordering land zoned Low Density Residential.

**Discussion:**

- This discussion was more relevant to an earlier draft version of the development plan. Although the tentative lot layout for the land does reflect this general intent, it is considered that this principle should be mandated and that general lots sizes should not be specified.
- The General Residential Zone that applies to the land already has an objective to *provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport*. A general objective to provide a range and diversity of residential housing lots is also outlined in the State Planning Policy Framework of the Murrindindi Planning Scheme. As the planning system is a performance based system, providing for proposals to be considered on their merits, it is considered that future proposals should be designed and considered on their merits without arbitrary density controls.

**Recommendation:**

- **References to potential lot densities be deleted from the 'Use and development of land' section and 'General use and development of land' performance measure of the exhibited development plan text.**

**Northwestern section of the land:**

- The use and development section of the exhibited development plan includes reference to land at the corner of Wattle Street and Goulburn Valley Highway being potentially used for a community facility or retail / business use.

**Discussion:**

- Although included as part of the expired 2001 development plan, Council did not exhibit an option for commercial or community in this section of the land as neither potential was warranted and the land has environmental values and drainage issues that make these potential uses unwarranted.
- Although not exhibited on development plan plans, text was inadvertently retained from an earlier draft plan and should now be deleted.

**Recommendation:**

- ***The paragraph dealing with potential community or retail / business uses on the corner of Wattle Street and Goulburn Valley Highway be deleted from the 'Use and development of land' section of the exhibited development plan text.***

**Setbacks and roads:**

- The use and development section of the exhibited development plan includes reference to provision for a future service road within the Goulburn Valley Highway.

Discussion:

- As no direct highway access is required, no future service road is realistically required and the land will be accessed from local roads to the south and west, this reference to a future service road is not required and should be deleted.
- With one remaining measure (setbacks for dwelling from streets) under the 'Setbacks' performance measure, it is more efficient to move this remaining measure to appear under the 'Site and lot layout and orientation' performance measure, also only listing the streets that the development plan applies to (Wattle and Pendlebury Streets).

**Recommendation:**

***Under the 'Setbacks' performance measure, delete the following exhibited performance measure:***

- ***Future provision is made for a service road located within the Goulburn Valley Highway reservation width.***
- ***Move the remaining performance measure (dwelling setbacks from streets) to appear under the 'Site and lot layout and orientation' performance measure, also only listing the streets that the development plan applies to (Wattle and Pendlebury Streets).***

**Interim subdivision:**

- Exhibited staging provisions include provisions for potential large interim 'superlots' where subdivision into larger lots may take place as an interim measure provided lots sizes are a minimum size of 4 hectares, allowing future re-subdivision into smaller conventional residential lots.

Discussion:

- While a potential for large interim 'superlots' is sound, this exhibited provision has not allowed interim subdivision for an existing dwelling, allowing a balance of land to be sold or subdivided at a later stage for conventional residential development. This opportunity and provision should be added to these staging provisions.

**Recommendation:**

**Under 'Staging provisions', replace the opening paragraph in the interim subdivision section with:**

- **'Interim subdivision of land may be granted to create:**
  - **One additional lot for the purpose of an existing dwelling, with the area of the lot being the minimum area required for the dwelling and immediate outbuilding/s; OR**
  - **Interim 'superlots' of 4 hectare minimum lots size when it can be demonstrated that:'**

**Environmental issues:**

Council's Environmental Programs Unit has suggested the following:

- Add the statement 'Encourage environmentally sustainable design features in allotments that promote higher water and energy efficiency outcomes'.
- Strengthen the protection of existing large old trees, including the use of tree protection zones where possible.
- 'Superlots' are appropriate to create bigger lots to better protect existing native vegetation and provide buffers to the Alexandra Bushland Reserve.

**Discussion:**

- The statement *Encourage environmentally sustainable design features in allotments that promote higher water and energy efficiency outcomes* is supported and should be added as a performance measure in this development plan.
- The suggested specific objective for the protection, retention and enhancement of remnant vegetation is supported. Suggested wording should be added as a performance measure, with additional reference to the protection of waterways.
- Vegetation provides part of the natural drainage strategy for the area and it is considered that vegetation will complement this function. Council's Infrastructure Assets Department considers that further drainage modelling may take place at future planning permit stage and that the exhibited development plan may be approved subject to further requirements for drainage. All future options for drainage will include the protection of existing native vegetation.

**Recommendation:**

- **Under the 'Site and lot layout and orientation' performance measure, add the following point:**

- *Encourage environmentally sustainable design features in allotments that promote higher water and energy efficiency outcomes.*
- *Under the 'Landscape and native vegetation' performance measure, add the following point:*
  - *Protect the natural landscape features of the site including waterways, remnant native vegetation (including paddock trees), hill slopes and views.*

# **Development Plan, Lawrances Road, Yea**

**Murrindindi Shire Council**

**August 2014**

## Introduction and Context

This Development Plan has been prepared by Murrindindi Shire Council to be the Development Plan for the Lawrances Road, Yea residential area under Clause 43.04 of the Murrindindi Planning Scheme. As a result of the approval of this Development Plan, all planning proposals for this area must be generally in accordance with the requirements of this Plan.

This Development Plan replaces the Development Plan for Lawrances Road, Yea residential area which was approved by Murrindindi Shire Council in December 2001 but has now expired. The previous plan included the land to the immediate south zoned Low Density Residential Zone, but this land has not been included in this Development Plan.

## The Land

This development plan applies to an area of approximately 34 hectares in area on the western side of the township of Yea. Under the Murrindindi Planning Scheme, the land is zoned General Residential and Urban Floodway (eastern edge of plan area adjoining Boundary Creek) with the Development Plan Overlay Schedule 1 (Residential 1 Zone) and Land Subject to Inundation Overlay (eastern edge of plan area adjoining Boundary Creek) also applying.

The site includes land to the east of Lawrances Road and is bounded by Racecourse Road to the north, Lawrances Road to the west and the Urban Floodway Zone covering Boundary Creek to the east. To the immediate south beyond an unnamed road reserve, the land is zoned Low Density Residential. On the northwest corner of Racecourse Road and Lawrances Road the Yea Secondary College is located on land zoned Public Use.

The site comprises cleared land on the majority of the site, with some residential dwellings in Yea Springs Drive and William Hovell Way. These roads are the first stage of subdivision.

The land slopes to the north, with the creek flowing into the Yea River to the north of the town, with the slope increasing further to the south in the low density residential area. A large dam with dwelling and other infrastructure is located on the south of the school site, with a dwelling located on the portion of the site abutting Racecourse Road.

## Site and Township Context

The site is on the western edge of Yea township; approximately 1 km from the town centre. On the immediate east of the creek an industrial area is established on land zoned Industrial 1. A separate Development Plan has been prepared for this area. The Yea Secondary College is situated on the immediate northwest corner of the site. To the north of Racecourse Road, another residential area is located, also with a development Plan applied to the land. The Yea Racecourse is located further to the northwest.

A Site Assessment and Response is shown as **Figure 1** of this Development Plan. Key landscape features include a gentle valley with slopes to the south and rolling hills in the further distance north and south of the site, the creek between the existing township to the east and the site, the open grazing land to the south, and the relative accessibility and proximity to the central ear of the town.

The subject land is within the existing water supply district for Yea. Existing water mains are located in Racecourse Road and also part of the way along Lawrances Road. The new development on the subject land has water and sewerage connections.

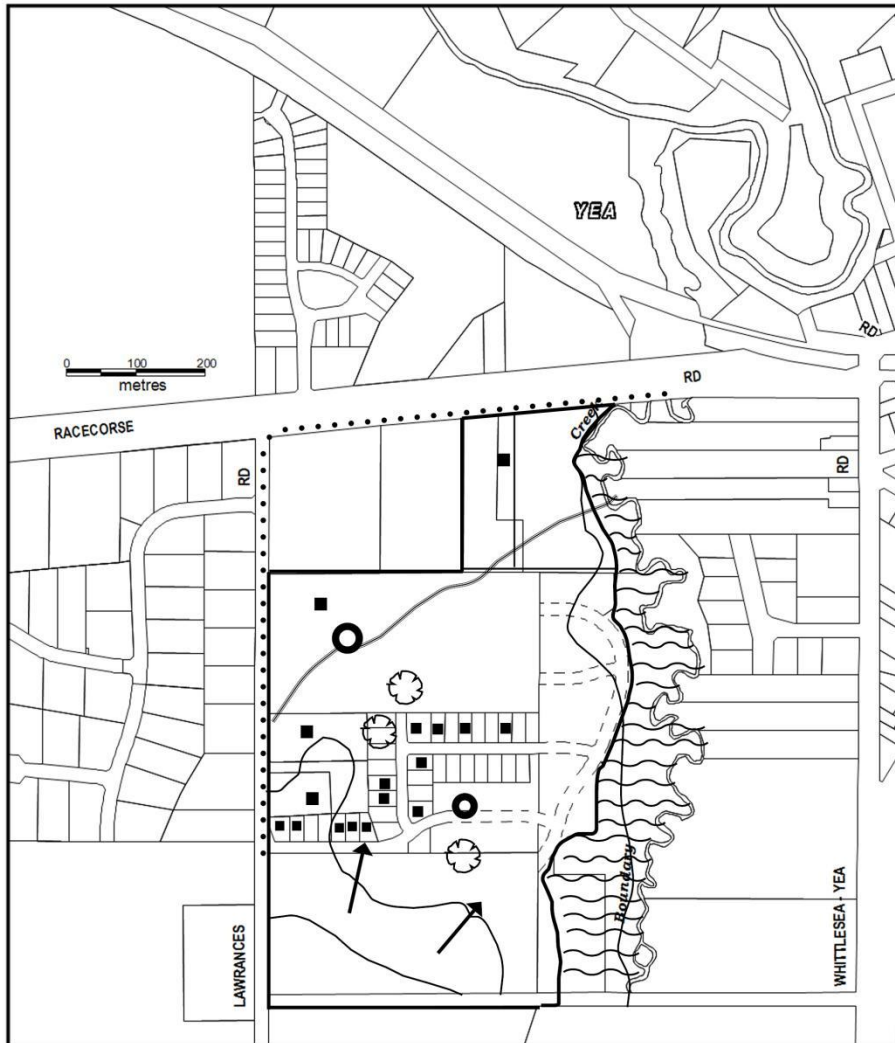
The subject land is within the existing sewerage district for Yea. A reticulated sewer main is located at the northern end of the site within the grounds of the Secondary College. As the subject land generally rises to the south from this point, the existing sewer would be extended to service development of the site.



Figure 1: Site Assessment and Response – Lawrances Road Yea

**LAWRANCE ROAD, YEA**

**SITE ANALYSIS**



LEGEND

- |                         |                                     |
|-------------------------|-------------------------------------|
| ■ Existing house        | ☼ Existing vegetation               |
| ○ Existing dam          | ≡≡≡ Drainage line                   |
| ●●● Existing water main | ← Major viewlines                   |
| — Existing Roads        | - - - Unconstructed subdivided road |



## Use and Development of Land

Any use and development of land must be generally in accordance with the plan forming part of this development plan, outlined as **Figure 2**.

This Development Plan envisages the land being used for fully serviced residential development with a range of lot sizes. Development of the land will take into consideration the need to protect existing vegetation and the creek environs, natural landscape features and views and the hill slopes and ridgelines of the locality.

Lot sizes in the southern section of the Development Plan will be in the range of 1000m to 2000m to form a buffer between the land and Low Density Residential land to the south.

## Development Plan Objectives

The planning objectives of this Development Plan are to:

- Achieve a high quality residential development which respects and responds to the existing physical and environmental conditions and constraints.
- Facilitate a range of varied residential development options which respond to the local environment, benefit from and protect the landscape features including the views of hill slopes and ridgelines.
- Provide new residential areas that are integrated into the existing urban fabric of Yea.
- Provide a street network that affords good levels of accessibility and safety for vehicles and pedestrians.
- Protect the natural landscape features of the site including Boundary Creek, remnant native vegetation, hill slopes and views.
- Integrate the environs of Boundary Creek into the layout and design of the residential community.
- Provide an open space network with continuous pedestrian access along Boundary Creek.
- Provide for a variety of residential lot sizes to meet the diversity of housing types and housing needs, including a transition from typical residential densities in the northern sections to lower densities in the south.
- Maximise site opportunities for solar orientation of residential lots.
- Provide for staged development to meet market demand for new housing and facilitate efficient provision of services.
- Protect the water quality and creek environs of Boundary Creek.

## Performance Measures

The following performance measures are to be met for any proposed use and development of the land for residential purposes. These performance measures address the schedule requirements in the Development Plan Overlay Schedule 1 (Residential 1 Zone) that applies to the land.

### **General use and development of land:**

- The development facilitates high-quality residential development which is sympathetic to the local environment and surrounding development, and responds to the site constraints and features with innovative and adaptive design and development.
- Development blends the residential use of the land with land features on the land and adjoining land.

### **Site and lot layout and orientation:**

- The development layout facilitates the preservation of native vegetation, achieves good solar access to lots, links harmoniously with existing development, and protects and enhances the creek lines and environs with quality open space and movement linkages.
- The site and lot layout enables the efficient use of available land and infrastructure and provides a choice of lot sizes and configurations.
- Encourage environmentally sustainable design features in allotments that promote higher water and energy efficiency outcomes.
- Road linkages are provided to Lawrances Road and Racecourse Road as shown on the Plan.
- The layout of lots facing the creek line and placement of dwellings on these lots is to facilitate passive surveillance of access and open space along the creek line.
- Lots facing the creek line should orient the dwelling to provide a facade with windows facing towards the creek.
- Minimum setback distances from street boundaries should be generally be applied for new dwellings with frontage to the following existing roads:
  - Lawrances Road: 15 metres;
  - Racecourse Road: 15 metres.

### **Road and other infrastructure standards:**

Services:

- Provide infrastructure to meet Murrindindi Shire Council and relevant service authority standards, including:
  - Roads, footpaths and bicycle tracks (as required), in accordance with the provisions of the *Infrastructure Design Manual*;
  - Drainage and stormwater infrastructure;
  - Reticulated water, including a pro-rata contribution to any upgrading to water infrastructure that may be required as a result of the proposal;
  - Underground electricity, telecommunications and street lighting (as required).

**Drainage and waterways:**

- Drainage must be satisfactorily provided to the land, including:
  - Full assessment of drainage functions and options for each land parcel at future application for planning permit stage;
  - Use of best practice water sensitive urban design principles for water conservation, stormwater / drainage design, treatment and management of existing waterways and dams.
- A minimum building setback of 30 metres is provided from any designated waterway (following classification of any waterway from Goulburn Murray Water).

**Landscape and native vegetation:**

- A high-quality landscape and streetscape treatment is achieved.
- Protection of the creek line of Boundary Creek and other existing native vegetation is incorporated into the development, with replanting of indigenous species to enhance existing stands.
- Protect the natural landscape features of the site, including waterways, remnant native vegetation (including paddock trees) and views.
- Retain and enhance biodiversity and existing native vegetation in the future subdivision and development of the land through measures that include:
  - Implementation of the objectives of the *Permitted clearing of native vegetation - Biodiversity assessment guidelines*, DEPI, September 2013, including no net loss in the contribution of native vegetation to biodiversity and avoiding and minimising significant impacts, including cumulative impacts, of land use and development on biodiversity values;
  - An identification of native vegetation, with protection measures being formalised and / or assessment of losses and potential offsets undertaken;
  - Siting of future development, roads and services to protect remnant native vegetation.
- Use of measures such as restrictions on title or Section 173 Agreements to protect native vegetation on private lots and any native vegetation within 30 metres of any waterway.

**Open space:**

- Open space is linked to existing open space networks. Ready access is available from all lots on the development, with no more than a 300m walking distance to open space from each lot.
- An open space area to be developed as a community park is located on the eastern side of the residential area nearby Boundary Creek.

**Staging Provisions**

There are no staging requirements.

Interim subdivision of land may be granted to create one additional lot for the purpose of an existing dwelling, with the area of the lot being the minimum area required for the dwelling and immediate outbuilding/s.

**Life of This Plan**

This Plan will expire fifteen (15) years after approval by Murrindindi Shire Council.

An approved development plan may be reviewed. Any major proposed modifications to this Plan during the life of the Plan will be subject to a consultation process with potentially affected landowners and other parties, and relevant service and government agencies.

**DEVELOPMENT PLAN APPROVED BY MURRINDINDI SHIRE COUNCIL  
ON 27 AUGUST 2014**

**SIGNED:**

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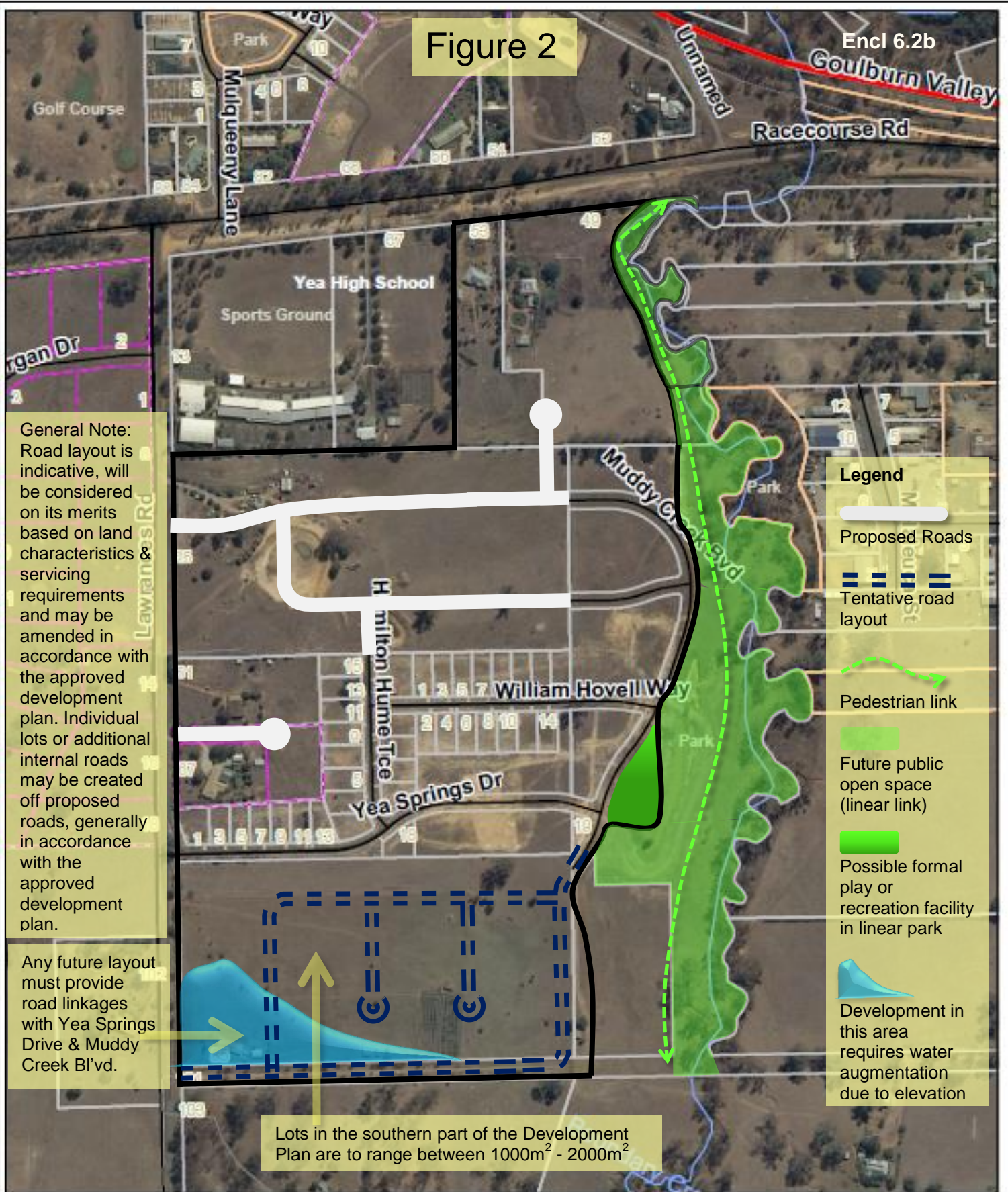
**MARGARET ABBEY, CHIEF EXECUTIVE OFFICER**

**DATE:**

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Figure 2

Encl 6.2b



General Note:  
Road layout is indicative, will be considered on its merits based on land characteristics & servicing requirements and may be amended in accordance with the approved development plan. Individual lots or additional internal roads may be created off proposed roads, generally in accordance with the approved development plan.

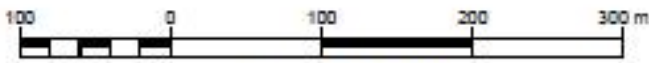
Any future layout must provide road linkages with Yea Springs Drive & Muddy Creek Bl'vd.

Lots in the southern part of the Development Plan are to range between 1000m<sup>2</sup> - 2000m<sup>2</sup>

**Legend**

- Proposed Roads
- Tentative road layout
- Pedestrian link
- Future public open space (linear link)
- Possible formal play or recreation facility in linear park
- Development in this area requires water augmentation due to elevation

**Development Plan  
Lawrances Road, Yea**



Scale 1:5,000

Printed 8/8/2013

Disclaimer: Title boundaries are indicative only. Not to be used for fencing or surveying purposes.



## LAWRANCES ROAD, YEA DEVELOPMENT PLAN SUBMISSIONS

### 1. Agency submissions:

#### **VicRoads:**

Submission:

- No objection

Discussion:

- Noted

#### ***Recommendation:***

- ***No change required to the exhibited development plan.***

#### **Department of Environment and Primary Industries (DEPI):**

Submission:

- Text refers to Alison Way and a future park or community facility north of Alison Way, north of Lawrances Road, but neither is noted on the plan. Does the plan include all land to Boundary Creek?
- No native vegetation assessment has been provided. There is one large old tree on a small lot on Hamilton Terrace, which does not appear to accord with the goal of designing to protect native vegetation.
- Although performance measures note replanting of indigenous vegetation and siting of development to protect remnant native vegetation, no replanting of sites are noted or mapped.
- Replace reference to the native vegetation management framework with the Biodiversity Assessment Guidelines, with a report sought to address mapped values of the new guidelines.
- Recommended that native vegetation protection or clearing issue be addressed as part of the development plan, with protection measures identified and protection measures formalised, and / or assessment of losses and potential offsets undertaken.
- No information in regards to native vegetation present or what mechanisms are to be used to protect native vegetation, despite several large trees present on the land.
- Potential risk to roadside vegetation. Proposed internal access to subdivision largely addressed this issue, but potential impact on roadsides remains.
- Potential creation of pedestrian and bicycle paths will require careful consideration of native vegetation on roadsides and creek lines.
- Fire management issues could have biodiversity impacts.
- Services, particularly overhead power lines or services with trenching, require careful placement to avoid impacts on native vegetation.

- Drainage will need to be carefully addressed, with contaminated or silt laden runoff having a potential detrimental effect on biodiversity values.

Discussion:

- Text discussion should be revised to generally outline a need for larger lots at the southern end of the plan area (to provide a buffer with Low Density Residential zoned land to the south), not refer to Alison Crescent or other future roads. The development plan extends eastwards to Boundary Creek, with the actual plan indicating this area.
- Reference to the previous native vegetation framework should be replaced with the Biodiversity Assessment Guidelines. A report to assess the guidelines is only considered necessary at planning permit stage and not at this development plan stage. This permit process and report will fulfil DEPI concerns that native vegetation is identified, with protection measures being formalised and / or assessment of losses and potential offsets undertaken.
- Removal of the single large old tree on a small lot on Hamilton Terrace does not require a planning permit and is in the process of being removed. No specific reference to the tree is required in the development plan.
- The plan layout has been designed to avoid the unnecessary loss of remnant native vegetation. It is agreed that potential vegetation loss must be considered at all stages of planning and development, including an assessment of losses and potential offsets. Service siting and provision will endeavour to avoid loss of existing native vegetation, including the provision of electricity and any trenching. These issues have been considered and met as far as possible in this development plan stage and will be further assessed and determined in detail through future applications for planning permit.
- The exhibited development plan does note the potential use of restrictions on title or Section 173 Agreements to protect native vegetation. The protection of native vegetation on private lots is supported, provided there is no safety concern with remnant vegetation. The detailed design of future subdivision lots to maximise the retention of native vegetation and use of Section 173 Agreements are the most feasible means of native vegetation retention. Formal native vegetation protection measures may be fully explored under future applications for planning permits.
- Roadside vegetation is protected under state planning provisions, with referral to DEPI for any proposal removal. As noted, the proposal has sought to reduce any impacts on roadside vegetation.
- The exact location and design of future pedestrian and bicycle paths will be undertaken through future applications for planning permit. One path has been exhibited in the development plan to be located on the western side of Boundary Creek. This land would be contributed as recreation contribution under future subdivision. The Murrindindi Planning Scheme requires that future proposals assess and minimise any impacts on remnant native vegetation.
- In any area or with any proposal, fire management issues must be balanced in conjunction with biodiversity values. This issue will be fully assessed through future applications for planning permit.



- Drainage will be fully addressed under future applications for planning permit. Drainage functions will be complementary with biodiversity values, notable in the northwestern section of the plan area where both drainage functions and biodiversity values will co-exist.

**Recommendation:**

- ***Under ‘Use and development of land’, revise text discussion to generally outline a need for larger lots at the southern end of the plan area, not refer to Alison Crescent or other future roads.***
- ***Under the ‘Landscape and native vegetation’ performance measure, replace:***
  - ***Implementation of the objectives and ‘net gain’ principles of the Victorian Native Vegetation Framework – A Framework for Action;***

***with:***

  - ***Implementation of the objectives of the Permitted clearing of native vegetation - Biodiversity assessment guidelines, DEPI, September 2013, including no net loss in the contribution of native vegetation to biodiversity and avoiding and minimising significant impacts, including cumulative impacts, of land use and development on biodiversity values;***
  - ***An identification of native vegetation, with protection measures being formalised and / or assessment of losses and potential offsets undertaken.***

**Country Fire Authority (CFA):**

Submission:

- Supports development plan content.
- CFA will assess water and access requirements of specific sites through the planning application process.

Discussion:

- Noted. Detailed access will be determined through future applications for planning permit, in accordance with the general layout outlined in the development plan, as agreed to by the CFA.

**Recommendation:**

- ***No change required to the exhibited development plan.***

**Goulburn Valley Water (GVW):**

Submission:

- No objection to development plan.
- Parts of the land are located above 180m and cannot be serviced from the existing Yea clear water storage. The construction of a new high level zone will be required for the

proposed development to ensure full serviceability, comprising a high level tank constructed at 260m, a new booster pump station and a reticulation system. The developer will need to fund the brought forward costs of development, to be determined at the time of development.

- Are area of approximately 27 hectares will be serviced from the existing Yea low level supply, but with certain augmentation works (specified) as a result of the development, to be funded by the developer.
- The existing sewer main will require extension and upgrading (works specified) to service the high level area of the proposed development, to be funded by the developer.

Discussion:

- The land may be serviced with reticulated water and sewerage. GVW would require a pro-rata contribution towards the provision of upgraded water infrastructure.
- An ability to require and provide future service provision should be enhanced generally in the plan.

**Recommendation:**

- ***Under the 'Roads and infrastructure standards' performance measure, replace the first general infrastructure paragraph dealing with the provision of roads and footpaths in the exhibited development plan text with a general requirement for all infrastructure, as follows:***

**Services:**

- ***Provide infrastructure to meet Murrindindi Shire Council and relevant service authority standards, including:***
  - ***Roads, footpaths and bicycle tracks (as required), in accordance with the provisions of the Infrastructure Design Manual;***
  - ***Drainage and stormwater infrastructure;***
  - ***Reticulated water, including a pro-rata contribution to any upgrading to water infrastructure that may be required as a result of the proposal;***
  - ***Underground electricity, telecommunications and street lighting (as required).***

**Goulburn Broken Catchment Management Authority (GBCMA):**

Submission:

- Eastern part of land is liable to flooding from Boundary Creek, with flooding areas included within the Urban Floodway Zone (UFZ) or affected by the Land Subject to Inundation Overlay (LSIO).
- Plan does not identify the watercourse traversing the property identified as 25 Lawrances Road. This watercourse is identified as a 'designated waterway'.
- Hydraulic modelling of the drainage line should be carried out to ensure adequate setbacks are provided through subdivision.

- No objections, with following recommendations:
  - All residential land is located outside the UFZ;
  - UFZ land may be utilised for public open space;
  - All allotments should be connected to reticulated sewerage;
  - Subdivision meets best practice for water sensitive urban design principles;
  - Drainage outlets into Boundary Creek will require a licence from GBCMA;
  - All works on the designated waterway require GBCMA approval;
  - Minimum setbacks of 30 metres from property boundaries to the top of the bank of Boundary Creek and 20 metres to the top bank of the waterway are appropriate;
  - Minimum setbacks for works are required to ensure flow paths are not impeded;
  - Development plan needs to ensure that the natural topographic features of the waterway are retained;
  - Existing dams should be filled and original drainage paths reinstated.

Discussion:

- The development plan only provides for future residential development within the Residential 1 Zone, not the Urban Floodway Zone which prohibits residential subdivision and development. Residential subdivision may be applied for under the Land Subject to Inundation Overlay, with any application required to be referred to GBCMA.
- A waterway designation may be applied for from GMW at any stage to determine the extent of any 'waterway' on the land. This clarification of waterway designation may be made as part of future further drainage modelling and design. A works on waterway permit is also required from GBCMA for any works on waterways. This is an existing, separate process from the development plan.
- Council's Infrastructure Assets Department considers that further drainage modelling may take place at future planning permit stage and that the exhibited development plan may be approved subject to further requirements for drainage. General requirements for future drainage, including use of water sensitive urban design principles, should be added as a specific performance measure.
- GBCMA recommendations for future development may be met through future applications for planning permit for subdivision. Rather than provision of a 'minimum setback of 20 metres from property boundaries to the top of the bank of the waterway', it is appropriate to design future lots to ensure a minimum building setback of 30 metres from waterways, implementing usual practice and planning scheme requirement. This minimum setback should be included as a performance measure in the development plan.

**Recommendation:**

***Under the 'Roads and other infrastructure standards' performance measure, add the following performance measure for drainage and waterways:***

***'Drainage and waterways:***

- ***Drainage must be satisfactorily provided to the land, including:***
  - ***Full assessment of drainage functions and options for each land parcel at future application for planning permit stage;***
  - ***Use of best practice water sensitive urban design principles for water conservation, stormwater / drainage design, treatment and management of existing waterways and dams;***
- ***A minimum building setback of 30 metres is provided from any designated waterway (following classification of any waterway from Goulburn Murray Water).***

## **2. Private landowner submissions:**

Submissions:

While no submissions were received from private landowners, two (2) landowners did submit to the previous informal exhibition of this development plan. Both submissions are summarised as follows:

### **Plan area:**

- A submitter has previously noted an anomaly between the application of the Development Plan Overlay (DPO) to land zoned General Residential, where boundaries differ in the vicinity of the Yea Secondary College.

Discussion:

- The DPO boundary should be corrected in the future planning scheme amendment that will implement DPO changes to apply to all of the submitter's private land.

### ***Recommendation:***

- ***Correct the DPO boundary in a future planning scheme amendment to apply the DPO to the whole parcel of private land.***

### **Northeastern section of land adjoining Boundary Creek:**

- A submitter has previously raised the need for mapping to properly represent private land adjoining Boundary Creek.

Discussion:

- It is understood that the landowner may be expressing concern regarding a proposed future public open space link extending along the western edge of Boundary Creek to Racecourse Road. This space would provide a linear link for a future pedestrian / bike path, linking Racecourse Road with the southern extent of the development plan.
- This link was previously indicated in the expired 2001 development plan for the area, provides an essential recreation and access linkage through the area and meets Council's recreational objectives. The proposed linkage should be retained.
- A recreational linkage of this nature would only be implemented through any future subdivision of this parcel of land, with the land forming the required recreational contribution for residential subdivision.

**Recommendation:**

- ***The indication on the eastern portion of this private land adjoining Boundary Creek as 'Future public open space (linear link) be retained.***

**3. Other suggested changes:****Use and development of land:**

- The use and development section of the exhibited development plan includes reference to achieving a range of lot sizes with an average of 8-10 hectares per hectare, with a second mention of 10 lots per hectare down to lots of 1000-2000 square metres in area to the south bordering low density residential land.

## Discussion:

- The General Residential Zone that applies to the land already has an objective to *provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.* A general objective to provide a range and diversity of residential housing lots is also outlined in the State Planning Policy Framework of the Murrindindi Planning Scheme. As the planning system is a performance based system, providing for proposals to be considered on their merits, it is considered that future proposals should be designed and considered on their merits without arbitrary density controls. Reference to larger lots on the southern boundary (1000-2000 square metres) is appropriate for that area and should remain.

**Recommendation:**

- ***References to potential overall lot densities be deleted from the 'Use and development of land' section of the exhibited development plan text.***

**Interim subdivision:**

- The exhibited development plan notes that there are no staging provisions and does not include any provision for 'interim' lots.

## Discussion:

- Rather than full residential subdivision of land, it is reasonable to allow for an interim subdivision of a larger parcel of land to subdivide an existing dwelling from the balance of the land, allowing a balance of land to be sold or subdivided at a later stage for conventional residential development. This opportunity and provision should be added to these staging provisions.

**Recommendation:*****Under 'Staging provisions', add the following provision:***

- ***'Interim subdivision of land may be granted to create one additional lot for the purpose of an existing dwelling, with the area of the lot being the minimum area required for the dwelling and immediate outbuilding/s.'***

**Subdivision layout, southern section:**

- The exhibited development plan indicated a potential layout for the undeveloped southern section of the land adjoining land zoned Low Density Residential. This potential layout was guided by Council's Infrastructure Assets Department, which has now suggested an amended layout with two link roads to the south and two internal streets to provide access for future lots.

## Discussion:

- The amended layout provides a more logical and efficient layout that maximises access to land and service provision. The development plan should be amended to reflect the new amended layout for this southern parcel of land.

**Recommendation:**

***Amend the future road layout for the southern parcel of land in the Figure 2 plan, to provide two link roads to the south and two internal streets, in accordance with the plan attached to this report.***

**Environment:**

## Submission:

- Strengthen the protection of existing large old trees, including the use of tree protection zones where possible.
- Suggest add 'self standing paddock trees' to the exhibited objective 'Protect the natural landscape features of the site including Boundary Creek, remnant native vegetation and views'.

## Discussion:

- The statement *Encourage environmentally sustainable design features in allotments that promote higher water and energy efficiency outcomes* should be added as a performance measure in this development plan.
- Additions to performance measures to protect old trees and paddock trees are supported but rather than addition to an existing performance measure for Boundary Creek, a specific new measure is recommended for the protection of natural landscape features of the site, including waterways, remnant native vegetation (including paddock trees) and views.

**Recommendation:**

- ***Under the 'Site and lot layout and orientation' performance measure, add the following point:***
  - ***Encourage environmentally sustainable design features in allotments that promote higher water and energy efficiency outcomes.***
- ***Under the 'Landscape and native vegetation' performance measure, add the following point:***

- ***Protect the natural landscape features of the site, including waterways, remnant native vegetation (including paddock trees) and views.***

1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines						
Submission #	Submitter	RMG Section	RMP Section	Comments or issues raised by submitted	Response provided by Council officer	Action taken to the RRMP
1.	Community Member	N/A	Part B, Page 8	Should reference that recreational use (e.g. off road tracks for walkers, horse riders and mountain bikes) is a view held in the community about 'rights' to use a roadside in this regard.	Yes agree.	Plan amended.
		N/A	Section 3.3 Page 11	Suggestion to delete 'which are often located on roadsides'.	Yes agree.	Plan amended.
		N/A	Part D: Page 19	Suggested deleting the letter 'l', in the sentence 'Faunal habitat is high'.	Yes agree.	Plan amended.
		N/A	Part E: Section 2 Page 22	Should include an aim about recreational use 'Promote appropriate recreational use (e.g. walking, cycling, horse riding) of roadsides associated with appropriate management'	Do not agree with standalone aim, but agree with the need to include. Recommendation to reword existing aim to: <i>'Manage the impact of recreation, agriculture, asset maintenance and construction activities in roadside environments'</i>	Plan amended.
		N/A	N/A	Do not refer to the title as a strategic plan, delete strategic because a plan is strategic.	Yes agree.	Plan amended.
		N/A	N/A	Consider putting in examples of roadsides that meet each of the	Yes agree.	Plan amended.



<b>1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines</b>						
<b>Submission #</b>	<b>Submitter</b>	<b>RMG Section</b>	<b>RMP Section</b>	<b>Comments or issues raised by submitted</b>	<b>Response provided by Council officer</b>	<b>Action taken to the RRMP</b>
				conservation significance levels to provide an illustration.		
<b>2.</b>	<b>Community member</b>	N/A	N/A	I have read the draft and I want you to know I am very impressed with what has been written. A lot of work has been put in to this and I am pleased with your results.	Noted.	No action required.
<b>3.</b>	<b>Community member</b>	N/A	Glossary of definitions	Oversight in definition of urban roadsides. Rural roadsides are defined as roads where the speed limit is more than 60 kph. Should urban roadsides include all roads where the speed limit is 60 kph or less?	Yes agree.	Plan amended.
<b>4.</b>	<b>Community member</b>	N/A	Part E: Page 22	Support the principles and aims provided they become actual practice in the day to day operations of those who work on and use rural roads.	The RRMP is ambitious, and Council cannot achieve the aims and standards alone. It must work in partnership with landholders and other agencies. This reality should be better articulated in the Plan	Plan amended.
		N/A	Part E: Section 3: Table 9: Standard 6	Our roadside is an example of poor tree management leading to a situation of high fire risk. We still have	One of the standards that Council seeks to create is to implement a procedure for better	No action to RRMP Council officers to investigate options for addressing the fuel

<b>1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines</b>						
<b>Submission #</b>	<b>Submitter</b>	<b>RMG Section</b>	<b>RMP Section</b>	<b>Comments or issues raised by submitted</b>	<b>Response provided by Council officer</b>	<b>Action taken to the RRMP</b>
				windrows where Council has cleared roads on the occasion of the devastating winds of 2004, each one a potential fire hazard and harbour for both pest animals and weeds.	managing the cleanup of debris after a storm event. Frees Road could become a pilot project for how we can do this.	load problems, specifically removal of windrows on Frees Road.
		Section 5a, Page 12; Section 6a: Page 15	Part E: Section 3: Table 9: Standard 6	Council has tried to work with us on our fuel load concerns through firewood collection strategies; however this never works successfully because the wrong timber is removed and habitat trees/logs are destroyed from ignorance in the search of quality firewood.	The Implementation Plan includes an Action Plan which identifies the need to develop and deliver a firewood collection communications campaign across the Shire. In addition, the Action Plan has also identified the need to review the firewood collection permit system including timeframes and conditions of permits.	No action required.
		Section 5a, Page 12; Section 6a: Page 15	N/A	We suggest that signage be reviewed on Frees Road in light of firewood collection rules, with evidence of firewood collection and sometimes tree removal. Further suggestion would that the Council adopts a standard and consistent approach to signage across all rural roads to ensure a	The Implementation Plan includes an Action Plan which identifies the need to install roadside signage across the Shire. In addition, there is opportunity for Council to work with community groups such as Landcare to improve consistency in signage across	No Action on RRMP. A proposal has been submitted to Council from the UGLN to request a 'partnership project' with Council to address this issue. Council officers to investigate options for resourcing within operational

1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines						
Submission #	Submitter	RMG Section	RMP Section	Comments or issues raised by submitted	Response provided by Council officer	Action taken to the RRMP
				clear understanding of what is permissible in each area of conservation value..	roadsides, especially highly significant roadsides.	expenditure.
		N/A	N/A	Heavy vehicles using rural roads and the damage this causes on and off-road especially damaging roadside banks at ingress and egress points devastating roadside fungi, mosses and flora, and whether code of practice in areas of private plantations as an example where there is high heavy vehicle use in Frees Road. Can a code of conduct be stipulated for private plantations, Can permits be issued which outline conditions including responsibility for any damage to both roads and roadsides?	There is already a Code of Conduct in place under legislation. This Code is known as the Code of Practice for Timber Production 2007. Under the Murrindindi Planning Scheme, harvesting does not require planning permit but must be in accordance to the Code of Practice. Any private plantation owner in the Shire is required by the planning scheme to submit a harvesting plan to the Council including the roads to be used for haulage. The harvesting contractors work with Council inspection officers to inspect the suitability of the road and what conditions they are in. If the road condition is damaged, the harvesting contractor must repair roads at their cost. There	No Action on RRMP. Council officers follow up with Bruce Marsh to seek further information to assist support the investigation.

<b>1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines</b>						
<b>Submission #</b>	<b>Submitter</b>	<b>RMG Section</b>	<b>RMP Section</b>	<b>Comments or issues raised by submitted</b>	<b>Response provided by Council officer</b>	<b>Action taken to the RRMP</b>
					is an opportunity for Council officers to investigate whether this process has occurred in the case of Frees Road.	
		N/A	N/A	We would like to acknowledge Council's excellent work in managing blackberry infestations along Frees Road. We hope that funding will be available to extend the Program into ongoing maintenance in future years. The result of the work has been significant and assisted landholders to manage their own weed issues. The particular contractor used by Council has handled environmental issues with great understanding – he is meticulous.	Council officers are working on a briefing note to Council to provide Councillors with further information on this issue. In addition the Council has also included roadside weed and pest animal control as part of our advocacy strategy to the state government.	No Action on RRMP. Council officers provide Briefing Note to Councillors.
<b>5.</b>	<b>Community member</b>	N/A	Part E: Page 22	These seem to summarise all aspects and might usefully be included as a preliminary sheet?	The principles and aims will be summarised and promoted on our webpage and in our media and communications, rather than creating a standalone sheet.	No action required.
		N/A	Part B: Section	Maybe include degradation	Yes, agree.	Plan amended.

<b>1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines</b>						
<b>Submission #</b>	<b>Submitter</b>	<b>RMG Section</b>	<b>RMP Section</b>	<b>Comments or issues raised by submitted</b>	<b>Response provided by Council officer</b>	<b>Action taken to the RRMP</b>
			1: Page 8	of vegetation by vehicles, trail bikes and mountain bikes. This seems to be a grey area that is sometimes ignored due to the 'recreational' aspect and the fact that it is often a weekend activity when by-laws officers are not on duty.		
		N/A	Part B: Table 1: Page 9	I question that sentence: 'include often only the remaining examples of original vegetation'.	To keep the table simple we have decided not to insert this sentence; however we have added an extra section on the importance of native vegetation on roadsides including a aerial image to reinforce this.	Plan amended.
				Visual amenity and heritage part of cultural values must be separated from recreational values – they could be just as easily grouped as environmental values. The community will never value roadside vegetation or their surrounding landscape if it is seen as less important than 'recreational activities' or 'wayside stops'.	Yes, agree.	Plan amended.
			Part C: Legal	Council is legally responsible	Council and the	No Action on RRMP.

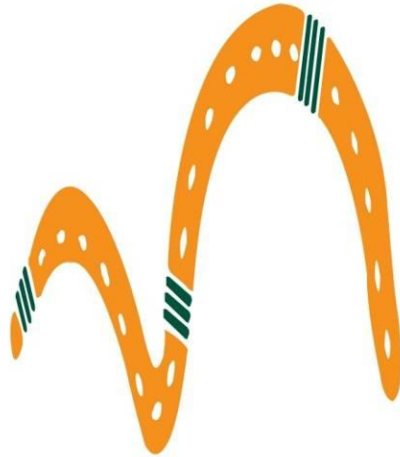
<b>1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines</b>						
<b>Submission #</b>	<b>Submitter</b>	<b>RMG Section</b>	<b>RMP Section</b>	<b>Comments or issues raised by submitted</b>	<b>Response provided by Council officer</b>	<b>Action taken to the RRMP</b>
			Duties and Responsibilities: Page 12 & Table 3: Page 15	for managing and protecting land and environmental values. To use Mount Pleasant Road as an example. There are unresolved issues surrounding both community safety and flora and fauna protection. This relates to the long standing 4WD activities along the road reserve between two endangered vegetation nature reserves.	Department of Environment and Primary Industries need to work in partnership to identify solutions to the 4WD problem at the back of the Alexandra Bushland Reserve, and adjacent to the Mount Pleasant Road.	No Action on RRMP Council officers to investigate possible solutions and include this as an action in the implementation plan.
				Mt Pleasant Road, at least to Hobans Road turnoff, should be designated 80 kph due to levels of slow moving traffic to the transfer station and the frequent crossing of fauna between the adjacent reserves.	VicRoads has authority to change the levels of speed on a road with recommendations from Council. Recommendations are based on number of road exits, traffic volume, fatalities etc. The statistics do not warrant a recommendation from Council; however Council has invested in signage to warn cars of their arrival to transfer station and landfill. This was erected due to ongoing complaints that	No action required.

<b>1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines</b>						
<b>Submission #</b>	<b>Submitter</b>	<b>RMG Section</b>	<b>RMP Section</b>	<b>Comments or issues raised by submitted</b>	<b>Response provided by Council officer</b>	<b>Action taken to the RRMP</b>
					traffic was slow moving due to people looking for the turn off to landfill and transfer stations.	
				Wildlife crossing signs would also be useful. In addition significant roadside vegetation signage.	Noted. Installation of wildlife crossing signs is operationally within Council's control.	No Action on RRMP. Council officers to investigate possibility of installing wildlife crossings within operational expenditure.
		Section 2: Page 6 (a)		Recreational users are sometimes not registered, may not seek permission from Council or keep to defined paths or trails	Council recognises the conflict in community between recreational use and environmental preservation.	No Action on RRMP. Council officers to investigate possible solutions and include this as an action in the implementation plan.
		Section 2: Page 6 (b)		Utility services c. Slashing and spraying altering the timing of works should also apply to significant roadsides.	Council will address this level of detail through improved engagement with utility service authorities. Council has also identified an action in the Rural Roadside Management Implementation Plan to develop MOUs with utility service authorities for this purpose.	No action required.
		Section 4: Page 11 (a)		Education and awareness seems to be the most difficult of all to address.	Council can improve monitoring and resource clean ups through	No Action on RRMP. Council include this as an action in the

<b>1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines</b>						
<b>Submission #</b>	<b>Submitter</b>	<b>RMG Section</b>	<b>RMP Section</b>	<b>Comments or issues raised by submitted</b>	<b>Response provided by Council officer</b>	<b>Action taken to the RRMP</b>
				How to change perception. In the case of Mt Pleasant Road it would help significantly if the Council were to lead by example regarding the 4WD course and by ensuring regular litter clean ups were happening along the roadside.	participation in annual Clean Up Australia Day events and outdoor field staff crews. The response to the 4WD course is answered above.	implementation plan.
		Section 5: Page 12 (a)		Fuel load reduction treatments. How to overcome the strong perception that by landowners that roadsides should be tidied by mowing and removing timber.	Council has included actions to address this issue in the Implementation Plan.	No action required..
		Section 6, Page 13 (a)		Firewood Collection. See above. Monitoring of this somewhat furtive, and often weekend activity, will be extremely difficult to police.	Council has included actions to address this issue in the Implementation Plan.	No action required.
		Section 6, Page 13 (b)		Litter and Dumping. Vulnerable roadsides such as those leading to transfer stations need regular patrols rather than reacting to reports from the community. The more litter and dumping that appears, the more the area is seen as unimportant.	Council does not have the resources to patrol litter and dumping across our Shire; however we can monitor areas when outdoor staff are working on roadsides.	No Action on RRMP. Council officers to investigate the possibility of resourcing internal clean up of sites such as Mount Pleasant Road once or twice a year.



<b>1. Submission to Rural Roadside Management Plan Draft 4 and Rural Roadside Management Guidelines</b>						
<b>Submission #</b>	<b>Submitter</b>	<b>RMG Section</b>	<b>RMP Section</b>	<b>Comments or issues raised by submitted</b>	<b>Response provided by Council officer</b>	<b>Action taken to the RRMP</b>
6.	Goulburn Valley Water			GVW has noted and has no objections to its provisions.	Noted.	No action required.
				It would be beneficial for GVW to be aware of the roadsides classification when undertaking emergency or planned works on assets located in these areas. The corporation requires Council's assistance regarding roadside classification for each site where GVW has assets.	Agreed.	No Action on RRMP. Council officers provide GVW with the GIS data to assist GVW load the roadside classifications layers into their own mapping information systems.



# Murrindindi

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Shire Council

## Rural Roadside Management Plan 2014 – 2018

**DRAFT V4**  
**August 2014**

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DRAFT

## **PART A: Introduction**

### **1. Purpose**

Municipal councils, property owners, service authorities and various other stakeholders have responsibilities to carry out a range of roadside management functions to protect roadside values. The purpose of the Plan is to draw together the different objectives, interests, legislation, policies and programs relating to rural roadside management into an easily understood and practical format.

The intention is to address the lack of clear definition, understanding and agreement across Council departments and the wider community about how roadside management activities should be carried out.

#### **1.1. Strategic Context**

The Rural Roadside Management Plan provides the strategic direction for rural roadside management in Murrindindi Shire.

The Plan sets out Council's position for managing rural roadsides including:

- Governance arrangements specifically the scope, its lifespan, reviewing and reporting process.
- Context for roadside management including functions and values of roadsides.
- Environmental condition of Council's rural roadsides including conservation values.
- Roles, responsibilities and legal duties.
- Council's approach to managing roadsides including principles and aims for roadside management.
- Standards to be achieved during the implementation of this Plan.
- Relevant legislation to consider when conducting management activities on roadsides.

#### **1.2 Operational Context**

A set of operational documents have been designed to support the implementation of this Plan. They include:

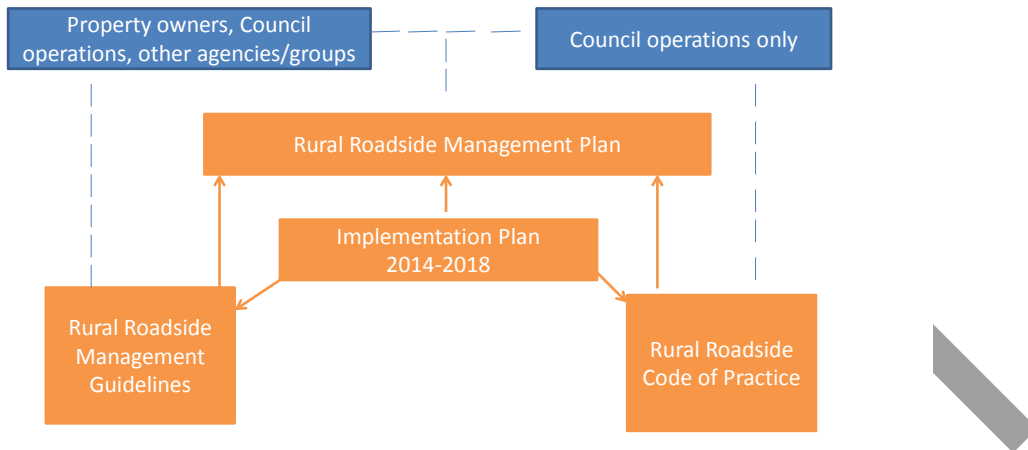
- Rural Roadside Management Implementation Plan 2014 - 2018
- Rural Roadside Management Guidelines
- Rural Roadside Code of Practice

The Implementation Plan has been developed to ensure that Council staff, other agencies and the community adopt the Council's standards for rural roadside management and work together to achieve the aims of Council's Rural Roadside Management Plan. The Rural Roadside Management Guidelines (for community and Council) and the Code of Practice (for Council only) are resources to assist stakeholders in this task.

The Implementation Plan will assist Council staff communicate what Council's role is, and what can and cannot be done on rural roadsides. It also articulates what needs to be done to improve roadside management with the inclusion of a four year action plan.

This action plan will be reviewed in line with the Rural Roadside Management Plan’s strategic review process. A key component of this review will be to assess how rural roadside management is fairing against aims of the Plan.

**Figure 1: Interaction between strategic and operational context of the Rural Roadside Management Plan**



## 2 Scope

This Plan will pertain to all rural roadsides, trails and pathways throughout Murrindindi Shire which are the direct responsibility of Council as defined in Council’s Road Management Plan and any amendments to the Plan. The inclusion of urban roadsides, trails and pathway will commence at a later date.

Roads and roadsides although joined are managed as two separate entities. A road management zone is the road pavement and shoulders inclusive of 1.5 metres behind road shoulder edge and a minimum 5m height clearance over road pavement and shoulders. A roadside on the other hand starts generally at the outer edge of the table drain and ends at the adjacent property line or boundary.

## 3 Lifespan, reviewing and reporting processes

The Plan is scheduled to be formally reviewed every four years to provide an opportunity to validate its principles, aims and standards and ensure it is aligned with the Council Plan as well as relevant legislation. The Implementation Plan 2014 - 2018 contains actions for implementation over the next four years. This will be reviewed and updated at the end of each four year cycle.

## 4 Users

The primary users of this Plan; and its operational documents will be Murrindindi Shire Council (MSC) staff and interested stakeholders. The content of the Plan is of interest to a wide range of stakeholders who, at various times, need to access Council roadside reserves to carry out specific works. The Plan and its operational documents are a resource for Council officers and other stakeholders about what can and cannot be done on Council-managed roadside reserves.

## PART B: Roadside Management

### 1. Managing Roadsides

Due to their narrow linear nature, roadsides are susceptible to conservation value decline due to: invasion by pest plants and animals; encroachment of farming activities and urban development; firewood collection; road maintenance and construction works; inappropriate fire prevention activities (i.e. slashing, grading, spraying, grazing); and the installation and maintenance of utility services.

These activities, when managed inappropriately, have the potential to negatively impact roadside vegetation, habitat and reduce the quality of roadside environments.

Landholders across Murrindindi Shire and in other areas of Victoria hold divergent views about the management of roadsides including:

- Managing the risk of fire.
- Recovering fire affected areas.
- Addressing land management issues including erosion and the spread of pest plants and animals.
- Using roadsides for agricultural or horticultural purposes including livestock grazing, droving, cropping, haymaking, fencing etc.
- Collecting dead or living plant-based materials from roadsides (e.g. firewood, seeds etc.)
- Using herbicides for the control of weeds or the spraying of road edges and drains.
- Tidying up or gardening on roadsides reserves.
- Conserving heritage and cultural values.
- Constructing or maintaining assets on roads or roadsides.
- Recreational use (e.g. off road tracks for walkers, horse riders and mountain bikes)

Table 1 summaries the above-listed activities in terms of the values they provide to community.

**Table 1: Roadside Functions and Values**

FUNCTION	VALUES
<ul style="list-style-type: none"> <li>❖ Native Vegetation</li> <li>❖ Fauna</li> <li>❖ Significant Environmental Areas</li> <li>❖ Unused Road Reserves</li> <li>❖ Wildlife Corridors</li> <li>❖ Visual Amenity</li> <li>❖ Heritage</li> </ul>	<p><b>Environmental Values</b></p>
<ul style="list-style-type: none"> <li>❖ Weeds and Pest Animals Control</li> <li>❖ Good Agricultural Management</li> <li>❖ Soil Erosion and Sediment Control</li> </ul>	<p><b>Land Management Values</b></p>
<ul style="list-style-type: none"> <li>❖ Wayside Stops</li> <li>❖ Recreational Activities e.g. horse riding, mountain biking, walking</li> </ul>	<p><b>Recreational Values</b></p>
<ul style="list-style-type: none"> <li>❖ Construction &amp; Maintenance</li> <li>❖ Stormwater Drainage &amp; Run-off</li> <li>❖ Litter Control</li> <li>❖ Dust Control</li> <li>❖ Stockpiles &amp; Dump Sites</li> <li>❖ Utility Services</li> <li>❖ Firewood Collection</li> <li>❖ Land Subdivision</li> <li>❖ Fire Management</li> </ul>	<p><b>Infrastructure Values</b></p>

## 2. Environmental Context

Before European settlement a diverse range of vegetation types existed across Murrindindi Shire including dominant species of Mountain Ash, River Red Gum, Grey Box, Red Box and Yellow Box with occurrence ranging from river flats to sub-alpine forests. Understorey plants within forests, woodlands and grasslands consisted of a mosaic of shrubs, wildflowers and native grasses. In some areas of the Shire, landscapes have been significantly modified and extensively cleared following European settlement. Over 60% of the Goulburn Broken Catchment has been cleared; and incremental loss is still occurring for a range of reasons including permitted and illegal removal of vegetation.



**Figure 1: A simple aerial illustrates the importance of our roadside corridors.**

Aside from national parks, native vegetation and animal habitat (across the landscape) is predominately restricted to roadsides and waterways. As 'biolinks' or wildlife corridors they provide vital connectivity for native species - enabling them to move from scattered paddock trees into bigger parklands and reserves.



There are some 2,168 recorded native plant species, and 393 recorded native fauna species in the Murrindindi Shire. Around 49 of these species are protected under state and federal environmental legislation. Appendix 2 of the Murrindindi Shire Council Environment Strategy provides a list of Ecological Vegetation Classes and flora and fauna species of Murrindindi Shire.

### 3. Roles

#### 3.1 Council

Council is the responsible road authority for municipal roads and the entire roadside. Under the *Road Management Act 2004*, Council, among other roles, has a role in determining its own asset management policies, standards, plans and maintenance procedures. Murrindindi Shire Council's Road Management Plan articulates Council's role in managing the following assets:

- Road structure including earth formation, road pavement and road surface.
- Road drainage such as table drains, kerbs, culverts, pits etc.
- Road signs, guideposts and pavement markings.
- Bridges and major culverts.
- Constructed pathways (sealed or unsealed).
- Sealed and unsealed car parks.
- Planted street trees in urban areas.
- Vegetation control to maintain line of sight, visibility of guideposts and road signs and suitable clear zones (i.e. trimming or removing potentially dangerous limbs and trees).

- Weed control.

Council is also the land manager of municipal roadsides and is required to provide services to community under the *Local Government Act 1989*, and other Acts of Parliament. These can be broken down into proactive management and reactive management services and are summarised in Table 2:

**Table 2: Council's roadside management services**

Proactive	Reactive
Road inspections and audits	Customer requests (hazardous trees, signage, potholes and other road hazards, fuel load, etc.)
Annual maintenance plans as defined in MSC Road and Road Asset Management Plan also inclusive of Great Victorian Rail Trail.	Emergency response (cutting and removing fallen vegetation and debris after extreme weather events)
Annual capital works projects including renewal, upgrades or new roads	Statutory planning or local laws referrals (i.e. permit, consent for works in a roadside reserve or building applications)
Declared weeds and pest animal control works in accordance with MSC Roadside Weed and Pest Animal Control Plan (as defined by the <i>Catchment and Land Protection Act 1994</i> )	Capital works or maintenance referrals (i.e. environmental impact assessments)
Native vegetation protection in accordance with Murrindindi Shire Planning Scheme and MSC Environment Strategy	
Annual fire management works in accordance with <i>Murrindindi Shire and Lake Mountain Municipal Fire Management Plan</i>	

### 3.2 Property Owners

Under legislation, Council in partnership with the State Government is responsible for managing municipal roadsides, while VicRoads is responsible for roads under its control.

While this is the law, it is financially impossible for Council to fully maintain every roadside in the municipality and to achieve the same outcomes as are achieved through the work that property owners do on roadsides adjacent to their land.

Council acknowledges a long held convention in Murrindindi Shire that where possible, property owners maintain roadside 'frontage' in areas where the Council's maintenance program does not.<sup>1</sup> Many property owners maintain their property access points, fences, drains, weeding, spraying, or mowing.

<sup>1</sup> Council's *Road Management Plan*, *Road Asset Management Plan*, and maintenance policies and procedures determine what and when 'something' gets maintained on a road or roadside. These decisions are prioritised on road function and role in the broader road network, constructions standard, road use (number and types of vehicles), level of risk (in terms of potential road or fire hazards/incidents) and biodiversity conservation value.

### 3.3 Utility Service Authorities

Utility service authorities such as water, power and telephone companies need to install and maintain facilities and equipment for their customers. Utility service authorities are responsible for ensuring reliable service provision to customers and achieve this through regular inspections and maintenance.

## PART C: Legal Duties and Responsibilities

### 1. Legal Duties

Roadside management is governed by a wide range of local, state and federal legislation to ensure the safety of road users, control and maintain property/assets and protect heritage and environmental values.

Appendix 1 details a suite of legislative responsibilities that Council staff and other stakeholders are obliged to following when carrying out their road management roles. These laws apply to areas such as fire management, community safety, cultural heritage, water, land and catchment management and flora and fauna protection.

The implementation of this Plan must, at all times, be consistent with the legislation listed in Appendix 1.

#### 1.1 Council

Murrindindi Shire Council is the responsible road authority for approximately 1,238 kilometres of municipal public roads within its district. It is important to note this does not include every government road or public highway within the Shire, but only those which fit the definition of a 'Public Road' as described in the *Murrindindi Shire Council Road Management Plan*.

Under the *Road Management Act 2004*, the Council has a legal duty to manage the following roads:

- Local municipal roads that are on Council's *Register of Public Roads*
  - The whole road reserve as defined under the *Road Management Act 2004* and associated regulations.
- Some parts of arterial roads of Vic Roads controlled roads within the 60km zones of townships<sup>2</sup>:
  - Any part of roadway not used by through traffic
  - Any service road
- Fuel reduction corridors and fire access roads (that are a local municipal road as defined on the Council's Register of Public Roads).

All roads under Council's management responsibility are listed in the Murrindindi Shire Council Register of Public Roads. Council's level of service for these roads is described in the Murrindindi Shire Council Road Management Plan; the Murrindindi Shire Council Road Asset Management Plan; and, the Murrindindi Shire and Lake Mountain Municipal Fire Management Plan.

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<sup>2</sup> These roads are excluded from this Plan, and will be managed under the guidance of an urban road document to be produced at a later date.

Murrindindi Shire Council is also the responsible land manager for municipal roadsides. In this role, Council is legally responsible for protecting land and environmental values while at the same time managing fuel loads for fire protection. Such responsibilities must be done in accordance to the Murrindindi Planning Scheme and its associated provisions, as well as state and federal legislation such as the *Country Fire Authority Act 1958*, the *Emergency Management Act 1986*, the *Flora and Fauna Guarantee Act 1988*, the *Environment Protection and Biodiversity Conservation Act 1999*, and the *Catchment and Land Protection Act 1994*.

## 1.2 VicRoads

Vic Roads is responsible for managing 13 Arterial Roads (highways, main roads & tourist roads) in Murrindindi Shire including:

- Arterial roads
  - The section of the roadway used by through traffic
  - The roadside in any area that is not an urban area

VicRoads is the responsible land manager of arterial roadsides, and shares the same responsibility for protecting land and environmental values and managing fuel loads for fire protection as Murrindindi Shire Council.

## 1.3 Department of Environment and Primary Industries and other agencies

A number of roads exist on Crown Land, for which Department of Environment and Primary Industries (DEPI), Parks Victoria and/or Goulburn Murray Water have management responsibility. Management of these roads will not be included as part this Plan, except where a maintenance agreement exists between Council and DEPI or another responsible road authority.

## 1.4 Utility service authorities and their contractors

There is legislation that governs the way utility services are designed and delivered primarily the *Electrical Safety Act 1998*, Electrical Safety Regulations, and *Telecommunications Act 1997*. Parts of such legislation require utility service authorities to manage vegetation obstructing the path of effective utility provision.

Under the *Road Management Act 2004*, any utility service authority or contractor wishing to undertake minor or major utility works on a municipal roadside needs to inform Council and may need to obtain consent from Council as the responsible road authority. The proponent of the work is also required to notify Council as the land manager.

General exemptions for seeking consent or land manager approval include works that are not 'traffic impact works'. These include:

- Driveway works
- Mowing the roadside (e.g. mowing nature strips)
- Emergency works
- Works conducted in an emergency by, or with the authority of the relevant infrastructure manager e.g. utility, or provider of public transport.

Other exemptions apply depending on the type of organisation and nature of the work.

### *Consent for works approval from responsible road authority*

Consent for works approval enables a third party to access the roadside reserve in accordance with the requirements of the *Road Management Act 2004*. A fee is payable for an application for consent based on road classification and work type. The *Road Management Act 2004* requires:

- Notification to the coordinating road authority of any proposed installation of non-road infrastructure and related works; and/or
- Obtaining consent from the coordinating road authority prior to commencing work; and/or
- Notification to the coordinating road authority following completion of works.

Consent for works does not provide direct authorisation for works to proceed as there may be requirements for other permit approvals such as municipal planning permits<sup>3</sup>. Consent will be required for any works that have traffic impacts. Council can assist property owners or utility service authorities to identify whether this is required.

The Road Management (Works & Infrastructure) Regulations 2005 define the classification of work types into minor works, traffic impact works (major) and supply extension works.

### *Notification to and approval from land manager*

'Approval from the land manager' means approval from Council to allow a utility service authority or its contractors to work on Council-managed land. As part of this approval, Council has a right to negotiate with a third party on particular standards that Council would expect to be observed, especially in terms of public liability (i.e. road safety) and minimising impacts on flora and fauna habitat.

Utility service authorities and their contractors have a duty to comply with relevant regulations such as the *Murrindindi Shire Planning Scheme, Community Local Law 2012* and any other legislation relating to the management of roadside vegetation such as the Country Fire Authority Act 1958, the Emergency Management Act 1986, the Flora and Fauna Guarantee Act 1988, the Environment Protection and Biodiversity Conservation Act 1999, and the Catchment and Land Protection Act 1994..

## **1.5 Property Owners**

Any property owner wishing to undertake minor or major non-utility works on a municipal roadside must inform Council and may need to obtain consent from Council as the responsible road authority. Separately and in addition, the proponent of the work is also required to notify Council as the land manager. The rules around this consent process remain the same as the rules for utility service authorities. For further detail, please read the section pertaining to utility service authorities as outlined above.

Private property owners have a duty to comply with relevant regulations such as the *Murrindindi Shire Planning Scheme, Community Local Law 2012* and any other legislation relating to the management of roadside vegetation such as the Country Fire Authority Act 1958, the Emergency Management Act 1986, the Flora and Fauna Guarantee Act 1988, the

<sup>3</sup> For example additional permits may be required from different local or regional planning authorities (Council, Goulburn Murray Water, DEPI, and the Goulburn Broken Catchment Management Authority) or the federal government (in the case of permitting work in the habitat of species protected under the *Environment Protection and Biodiversity Conservation Act 1999*).

Environment Protection and Biodiversity Conservation Act 1999, and the Catchment and Land Protection Act 1994.

## 2. Responsibilities

In addition to legal duties are a range of responsibilities some but not all governed by regulation. Council encourages staff, contractors, other agencies, property owners, and utility service authorities to meet these responsibilities by understanding and demonstrating best practice. These responsibilities can be summarised across five key areas as defined in Table 3:

**Table 3 Rural roadside management responsibilities**

<b>Asset maintenance and construction</b>	Maintaining road space and safety such as height clearance, line of sight, surface, drainage, signage, etc. as well as other assets such as property access points, drains/pipes/culverts, water points, fences, powerlines, telecommunication lines etc. These responsibilities are governed by legislation.
<b>Fire risk</b>	Implementing fuel reduction strategies to reduce fire risk. These responsibilities are governed by legislation.
<b>Environmental protection</b>	Protecting and enhancing environmental values such as native vegetation, flora and fauna habitat, waterways, weed and pest animal control. These responsibilities are governed by legislation if they fall under national or state significance.
<b>Visual amenity</b>	Protecting roadside amenity by maintaining the diversity of vegetation types providing distinctive landscape character in Murrindindi. In most cases these responsibilities are governed by legislation.
<b>Heritage protection</b>	Protecting sites of archaeological significance (aboriginal heritage, fossil sites etc.) These responsibilities are governed by legislation if they fall under national or state significance.

These responsibilities are articulated further in a range of non-statutory documents such as policies, guidelines, plans and strategies. There are a number of these relevant to this Plan, as outlined in Table 4 below.

**Table 4: Non-statutory controls relating to roadside management**

<b>Victorian and Regional strategies</b>	<b>Murrindindi Shire Council strategies, plans and policies</b>
<ul style="list-style-type: none"> <li>• <i>Goulburn Broken Regional Catchment Management Strategy 2013-2019</i></li> <li>• <i>Goulburn Broken Regional Waterway Strategy 2013 - 2021</i></li> <li>• <i>Goulburn Broken Invasive Plants and Animal Strategy</i></li> <li>• <i>Goulburn Broken Biodiversity Strategy 2010 - 2015</i></li> <li>• <i>Goulburn Broken Catchment Local Government Roadside Biodiversity Risk Management Protocols.</i></li> <li>• <i>The Hume Strategy for Sustainable</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>MSC Vision 2020</i></li> <li>• <i>MSC Environment Strategy</i></li> <li>• <i>MSC Environment Policy</i></li> <li>• <i>MSC Asset Management Policy</i></li> <li>• <i>MSC Asset Management Plans</i></li> <li>• <i>MSC Economic Development Strategy</i></li> </ul>

*Communities 2010-2020*

- *Victoria's Biodiversity Strategy 1997*
- *Victorian Bio-Security Strategy 2009*

### 3. Council's Requirements

#### 3.1 Council's requirements of Council staff and/or contractors

There are specific legislative requirements that Council staff and/or contractors must observe which are listed in Appendix 1. All Council officers and contractors have a duty of care to comply with the legislation relating to roadside management. The standards laid out in this Plan are mandatory and must be followed by staff and/or contractors. In doing so, staff and/or contractors must use the *Rural Roadside Management Guidelines and Rural Roadside Code of Practice* and wherever practicable apply their key recommendations.

#### 3.2 Council's requirements of utility service authorities and other agencies

Authorities primarily responsible for constructing or maintaining assets on Council owned roadsides are listed in Table 5.

**Table 5: Service authorities**

Asset Type	Responsible Authority
Town Water Supply and Sewerage – Alexandra, Yea	Goulburn Valley Water Yarra Valley Water
Rural Water Supply	Goulburn-Murray Water
Rural Drainage (Open drains, channels & associated structures)	Goulburn-Murray Water Melbourne Water
Telecommunications	Telstra
Streetlights	S P Ausnet - Council pays fee for operation and maintenance by SP Ausnet
Electricity	Electricity retailer - Council pays for electricity use.

Other agencies commonly needing access to Council roadsides for specific works include:

- Department of Environment and Primary Industries
- Goulburn Broken Catchment Management Authority
- Country Fire Authority
- State Emergency Services

Council is the coordinating authority under the *Road Management Act 2004* in relation to the use of its road reserves by utility service authorities wishing to install various road or utility infrastructures. Utility service authorities and other agencies have an obligation to notify council for minor works or to apply for consent from Council for major works prior to conducting works on a road reserve. There is also a requirement to observe adequate standards and practices in protecting environmental values and to fully reinstate any disturbed roadside reserve back to the conditions that existed prior to works commencing.

It is Council's requirement that utility service authorities and other agencies adhere to the standards set out in this Plan, as a minimum. Council recognises that utility authorities and other agencies have their own systems, codes of practice and policy requirements, but

encourages their staff to reference Council’s Rural Roadside Management Guidelines and/or Rural Roadside Code of Practice for further guidance.

**3.3 Council’s requirements of property owners**

All property owners of Murrindindi Shire have a duty of care to comply with the legislation relating to roadside management listed in Appendix 1. As with utility service authorities, any property owner and/or their contractors wishing to carry out minor and/or major utility or non-utility works has an obligation to notify council and may need to apply for consent to conduct works on a road reserve. There is also a requirement to observe adequate standards and practices in protecting environmental values and to fully reinstate any disturbed roadside reserve back to the conditions that existed prior to works commencing.

It is Council’s requirement that property owners follow, to the best of their ability, the standards laid out in this Plan. Property owners can also refer to Council’s Rural Roadside Management Guidelines and/or Rural Roadside Code of Practice for assistance.

**PART D: Roadside Conservation Value**

**1. Roadside Conservation Value**

The challenge for local government is to balance the protection of environmentally significant roadsides with its obligation to provide safe passage on roads and address municipal fire prevention and road safety issues associated with vegetation.

A roadside assessment has been conducted to determine sections of Council-managed roads which contain intact, remnant vegetation providing fauna and flora habitat, and areas where the Department of Environment and Primary Industries has recorded rare, threatened or endangered flora and fauna species and/or threatened ecological communities.

This assessment began in 2007, and was completed in 2010. It is Council’s intention to revise the assessment to improve its accuracy, as the state of the environment is ever changing. As a result, existing conservation value should be treated as a guide to alert stakeholders to the significance of Murrindindi’s roadside environments. Any proponent wishing to undertake works on a roadside should contact Council’s Environmental Programs Unit for an on-site assessment.

Over 280 roadsides reserves were assessed using the recognised methodologies of Roadside Assessment Criteria (Roadside Conservation Committee) and Rapid Habitat Assessment (Department of Environment and Primary Industries). Roadside conservation value was assessed in two different ways: a site specific assessment, and a landscape assessment.

Conservation value was scored in accordance to a range of attributes. According to their scores, roadsides were split into four classifications depending on points accrued from the assessment undertaken: Very High (VH), High (H), Medium (M) or Low (L).

**Table 5: Roadside classification scoring**

<b>1-7</b>	<b>8-14</b>	<b>15+</b>	<b>20+</b>
<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Very high</b>



Definitions for the two are described as:

- **Roadside ‘Site Specific’ Assessment (For Operational Level)**

Site specific assessments focused on immediate fauna habitat values such as: presence of trees (including those with hollows), shrubs, ground covers, grasses, leaf litter, logs, rock crevices and whether the roadside is a wildlife corridor. Other attributes considered include roadside width, vegetative regeneration, site disturbance, and weed cover. Also considered are ecological vegetation class, type and status, and records and/or incidence of rare or threatened species.

- **Roadside ‘Landscape’ Assessment (For Strategic Level)**

Landscape assessments focused on the roadsides in the context of a broader landscape. Some of the site-specific attributes were considered in this methodology with the addition of other broader attributes such as how far the roadside is from a 50 hectare block of native vegetation, and how much remnant vegetation occurs within a one kilometre radius of the roadside.

**Table 7: Conservation value of Murrindindi Shire municipal rural roadsides (by number of reserves, and corresponding percentage)**

Site Specific Value				Landscape Value			
VH	H	M	L	VH	H	M	L
15	59	89	126	10	47	77	155
5.2%	20.4%	30.8%	43.6%	3.5%	16.3%	26.6%	53.6%

Communicating habitat quality assessments is complex. A simple approach to communicating conservation value will better support implementation of this Plan. For example, this Plan will ask for stricter environmental management protocols to be applied on roadsides that scored 15 or more in site specific and landscape value assessments.

As a result the four tier classification system has been consolidated into three basic categories:

**Table 8: Simple classification definition**

Category	Simple Classification	Description				
A	<b>Highly Significant Roadside (15+)</b>	Roadsides rated as Very High or High, have been grouped to form Category A Roadsides “Highly Significant Roadsides”				
	<table border="0"> <tr> <td style="background-color: red; color: white;"><b>Very High</b></td> <td>Overall value</td> </tr> <tr> <td style="background-color: orange;"><b>High</b></td> <td>Overall value</td> </tr> </table>		<b>Very High</b>	Overall value	<b>High</b>	Overall value
<b>Very High</b>	Overall value					
<b>High</b>	Overall value					
B	<b>Significant Area on a Roadside (15+)</b>	Roadsides rated as Medium or Low that have areas or pockets of high or very high conservation value have been grouped to form Category B Roadsides - “Significant Area on a Roadside”				
	<table border="0"> <tr> <td style="background-color: green;"><b>Low</b></td> <td>Overall value</td> </tr> <tr> <td style="background-color: yellow;"><b>Medium</b></td> <td>Overall value</td> </tr> </table>		<b>Low</b>	Overall value	<b>Medium</b>	Overall value
	<b>Low</b>		Overall value			
	<b>Medium</b>		Overall value			
<table border="0"> <tr> <td style="background-color: red;"><b>Very High</b></td> <td>Areas or Sections</td> <td style="background-color: orange;"><b>High</b></td> <td>Areas or Sections</td> </tr> </table>	<b>Very High</b>	Areas or Sections	<b>High</b>	Areas or Sections		
<b>Very High</b>	Areas or Sections	<b>High</b>	Areas or Sections			
<table border="0"> <tr> <td style="background-color: red;"><b>High</b></td> <td>Areas or Sections</td> <td style="background-color: orange;"><b>High</b></td> <td>Areas or Sections</td> </tr> </table>	<b>High</b>	Areas or Sections	<b>High</b>	Areas or Sections		
<b>High</b>	Areas or Sections	<b>High</b>	Areas or Sections			
C	<b>Lower Significance Roadsides (1-14)</b>	Roadsides rated as Medium or Low along ‘whole of roadside’ have been grouped to form Category C ‘Lower Significance Roadside’.				
	<table border="0"> <tr> <td style="background-color: green;"><b>Low</b></td> <td>Overall value</td> </tr> <tr> <td style="background-color: yellow;"><b>Medium</b></td> <td>Overall value</td> </tr> </table>		<b>Low</b>	Overall value	<b>Medium</b>	Overall value
<b>Low</b>	Overall value					
<b>Medium</b>	Overall value					



### Highly Significant Roadside (HSR)

**Figure 1: Frees Road, Terip Terip**

These roadsides have high conservation value and exhibit near natural site values or are only moderately disturbed. They are characterised by most of the following:

- Fauna habitat is high.
- Roadside exhibits most of the following attributes: trees, trees with hollows, shrubs, grasses, logs, leaf litter, rocks, crevices, wet marshy

land.

- Extensive or moderate regeneration.
- Fully vegetated or partly vegetated wildlife corridor.
- Low weed cover.
- Status of Ecological Vegetation Classes are endangered or vulnerable.
- Suitable habitat for and/or records of rare, threatened or endangered species.

### Significant Areas on a Roadside (SAR)

**Figure 2: Old Fawcett Road, Koriella**

These roadsides exhibit sections of significant habitat value or have records of rare, threatened or endangered species and may occur on roadsides with a medium or low conservation value overall. They are assessed as having been moderately disturbed to substantially modified and are characterised by some or all of the following:



- Fauna habitat is moderate.
- Roadside may exhibit some of the following attributes: trees, trees with hollows, shrubs, grasses, logs, leaf litter, rocks, crevices, wet marshy land.
- Moderate to slight regeneration.
- Partly vegetated or unvegetated wildlife corridor.
- Moderate weed cover.
- Site moderately disturbed to substantially modified.
- Status of Ecological Vegetation Class may be endangered, vulnerable, depleted or rare.
- Rare, threatened or endangered species may be present.
- Site disturbance such that roadside is substantially modified.

### Low Significant Roadsides (LSR)

**Figure 3: Allandale Road, Strath Creek**

This category covers value classifications for site specific assessments that are low or medium in conservation value. These roadsides have a low conservation value and have been substantially modified or highly degraded and are characterised by some or all of the following:



- Fauna habitat is low.
- Roadside exhibits few or none of the following attributes: trees, trees with hollows, shrubs, grasses, logs, leaf litter, rocks, crevices, wet marshy land.
- No regeneration.
- Not a wildlife corridor.
- High weed cover.
- Site substantially modified to highly degraded.
- Status of Ecological Vegetation Class generally of Least Concern.
- No records of rare, threatened or endangered species.

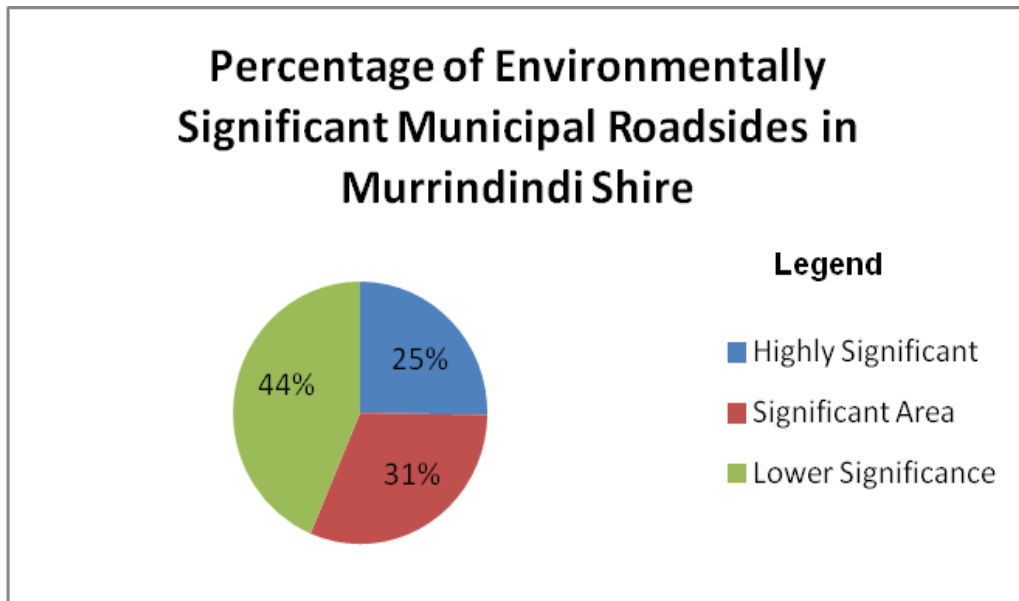
Council's management standards are stricter for the higher classification levels. For roadsides classified as low significance the management standards are more flexible; however this should not encourage poor environmental practice.

To assist in deciding which management regimes are appropriate on roadsides, the Roadside Conservation Value Assessment has been overlaid with road asset and fire management data.

This assessment, in a summarised version, is available as a booklet and through Council's geographic information system and will help identify and prioritise treatment regimes for more significant roadsides. Please refer to Council's Roadside Conservation Value Booklet or contact the Environment Programs Unit for further information.

Figure 1 indicates the percentage of municipal roads with a significant classification.

Figure 1: Murrindindi roadside conservation values



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## PART E: Council’s Approach to Roadside Management

Council’s approach to roadside management is articulated in the sections below. The principles, aims and standards are ambitious and Council acknowledges it cannot achieve them alone. Roadside management is everybody’s business and while Council has responsibilities for local municipal roads, there are a variety of people, groups and agencies using roadsides for different reasons. This approach to roadside management requires cooperation and support from our community and a variety of agencies and groups involved in roadside management.

### 1. Roadside Management Principles

Council has developed a set of principles for rural roadside management that are required as part of Council’s road management roles and highlight the importance of conserving environmental values when carrying out activities on roadsides.

**Table 8: Murrindindi Shire Council’s Roadside Management Principles**

Principle 1	Principle 2	Principle 3
“The biodiversity, cultural and broader landscape values on roadsides are important to protect because they provide a rich and vibrant environment appreciated by all people living and visiting Murrindindi”.	“Activities that occur in roadsides (such as fuel reduction works, road safety works, utility maintenance, agricultural activities and recreation) must be appropriately balanced with conserving environmental values.”	“Any impacts of Council and third party-led construction and maintenance works must be minimised through proper planning, budgeting and management.”

### 2. Roadside Management Aims

To address these principles, Council aims to manage rural roadsides in the following way:

- Manage fire risk through a considered and sensitive approach to fuel load reduction.
- Maintain the function of rural roads as a safe and reliable corridor for traffic movement.
- Preserve and enhance flora and fauna habitat.
- Manage the impact of recreation, agriculture, asset maintenance and construction activities in roadside environments.
- Ensure Council, other agencies and property owners meet their legislative responsibilities.
- Promote the range of values provided by roadsides to the community through engagement and education.
- Monitor the effectiveness of this Rural Roadside Management Plan and its associated standards.

### 3. Roadside Management Standards

It is Council’s requirement that any party working in a rural roadside abides by the standards outlined in Table 9 and **where practicable**, follows these in conjunction with Council’s Rural Roadside Management Guidelines and/or Rural Roadside Code of Practice. The standards set are minimum standards for planning and implementing any activity or works regime on

rural roadsides and apply to activities lead by Council and to third party activities (those undertaken by property owners, other agencies, or utility service authorities).

Some standards have been in place for some time, well before the introduction of this Roadside Management Plan. Other standards will be new standards set by the Council.

**Table 9: Roadside Management Standards**

Standard	Status	Key Compliance	Council	Utility	Property Owner	Other Agency
			Δ	Δ	Δ	Δ
1. All activities requiring removal, destruction or lopping of native vegetation must be conducted in accordance to the Murrindindi Shire Planning Scheme. This requires a planning permit to be issued by Council unless exempt under the Planning Scheme <sup>4</sup> .	Existing	By Law (under the <i>Planning and Environment Act 1987</i> ).	Δ	Δ	Δ	Δ
2. Any activity requiring removal, destruction or lopping of vegetation (apart from removal of standing trees) that does not trigger the need for planning permits or consent for works on a roadside must be done in accordance with the Community Local Law 2012.	New	By Law (under the <i>Community Local Law 2012</i> ).	Δ	Δ	Δ	Δ
3. Council's infrastructure works must avoid and/or minimise the impacts on roadside conservation value – both in planning, delivery and finalisation. If offsets are required they must be budgeted for and legally secured prior to works commencing.	New	Policy and Procedure	Δ			
4. Fire prevention works are to be carried out based on an understanding of roadside conservation value and in accordance with the Murrindindi Shire	Existing	By Law (under the <i>Country Fire Authority Act 1958, Emergency Management Act 1986</i> , and if protected by environmental	Δ	Δ		Δ

<sup>4</sup> A number of exemptions apply under the Victorian Planning Provision including: road maintenance, bushfire management, fencing, etc.

Standard	Status	Key Compliance	Council	Utility	Property Owner	Other Agency
and Lake Mountain Municipal Fire Management Plan		legislation); otherwise encouraged.				
5. Fire prevention works <u>outside</u> the Murrindindi Shire and Lake Mountain Municipal Fire Management Plan (for example CFA brigade-led) are to be carried out in consultation with Council, and in accordance with this Plan. Specific treatments such as slashing and spraying must be based on an understanding of conservation value and follow Council's Rural Roadside Management Guidelines where practicable.	New	By Law (under the <i>Country Fire Authority Act 1958, Emergency Management Act 1986</i> , and if protected by environmental legislation); otherwise encouraged.	Δ	Δ	Δ	Δ
6. The guidelines for "Managing vegetation after extreme weather or storm events" should be followed to assist clean up of vegetation or debris following an extreme weather event.	New	Guideline	Δ			Δ
7. Activities to preserve and enhance biodiversity values must be delivered in accordance with Council's Environment Strategy and other environmental plans.	Existing	By Law (under the <i>Flora and Fauna Guarantee Act 1988, Environment Protection and Biodiversity Act 1999, Catchment and Land Protection Act 1994</i> ).	Δ			
8. Under <i>the Road Management Act 2004</i> , written consent for utility and non-utility works in a roadside reserve may be required, and if so, must be obtained from Council as the public road authority/manager before	Existing	By Law (under the <i>Road Management Act 2004</i> ).	Δ <sup>5</sup>	Δ	Δ	Δ

<sup>5</sup> Unless exempt under the Road Management Act 2004

Standard	Status	Key Compliance	Council	Utility	Property Owner	Other Agency
works commence.						
9. Where applicable, Council's Rural Roadside Management Guidelines and/or Rural Roadside Code of Practice should be adhered to by any customer seeking consent from Council under the <i>Road Management Act 2004</i> (to conduct either non utility or utility major works).	New	Guideline	Δ	Δ	Δ	Δ
10. The Murrindindi Shire Planning Scheme and Community Local Law 2012 must be observed at all times including compliance with all of its provisions and permit systems.	Existing	By Law (under the <i>Planning and Environment Act 1987</i> ; & <i>Community Local Law 2012</i> ).	Δ	Δ	Δ	Δ
11. Any request to Council for major or minor utility or non-utility works in a roadside reserve should be referred to the appropriate department(s) if the application reaches internal referral triggers. Permitted approvals must be issued in consideration of the referred department(s) recommendations.	New	Procedure	Δ			
12. Any revegetation activities in a Council roadside reserve, rural trail or pathway should follow Council's <i>Revegetation Guidelines</i> .	New	Guideline	Δ	Δ	Δ	Δ
13. Council will communicate roadside values to community including environmental, land and cultural management values.	Existing	Communication	Δ			



## **4. Further Resources**

### **4.1 Rural Roadside Management Guidelines and Code of Practice**

The MSC Rural Roadside Management Guidelines are a useful resource for understanding how to conduct roadside activities sensitively such as: native vegetation removal, firewood collection, livestock grazing, fencing, utility service provision etc. The Guidelines are more general in nature and offer a range of best practice tips. The document has been designed to share externally with stakeholders such as property owners, utility service authorities, and other agencies.

The MSC Rural Roadside Code of Practice has been developed with the same intention in regard to understanding how to conduct roadside activities sensitively; however the Code applies specifically to Council led infrastructure works such as asset construction and maintenance. This may involve activities such as road grading, re-sheeting, drainage, vegetation control, spraying, and/or slashing.

While the document is designed for Council staff and/or contractors, utility service authorities and/or property owners (who have consent to undertake major or minor utility/non utility works in a roadside reserve) may wish to reference it.

Both documents can be read as stand-alone documents. They assist users of this Plan understand how activities can be conducted with minimal impact to environmental values.

### **4.1 Rural Roadside Management Implementation Plan**

A 'Rural Roadside Management - Implementation Plan' has been developed to ensure this Plan is implemented by the Council. The Implementation Plan is roughly divided into two main sections. The first section is designed to help staff deal with issues and/or customer requests concerning roadside management in a consistent and appropriate way.

The Implementation Plan provides the operational context for this strategic plan, and aims to achieve this by providing clear statements around Council's roadside management functions, and what can and cannot be done on roadsides. The second section is an action plan, outlining the different projects and tasks that need to be resourced to improve Council's capacity to manage roadsides better. Actions in this plan will be earmarked and delivered each year through Council's annual business planning process.

## 5. Bibliography

Cardinia Shire Council, City of Casey, Mornington Peninsula Shire (2004) *Sediment Control On Unsealed Roads: A Handbook of Practice Guidelines for Improving Stormwater Quality*

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Energy Safe Victoria (2010) *Electricity Safety (Electrical Line Clearance) Regulations*

Goulburn Broken Local Government Biodiversity Reference Group (2007) *Goulburn Broken Catchment Roadside Biodiversity Risk Management Protocols,*

Indigo Shire Council (2010) *Roadside Management Plan*

Murrindindi Shire Council (2010) *Environment Strategy*

Murrindindi Shire Council (2010) *Road Management Plan*

Murrindindi Shire Council (2012) *Road Asset Management Plan*

Shepparton City Council (2008) *Roadside Management Strategy*

Terramatrix (2011) *Road Bushfire Risk Assessment Guideline*

VicRoads (2006) *A Guide to Working in the Road Reserve* VicRoads, Victoria

VicRoads (2006) *Roadside Handbook: An Environmental Guide for Road Construction and Maintenance*

Yarra Ranges Council (2000) *Code of Environmental Practice for Works on Council Controlled Land (including Roadside)*

## Glossary of Terms

We acknowledge there may be different meanings for the terms used throughout this document. In the interest of clarity, this glossary provides a set of definitions for terms used in this Plan.

### **Asset Construction Activities**

Any works that involve road re-sheeting, sealing, widening or upgrading, bridge repair and upgrade, and major culvert and drainage upgrades. Works may be instigated by Council, utility service authorities and/or property owners and could include: power line clearance, maintenance or connection; telephone poles/lines; reticulated water and sewage pipeline works and/or private connections to sewer/water; driveway and access points; fencing etc.

### **Asset Maintenance Activities**

Any works that involve tree removal pruning, lopping, or other vegetation control works such as spraying, slashing and mowing. Maintenance activities could also include fencing, grading, drainage maintenance, signage and guidepost installations etc.

### **Council**

Any reference to Council refers to Murrindindi Shire Council.

### **Council Land**

Roads and land vested in Council or owned by Council or under the care and management of Council that are not set out on Crown Land.

### **Council Requirements**

Mandatory and/or encouraged (i.e. best practice) behaviour that the Council requires of its own staff, contractors, and stakeholders including other agencies, utility service authorities and property owners, working on Council-managed roadsides.

### **Ecological Vegetation Class (EVC)**

A component of a vegetation classification system, these are groupings of vegetation communities based on floristic, structural, and ecological features. The Victorian Department of Sustainability and Environment has defined all of the EVCs within Victoria.

### **Landholder**

A person who holds responsibility for the way land is used irrespective of whether they own, lease or manage the land.

### **Legal Duties**

A work function that must be undertaken by Law in relation to a person(s) and/or organisation(s) legal responsibility.

### **Municipal Roads**

Roads that Council is responsible for managing.

### **Other Agencies**

Agencies other than Council that have roles, responsibilities and legal duties in relation to roadside management e.g. Department of Environment and Primary Industries, VicRoads, Country Fire Authority etc.

### **Rural Pathways**

Walking tracks that have been constructed along rural roadsides for the purpose of recreational use.

**Property Owner**

A person who may own, lease or manage a private property in Murrindindi Shire (inclusive of dwelling and/or land). Definition is also inclusive of a contractor or employee engaged to do works on behalf of a property owner.

**Public Road**

Includes only those which fit the definition of a 'Public Road' as described in the *Murrindindi Shire Council Road Management Plan*.

**Responsibilities**

A type of duty or obligation for which a person and/or organisation is voluntarily accountable for in regard to demonstrating best practice.

**Regeneration**

The restoration and regrowth of vegetation, which may include trees, shrubs or grass covers.

**Remnant Vegetation**

A remnant patch of native vegetation is measured in hectares and is defined as: an area of native vegetation with or without trees, where at least 25% of total perennial understory plant cover is native plants; and/or, an area (i.e. a patch measured in hectares) with three or more indigenous canopy trees where the tree canopy is at least 20 percent (of total area).

**Roadside Conservation Value**

A value which is determined by an ecological assessment of 'natural' attributes present on a roadside e.g. tree canopy, grass covers, fallen logs, weed cover etc.

**Roadside Management Aims**

Council's intention and objectives for the management of the rural roadsides for which Council is responsible.

**Roadside Management Functions**

Functions of a roadside describe the specific roles of roadsides, such as wildlife corridors, areas of weed and pest animal movement, wayside stops, stormwater run-off etc. Each function results in a positive (i.e. value or benefit) or negative (i.e. degrade, loss) impact on the environment and/or community.

**Roadside Management Principles**

Describes the 'lens' through which Council requires roadside management decisions to be made.

**Roadside Management Standards**

Describes the rules to be observed by Council staff, its contractors and any other stakeholder working in a Council-owned and/or managed roadside reserve.

**Roadside Management Values**

Describes the "public goods" provided by roadsides and gives them the importance and worth they deserve. These "goods" provide multiple benefits to community such as scenic appeal, cultural connections to place, as well as transport and access routes for people, goods and services. Roadsides are also recognised for their habitat value for native flora and fauna.

**Roles**

An overall function that a stakeholder has in rural roadside management, whether Council, another agency, a property owner, a contractor, utility authority etc.

**Rural Roadside**

Describes the roadside of any municipal road within the Murrindindi Shire that has a speed limit of more than 60 kilometres per hour, whether or not it is located within a particular planning zone such as a rural living or farming zone.

**Rural Roadside Code of Practice**

A code to identify and recommend best practice standards for the way Council and other stakeholders undertake works on rural roadsides.

**Rural Roadside Management Guidelines**

A set of guidelines that assist Council staff, contractors and external stakeholders to understand and adhere to Council's principles, aims and standards for rural roadside management.

**Rural Roadside Management Implementation Plan**

An operational document for Council staff that describes how to implement the principles, aims and standards for rural roadside management and to manage customer requests in a consistent and efficient manner.

**Rural Roadside Management Strategic Plan**

A term that describes this document: i.e. a strategic approach to managing rural roadsides in Murrindindi Shire that brings together various legal duties and responsibilities, principles, aims and standards to ensure best practice and legislative compliance.

**Rural Trails**

Refers to all sections of the Great Victorian Rail Trail throughout Murrindindi Shire, including those sections adopted by Landcare groups and/or maintained/leased by adjacent property owners.

**Special Protection Zones**

Special Protection Zones are zoning areas associated with Forest. While they have formal policy application in State Forest, they are a useful guide to identifying values in the landscape. For example no herbicide use is allowed within the Special Protection Zone of the Spotted Tree Frog in the Taponga River. Zones can be viewed on the DEPI external website in MapShare Forest Explorer or Biodiversity Interactive Maps < <http://mapshare2.dse.vic.gov.au/MapShare2EXT/imf.jsp?site=bim>>.

**Urban Roadside**

Describes the roadside of any road within the Murrindindi Shire that has a speed limit of less than 60 kilometres per hour, whether or not it is located within a particular planning zone such as residential or low density residential.

**Utility Service Authority**

An authority responsible for power, water, or telecommunication service provision.

**Utility Works**

Works that involve the maintenance or construction of utility assets (i.e. power, water, sewer or telecommunications).

**Non-Utility Works**

Works that involve in any maintenance or construction of non-utility assets such as driveway or property access points, private drains, fences, tree removal, etc.

**Vegetation/Vegetated**

Relates to all plant life including trees, shrubs and ground covers.

**Wildlife Corridor**

An area of habitat connecting wildlife populations separated by human activities or structures which enables the movement of wildlife from one patch (or habitat area) to another.

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## Appendix 1 – Relevant Legislation

Environmental Legislation	Asset/Infrastructure Legislation	Emergency Management Legislation	Heritage Legislation	Other Legislation
<b>Environment and Biodiversity Protection Act, 1999 (Cth)</b>	<b>Road Management Act, 2004 (Vic)</b>	<b>Country Fire Authority Act, 1958 (Vic)</b>	<b>Aboriginal Heritage Act, 2006 (Vic)</b>	<b>Local Government Act 1989 (Vic)</b>
<i>Federal government legislation protecting and managing nationally and internationally important flora, fauna, ecological communities and heritage places. All land managers must comply with this Act. As a land manager Council has a duty to comply with this Act in cases where our land has matters defined in this Act as nationally or internationally important.</i>	<i>The main Victorian legislation relating to road management in Victoria. The purpose of the Act is to establish a coordinated management system for public roads that will promote safe and efficient State and local public road networks and the responsible use of road reserves for other legitimate purposes, such as the provision of utility services. All road users and road authorities must comply with this Act. As a road authority, Council is allocated powers, functions and a range of provisions that must be complied with when managing roads falling under its control.</i>	<i>Victorian government legislation in relation to fire management in Victoria. All land managers have a responsibility to manage the risk of fire on their land. As a local government, Council must comply with this Act and is required to develop a Municipal Fire Management Plan that manages the risk of fire on Council land, including requirements to improve community safety. Council is designated certain powers through provisions under this Act to manage fire prevention within its municipality under other regulatory mechanisms such as the Murrindindi Shire Planning Scheme and Community Local Law.</i>	<i>Victorian government legislation that provides for the protection and management of Victoria's Aboriginal heritage with processes linked to the Victorian Planning System. As a planning authority Council is responsible for ensuring compliance with this Act through administration of Victorian and Local Planning Provisions under the Murrindindi Shire Planning Scheme.</i>	<i>Victorian government legislation that provides a framework for the establishment and operation of Councils. It is the main legislative instrument that drives Council operations describing purpose, objectives and functions of Council, as well as a range of provisions.</i>
<b>Catchment and Land Protection Act, 1994 (Vic)</b>	<b>Road Safety Act, 1987 (Vic)</b>	<b>Emergency Management Act, 1986 (Vic)</b>	<b>Heritage Act, 1995 (Vic)</b>	<b>Crown Land Reserves Act 1978 (Vic)</b>
<i>Victorian Government legislation governing pest plant and animal management. The Act defines roles and responsibilities and regulates the management of noxious weeds and pest animals – all landowners have legal obligations regarding the management of declared noxious weeds and pest animals on their land.</i>	<i>Victorian Government legislation that aims to provide for safe, efficient and equitable road use. The Act defines general obligations of road users in relation to responsible use of roads.</i>	<i>The purpose of this Act is to provide a framework for the organisation of emergency management in Victoria. The Act describes the need for effective planning, preparation, risk mitigation, emergency response and provision of immediate relief services, as well as recovery - assisting persons affected by emergency events. Under this Act, Council plays an important role in coordinating municipal emergency management planning.</i>	<i>This Act provides for the protection and conservation of places and objects of cultural heritage significance and the registration of such places and objects. The Act establishes the Heritage Council of Victoria, and the Heritage Register. As a planning authority, Council is responsible for ensuring compliance with this Act through administration of Victorian and Local Planning Provisions under the Murrindindi Shire Planning Scheme. Examples include application of heritage overlays.</i>	<i>This is the principle legislation dealing with reservation and management of Crown Land in Victoria. Crown land is set aside for the use and benefit of the general public for a range of purposes. Under the Act, Committees of Management are appointed to manage their reserve on behalf of the Minister for Environment and Climate Change. Committees have responsibility for managing, improving, maintaining and controlling their reserve. Council is a Committee of Management on a number of parcels of land owned by the Crown.</i>
<b>Flora and Fauna Guarantee Act, 1988 (Vic)</b>	<b>Telecommunications Act, 1997 (Cth)</b>			<b>Murrindindi Planning Scheme</b>
<i>This Act is the key piece of Victorian legislation for the conservation of threatened species and communities and for managing potentially threatening processes which could put these species at risk. The Act provides for the listing of species and requires action statements to ensure their survival.</i>	<i>This Act provides the regulatory framework in which telecommunication services are provided in Australia. It covers the distribution and supply of telephone services including the performance of these services and the competitiveness of the industry. Other provisions include promoting responsible practices in relation to placement of lines underground, sending commercial</i>			<i>Victorian planning schemes are administered at the local government level. Planning schemes set out policies and provisions for use, development and protection of land.</i>

	<i>messages, telemarketing calls and marketing faxes.</i>	
<b>Conservation, Forests and Lands Act 1987 (Vic)</b>	<b>Electrical Safety Act 1998 (Vic)</b>	<b>Community Local Law (Council)</b>
<i>This Act provides delegation powers to the Minister and Secretary for public participation in codes of practice. It applies to catchment management, coastal management, crown land management, fisheries management, flora and fauna, forests management, heritage rivers, land, national parks, reference areas and wildlife management.</i>	<i>This Act provides for the safety of electricity supply and use, reliability and security of supply, and efficiency of electrical equipment. Among other provisions, the Act provides for the responsibility for maintenance of electrical lines, bushfire mitigation requirements for certain operators and electrical line clearance.</i>	<i>Councils establish their own local laws to exercise their powers under various State and Federal Government laws. They are design to maintain public health, safety, and/or amenity in a municipality. A Council can take enforcement action if a local law is breached. Council has a series of Local Laws which are listed in detail in Community Local Law 2012.</i>
<b>Planning and Environment Act,1987 (Vic)</b>	<b>Agricultural and Veterinary Chemicals (Control of Use) Act 1992</b>	
<i>The purpose of this Act is to establish a framework for planning the use, development and protection of land in Victoria. The Act provides for the administration of the Victorian Planning Provisions and enables a municipal Council to act as a responsible planning authority and administrator of planning schemes. Decisions made by Council in relation to land use planning and development must be in accordance with this Act.</i>	<i>Relevant Victorian legislation that places controls over the use of agricultural chemicals. It applies to any chemical defined under the Act as an 'agricultural chemical product'. The Act is administered by the Australian Pesticides and Veterinary Medicines Authority. It imposes controls on the use, application and sale of agricultural and veterinary chemical products, fertilisers and stock foods. It prescribes records to be made and kept by both users and sellers, equipment and other matters authorised by the Australian Pesticides and Veterinary Medicines Authority.</i>	
<b>Wildlife Act, 1975 (Vic)</b>		
<i>This legislation provides for the protection and conservation of wildlife through measures to protect all species of wildlife from becoming extinct, promoting sustainable use of and access to wildlife and prohibiting and regulating conduct of persons engaged in activities concerning or related to wildlife. It provides for, among other things, measures to enforce illegal activities such as hunting and requires licenses to conduct certain activities.</i>		
<b>Environment Protection Act, 1970 (Vic)</b>		
<i>This legislation provides for the protection of the environment through regulatory measures including maintaining standards around clean water, clean air, noise, solid waste and land pollution control, resource efficiency, litter etc.</i>		
<b>Forests Act, 1958 (Vic)</b>		
<i>This Act establishes that all forest produce in state forests is the property of the Crown. The Act prohibits the removal of resources or produce from State Forest except in</i>		



accordance with its regulations.

**Land Act, 1958 (Vic)**

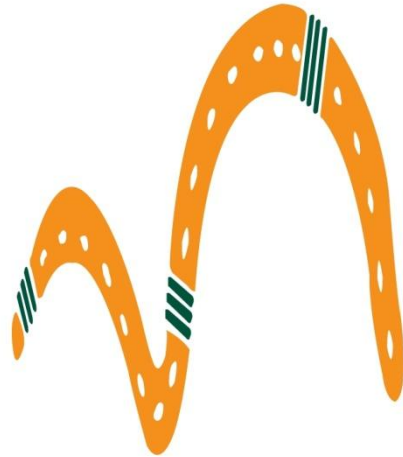
*This piece of legislation makes provision for sale and occupation of unreserved Crown lands and authorises the issuance of various types of leases and licence.*

**Litter Act, 1964 (Vic)**

*This legislation provides for the prohibition and regulates the deposit of litter in the environment of Victoria. The Act also provides for enforcement.*

\*Summaries obtained from Australian Legal Information Institute <http://www.austlii.edu.au/> May 2013 with exception of locally-based regulations.

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# Murrindindi

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## Shire Council

### Rural Roadside Management Plan Implementation Plan 2014 – 2018

DRAFT V4

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## 1. Purpose

This Implementation Plan has been developed to ensure that Council’s approach to rural roadside management, as articulated in the Rural Roadside Management Plan is implemented. The purpose of the plan is to:

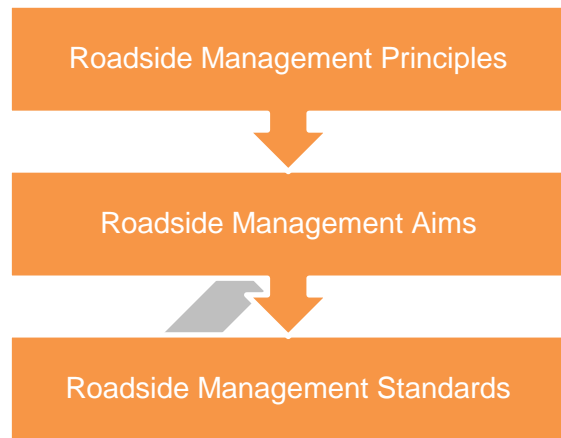
- Help staff articulate to customers or community what Council’s role is in roadside management, and what activities Council delivers proactively and reactively in relation to road and roadside activities.
- Be a point of reference for staff when dealing with issues and/or customer requests ensuring that our dealings are conducted in a consistent and appropriate way.
- Provide a four year action plan for works to be implemented in Council’s annual business planning cycle to continually improve the management of rural roadsides.

## 2. Strategic Context

The Rural Roadside Management Plan provides the strategic direction for rural roadside management in Murrindindi Shire. The Plan sets out Council’s position for managing rural roadsides including:

- Governance arrangements specifically the scope, who the Plan is for, its lifespan, reviewing and reporting process.
- Context for roadside management.
- Environmental condition of Council’s rural roadsides including conservation values.
- Roles, responsibilities and legal duties.
- Council’s approach to managing roadsides.
- Standards to be achieved during the implementation of this Plan.
- Relevant legislation to consider when conducting management activities on roadsides.

Of particular importance is the articulation of Council’s approach to managing roadsides including:



For further details please review Council’s Rural Roadside Management Plan.

## 3. Operational Context

The Implementation Plan has been developed to ensure that Council staff, other agencies and the community adopt the Council’s standards for rural roadside management and work together to achieve the aims of Council’s Rural Roadside Management Plan.

The Rural Roadside Management Guidelines (for community and Council) and the Code of Practice (for Council only) are resources to assist stakeholders in this task.

The Implementation Plan will assist Council staff communicate what Council’s role is, and what can and cannot be done on rural roadsides. It also articulates what needs to be done to improve roadside management with the inclusion of a four year action plan.

This action plan will be reviewed in line with the Rural Roadside Management Plan’s strategic review process. A key component of this review will be to assess how rural roadside management is fairing against aims of the Plan.

#### 4. Development process of this Plan

An internal working group of key Council staff and the Murrindindi Environment Advisory Committee have helped to guide the development of Council's Rural Roadside Management Plan which has included a broader consultation process with key stakeholder groups.

In May 2013, a range of stakeholders met to discuss municipal rural roadside management and what needs to be done to improve its approach in Murrindindi Shire.

Stakeholders were asked to assess a range of roadside management activities in terms of their impact on three areas:

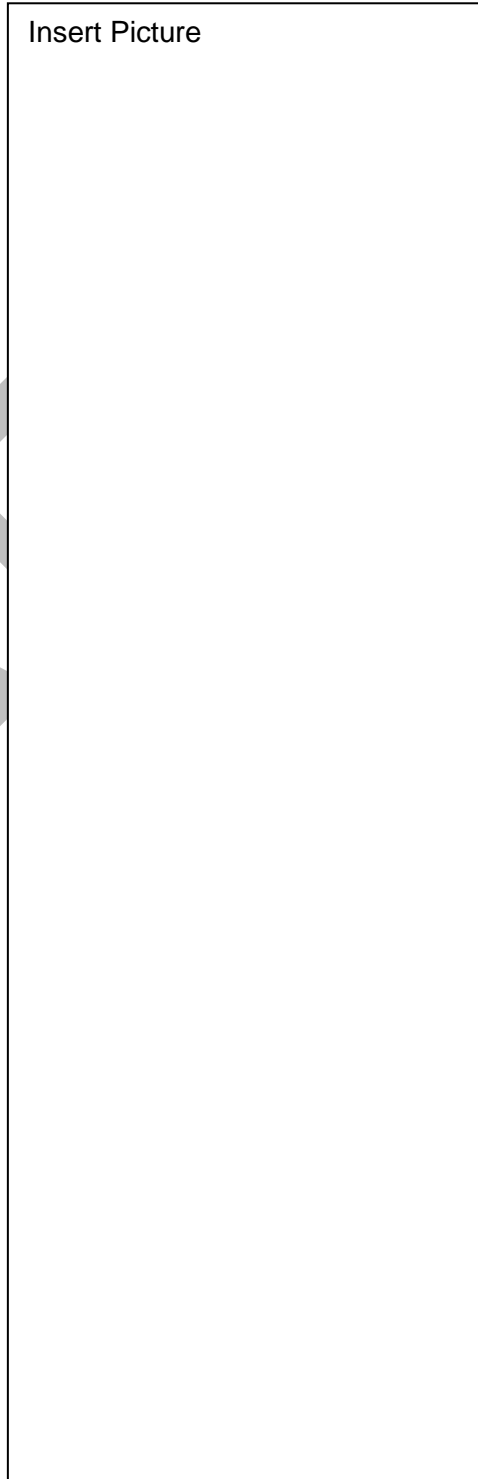
- Natural environment (including native habitat, cultural heritage and visual amenity).
- Community safety (including fire and fuel load management).
- Asset functionality (road and traffic hazard management, other asset maintenance).

The consultation was conducted in two forms. The first form was an internal workshop with Council staff. The second form was an external workshop with other government agencies, community groups and associations.

The consultation process was the same in each workshop; but the roadside management activities assessed were different. Table 1 (overleaf) provides a summary of the roadside management activities assessed in each workshop and their risk rating.

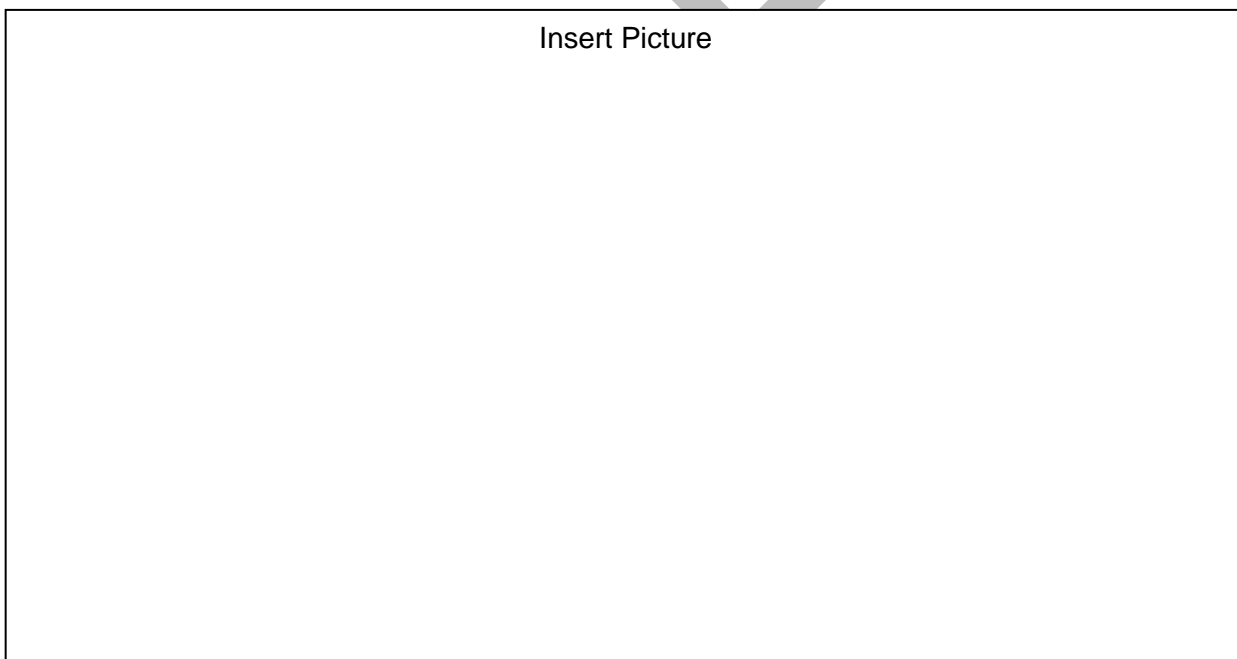
For specific details a copy of the 'outcomes report' for each workshop is available via Council's record management system. In each workshop stakeholders were asked to rate roadside management activities as low, medium or high in risk.

Once risk ratings were established, the consultation process worked to identify actions or 'pieces of work' that could be done to better manage the risk and its impact on the three areas identified above.



**Table 1: Priority roadside activities rated during stakeholder consultation**

Roadside Activity	Risk Rating
Native vegetation removal including tree lopping, pruning, trimming	High
Road maintenance slashing, spraying, drainage	High
Fire management slashing	High
Machinery and equipment movement and type	High
Emergency response & recovery	Medium to High <sup>1</sup>
Road construction works, widening, upgrading, re-sealing, re-sheeting, grading	High
Roadside weed control	Medium to High
Utility services wishing to construct or maintain assets	Medium to High
Property owners wishing to conduct soft or hard landscaping	Medium to High
Revegetation by volunteer groups	Low to Medium
Recreational activities by trail users/visitors	Low
Stock grazing	Low to Medium
Fencing	Medium
Timber harvesting and firewood collection	Medium to High



<sup>1</sup> Activities that were rated in a range, for example medium to high, or low to medium reflect the perspective that the risk priority depends on the scale, location and/or potential for damage. For example, in the context of emergency response, it depends on how many trees fell during a storm event, the density of debris on roads and other access areas, and how much damage it created to assets such as roads, signage, fencing etc.

Each action was collated and summarised as a 'piece of work' that needs to be done. These 'pieces of work' have informed the development of the Action Plan 2014-2018 and broadly involve improvements in the following areas:

- Data and knowledge
- Policy and process
- Education and awareness
- Service delivery

As a secondary task in each workshop the stakeholders were also asked to confirm their understanding about what Council's aims should be in relation to its approach to roadside management.

Each workshop illustrated broad stakeholder support for aims that would address the following management issues:

- Fire risk
- Road safety
- Environmental conservation
- Asset maintenance and construction
- Education and awareness raising
- Good governance

Using this direction, the Murrindindi Environment Advisory Committee helped to refine the aims into the statements which now appear in Council's Rural Roadside Management Plan. Council's aims are:

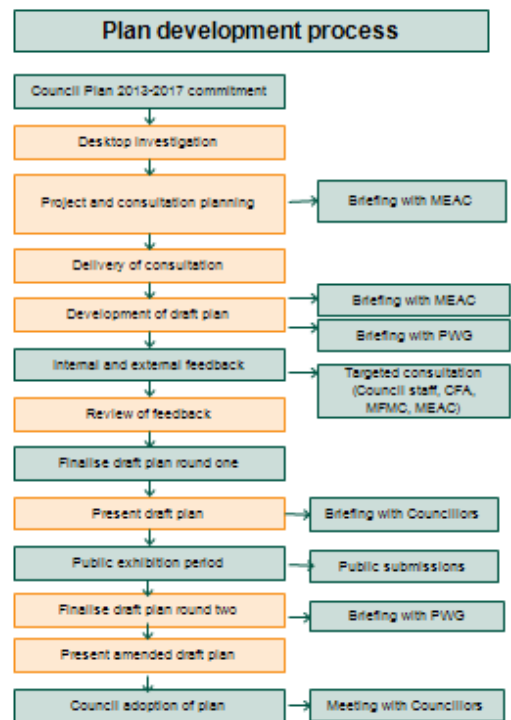
- Manage fire risk through a considered and sensitive approach to fuel load reduction.
- Maintain the function of rural roads as a safe and reliable corridor for traffic movement.
- Preserve and enhance flora and fauna habitat.
- Manage the impact of asset maintenance and construction in roadside environments.
- Ensure Council, other agencies and property owners meet their legislative responsibilities.
- Promote the range of values provided by roadsides to the

community through engagement and education.

- Monitor the effectiveness of this Rural Roadside Management Plan and its associated standards, guidelines and code of practice.

A summary of the consultation and development process for the Rural Roadside Management Plan is captured in Figure 1.

Figure 1: Plan development process



## 5. What does Council do?

This section helps Council communicate what it does.

Council proactively and reactively manages municipal roads and roadsides. *\*It is important to note that Council is fully responsible for the management of roadsides for which it is the designated responsible road authority under the Road Management Act 2004.*

### 5.1 Proactive management activities

#### Road Inspections

Council undertakes various inspections and audits of its public roads to determine the condition of its road infrastructure. Types of inspections include:

- Defects inspection
- Road safety inspection
- Night inspection to check functionality of sign and hazard markers
- Bridge condition assessment
- Footpath hazard inspection
- Post natural disaster i.e. floods, fires etc.
- Lifecycle condition audit to enable long term asset management

#### Road Maintenance

Inspections help to develop annual maintenance plans. Repairs and maintenance requirements are based on the identification of any defects that reach nominated intervention levels as outlined in Council's Road Management Plan. These works may include:

- Slashing and spraying for visibility and other maintenance reasons (1.5m behind the guidepost)
- Slashing for fire risk mitigation (to reduce fuel loads on designated fuel reduction corridors and access tracks)

- Removal of trees or limbs intruding into road (minimum 5m height clearance)
- Removal of hazardous trees
- Drainage or pit cleaning
- Removal of obstacles in traffic lanes such as fallen trees or limbs
- Repair of potholes in traffic lanes
- Installation of non-reflective regulatory signs and hazard markers
- Repair of drop-off from edge of seal to shoulder
- Repair of rough surface on unsealed roads

#### Road Construction

Council delivers a program of works to renew or upgrade Council's existing road assets. Council is also responsible for the construction of new assets or managing additional road assets that have been constructed by private developers.

While these works are not directly on roadsides, they will often impact on the values of roadside reserves. They include:

- Road Renewal

Council undertakes an annual program of gravel re-sheeting, road resealing, road rehabilitation and bridge replacement.

- Capital Upgrades

Council also identifies roads that need upgrading including road widening, road sealing, and bridge load capacity. These types of projects may also arise from special charge schemes, where Council has an agreement to conduct works funded directly by private landholders who have requested them.

- New Assets or Capital Expansion

Council may construct new pathways or bridges. New roads built by developers and transferred to Council are also examples of new projects that add to Council's asset stock. New and



expanded assets require an increase in both annual maintenance and renewal funding.

internal staff, contractors and external stakeholders.

**Weed Control**

Annually Council or its contractors will undertake weed control works on Council controlled roadsides. This service is heavily dependent on grant funding from the State or Federal Governments. Roadsides earmarked for control are selected based on a set of priorities outlined in Council’s Roadside Weed and Pest Animal Control Plan.

**Vegetation Management**

Council has assessed the environmental value of 289 municipal roadsides throughout the Shire. High to very High conservation roadsides are prioritised for protection from threats such as road construction, maintenance, other third party works and environmental weeds.

Council works with Friends of Groups/Landcare Groups to support activities such as revegetation, weed control and other environmental enhancement activities.

Council’s Environment Programs Unit works closely with staff in other departments of Council through environmental referrals to ensure Council-led and third party works are abiding by environmental legislation and following appropriate environmental procedures.

**Signage and conservation status of roadsides**

In order to maximise community knowledge and understanding, it is Council’s responsibility to adequately communicate the conservation status of medium to very high conservation roadsides and any special maintenance/management requirements on these. This includes providing adequate signage on high conservation roadsides, and communicating with

**5.2 Reactive management activities**

**Customer requests**

From time to time Council receives information from the public about potential road hazards that warrant inspection. Council officers assess the urgency of the matter and an appropriate inspection response time is determined in line with Council’s Road Management Plan.

Requests vary from case to case and may be in relation to:

- Roadside slashing
- Roadside weeds
- Pathway or road repairs
- Drainage issues
- Overgrown vegetation and fire risk
- Hazardous trees

**Emergency response**

Council provides an emergency (24/7) call out service associated with road hazards caused by storm events or other natural disasters. Council works in conjunction with other emergency agencies to resource clean-up and recovery efforts such as cleaning of debris, or reconstruction of damaged assets e.g. bridges, culverts etc.

## 6. What can and cannot be done on roadsides

This section helps Council communicate what cannot be done on roadsides.

Council recognises that, in many cases, managing roadsides is a shared responsibility between adjacent property owners, other agencies and Council.

When undertaking activities in a Council roadside, Council has certain expectations of its own staff, property owners and agencies. This is particularly so in roadsides of high environmental significance.

These expectations are based around meeting legal obligations in areas such as: managing fire risk; maintaining public safety; and protecting environmental values such as habitat for threatened flora and fauna species.

The authorisation of works or activities to be undertaken in a roadside for example approved works in response to a customer request must be based on the standards of Council’s Rural Roadside Management Plan.

A quick ‘reference table’ for what can and cannot be done in roadsides is provided in Table 1, Section 6.1. This reference table can assist in decision making when it comes to responding to a customer request.

### 6.1 What activities can be done on roadsides?

Table 2 outlines the rules for what can be done on a roadside. Council requires anyone undertaking work or engaging in activities on roadsides to observe best practice standards wherever possible. Further guidance on the standards of best practice can be found in the Rural Roadside Management Guidelines and Rural Roadside Code of Practice.

It is mandatory for all Council-led infrastructure works to comply with the Guidelines and Code of Practice. Council encourages other agencies, property owners and utility service authorities to use these documents as a guide to best practice when carrying out authorised or permitted works.

**Table 2: What activities can be done on roadsides?**

Activity	Rule	Reference	Seek advice from
<b>Council-led capital works and maintenance requests</b>	New and programmed works must have environmental impact assessments prior to design and/or delivery. Customer requests that have immediate planning and environmental issues must be referred for appropriate action.	Rural Roadside Management Guidelines:  Rural Roadside Code of Practice:	Environmental Programs Unit
<b>Emergency works in response to weather events.</b>	Activities to remove fallen timber in roadside reserves can occur with balanced consideration of conservation value, fire hazard and road safety issues.	Rural Roadside Management Guidelines:  Rural Roadside Code of Practice:	Environmental Programs Unit

<p><b>Fencing</b></p>	<p>Can occur in roadside reserves through permitted approvals via Council's consent for works on a roadside reserve process and the <i>Murrindindi Shire Planning Scheme</i>. Vegetation removal must be within the requirements of planning provisions and where possible, must occur on the property owner's side of the fence.</p>	<p>Rural Roadside Management Guidelines:</p> <p><input type="text"/></p> <p>Rural Roadside Code of Practice:</p> <p><input type="text"/></p>	<p>Planning Department</p>
<p><b>Firewood Collection</b></p>	<p>Is highly discouraged, but can occur on a roadside if a local laws permit has been sought and approved. Permit must stipulate specific conditions that are set by Council's Environmental Programs Unit.</p>	<p>Rural Roadside Management Guidelines:</p> <p><input type="text"/></p> <p>Rural Roadside Code of Practice:</p> <p><input type="text"/></p>	<p>Local Laws &amp; Environmental Programs Unit</p>
<p><b>Fire Prevention</b></p>	<p>Can only be undertaken on roadsides within a Council approved program and/or stand-alone agreement between Council and a third party (i.e. property owner or agency) that meets the requirements of Council's <i>Municipal Fire Management Plan</i>, and has been signed off by Council's Municipal Fire Prevention Officer.</p>	<p>Rural Roadside Management Guidelines:</p> <p><input type="text"/></p> <p>Rural Roadside Code of Practice:</p> <p><input type="text"/></p>	<p>Municipal Fire Prevention Officer &amp; Environmental Programs Unit</p>
<p><b>Livestock Grazing</b></p>	<p>Can occur on a roadside if a local laws permit has been sought and approved. Permit must stipulate specific conditions that are set by Council's Environment Programs Unit</p>	<p>Rural Roadside Management Guidelines:</p> <p><input type="text"/></p> <p>Rural Roadside Code of Practice:</p> <p><input type="text"/></p>	<p>Local Laws &amp; Environmental Programs Unit</p>
<p><b>Machinery and Vehicle Movement, Parking and Hygiene</b></p>	<p>Movement of machinery and vehicles can only occur on areas identified by the Environment Programs Unit as designated turning and parking areas. Machinery must be cleaned down before</p>	<p>Rural Roadside Management Guidelines:</p> <p><input type="text"/></p>	<p>Environmental Programs Unit</p>

	entering and exiting a site to control spread of noxious weeds.	Rural Roadside Code of Practice:	
<b>Major utility and non-utility works in a roadside reserve</b>	Can occur only if consent for works permit has been issued by Council's Asset and Development Services Department and associated fees paid to the Council by the applicant.	Rural Roadside Management Guidelines:  Rural Roadside Code of Practice:	Assets and Development Department
<b>Native Vegetation</b>	Can only be removed, pruned or lopped through permit clearance approvals from Council's Planning Department.	Rural Roadside Management Guidelines:  Rural Roadside Code of Practice:	Planning Department
<b>Revegetation</b>	Can occur in roadside reserves through approved Landcare Projects and other initiatives. Revegetation must be undertaken in accordance with standards set by the Council.	Rural Roadside Management Guidelines:  Rural Roadside Code of Practice:	Environmental Programs Unit, Municipal Fire Prevention Officer, Parks, Gardens & Road Maintenance
<b>Roadside Weeds</b>	Hand pulling, spraying and/or if required, mechanical works can be undertaken on roadsides within a Council approved program and/or stand-alone agreement between the Council and a third party (i.e. property owner or agency).	Rural Roadside Management Guidelines:  Rural Roadside Code of Practice:	Environmental Programs Unit
<b>Slashing</b>	Slashing can be only be undertaken with consideration to roadside conservation value, to maintain road safety and for fuel reduction in roadside reserves.	Rural Roadside Management Guidelines:  Rural Roadside Code of Practice:	Parks, Gardens & Road Maintenance, Environmental Programs Unit & Municipal Fire Prevention Officer
<b>Spraying</b>	Spraying with approved herbicides can be used to maintain road and drainage	Rural Roadside Management Guidelines:	Parks, Gardens & Road Maintenance, Environmental

<p>function such vegetation control in table drains, around guideposts, signs and within roadside reserves to control noxious weeds. Spraying is not allowed in highly sensitive areas i.e. some <i>Highly Significant Roadsides</i> and <i>Special Protection Zones</i>.</p>	<p>Rural Roadside Code of Practice:</p>	<p>Programs Unit &amp; Municipal Fire Prevention Officer</p>
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**6.2 What activities cannot be done roadsides?**

Table 3 outlines the rules for what cannot be done on a roadside. These rules are underpinned by legislation and by non-statutory controls such as policies, codes

and guidelines. Some rules must be followed as required by law, while others have been developed to reflect best practice. Council requires all stakeholders to comply with these rules to protect community safety and the health of our natural environment.

**Table 3: Activities on roadsides that are restricted or prohibited**

Activity	Rule	Compliance Details	Seek advice from
<b>Slashing</b>	You cannot slash in Special Protection Zones, or when native flora is in flower (exceptions may apply if safety risks i.e. drainage function, fire risk outweigh benefit of retaining flora, as determined by on-site assessments).	Encouraged: <ul style="list-style-type: none"> <li>Rural Roadside Management Guidelines</li> <li>Rural Roadside Code of Practice</li> </ul>	
<b>Spraying</b>	You cannot use herbicides for spraying activities directly near waterways, dams or in <i>Special Protection Zones</i> . You cannot blanket spray on any roadside.	Encouraged: <ul style="list-style-type: none"> <li>Rural Roadside Management Guidelines</li> <li>Rural Roadside Code of Practice</li> <li>Agricultural and Veterinary Chemicals (Control of Use) Act 1992</li> </ul>	
<b>Council led capital works and maintenance.</b>	You cannot authorise any new or programmed works without understanding your legal requirements from a planning and environmental perspective.	Law: <ul style="list-style-type: none"> <li>Murrindindi Shire Planning Scheme</li> <li>Planning and Environment Act 1987</li> <li>Other environmental</li> </ul>	

		legislation.
<b>Fencing</b>	Fencing should only be undertaken within the provisions of the <i>Murrindindi Shire Planning Scheme</i> . Works must be approved under the Consent for Works process, and undertaken in accordance with conditions set out by Council as the land manager.	<p>Law:</p> <ul style="list-style-type: none"> <li>• Murrindindi Shire Planning Scheme</li> <li>• Planning and Environment Act 1987</li> <li>• Road Management Act 2004</li> </ul>
<b>Firewood Collection</b>	Firewood collection permits should not be issued without consideration of roadside conservation value. Collection must not occur on roadsides without a permit.	<p>Law:</p> <ul style="list-style-type: none"> <li>• Community Local Law 2012</li> <li>• Murrindindi Shire Planning Scheme</li> <li>• Road Management Act 2004</li> </ul>
<b>Fire Prevention</b>	You cannot undertake any form of fire prevention unless it is within an approved works program and/or a stand-alone agreement.	<p>Law:</p> <ul style="list-style-type: none"> <li>• Community Local Law 2012</li> <li>• Murrindindi Shire Planning Scheme</li> <li>• Emergency Management Act 1986</li> <li>• Country Fire Authority Act 1958</li> </ul>
<b>Livestock Grazing</b>	Livestock grazing permits should not be issued without consideration of roadside conservation value. Grazing must not occur on roadsides without a permit.	<p>Law:</p> <ul style="list-style-type: none"> <li>• Community Local Law 2012</li> <li>• Murrindindi Shire Planning Scheme</li> <li>• Road Management Act 2004</li> </ul>
<b>Machinery and Vehicle Movement and Parking</b>	Large machinery and equipment used in capital works or maintenance programs should not be freely driven or parked in <i>highly significant or significant areas on a roadside</i> unless designated as a turning and/or parking	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>• Rural Roadside Management Guidelines</li> <li>• Rural Roadside Code of Practice</li> </ul>

	spot, as defined by Council's Environmental Programs Unit.	
<b>Native Vegetation Removal</b>	You cannot remove, lop or prune any forms of native vegetation if you do not have a permit under the <i>Murrindindi Shire Planning Scheme</i> and/or approval from the land manager (i.e. Council).	<p>Law:</p> <ul style="list-style-type: none"> <li>• Murrindindi Shire Planning Scheme</li> <li>• Planning and Environment Act 1987</li> <li>• Other environmental legislation.</li> </ul>
<b>Revegetation</b>	Revegetation must not occur in locations or areas where it will present road safety and fire hazards (i.e. close to road clearance zones, utility assets such as water tanks, fire access, telecom access points, power lines etc.).	<p>Law:</p> <ul style="list-style-type: none"> <li>• Community Local Law 2012</li> <li>• Murrindindi Shire Planning Scheme</li> <li>• Road Management Act 2004</li> <li>• Emergency Management Act 1986</li> <li>• Country Fire Authority Act 1958</li> <li>• Electricity Safety Act 1998</li> </ul>
<b>Major utility and non-utility works in a roadside reserve.</b>	You cannot perform any major utility and non-utility works in a roadside reserve that involve the need for earthworks without seeking consent from Council as the responsible road authority.	<p>Law:</p> <ul style="list-style-type: none"> <li>• Community Local Law 2012</li> <li>• Murrindindi Shire Planning Scheme</li> <li>• Road Management Act 2004</li> </ul>

## 7. Who has what responsibility?

It is essential that each department is fully aware of their responsibilities in the delivery of this Implementation Plan and that responsible officers understand their role and responsibilities in meeting the roadside management standards of Council's Rural Roadside Management Plan.

The implementation of Council's Rural Roadside Management Plan will rely on various departments or units in Council which are outlined in Table 4 over leaf.

Table 4: Council Department Functions

Department /Unit	Function
<b>Infrastructure Assets and Development</b>	Assessing and planning for infrastructure renewal and provision in the Shire. This includes design, tendering, contracting and supervising various works in Council's capital works program. In addition this the department approves and permits development activities required under the Road Management Act in Council controlled roadsides.
<b>Infrastructure Operations</b>	Inspection, repair and maintenance of Council's public open spaces, roads and road reserves.
<b>Planning and Development Permit Approvals</b>	Processes all planning applications, and provides advice about development proposals which require a planning permit. The service also monitors the Murrindindi Shire Planning Scheme, prepares major policy documents and prepares amendments to the Murrindindi Shire Planning Scheme.
<b>Fire Prevention</b>	Coordinates the Municipal Fire Management Committee; and, develops, implements and enforces annual fire prevention works in the Shire.
<b>Local Laws</b>	Facilitates a safer community and a protected environment through traffic management, domestic animal management, and enforcement of local laws i.e. firewood collection, stock grazing etc.
<b>Environmental Programs Unit</b>	Provision of advice internally and externally on best practice in environmental management and delivery of land management projects such as revegetation and weed control.
<b>Economic Development and Tourism</b>	Promotes economic development and tourism opportunities including strategic planning, partnerships and events coordination such as festivals, markets, or recreational pursuits in the Shire.



## 8. What tools are available to assist?

There are a range of tools which can be used to ensure decision making accords with Council's Rural Roadside Management Plan. Table 5 provides a list of such tools.

**Table 5: Decisions making support tools**

<b>Name of tool</b>	<b>Tool type</b>
<b>Roadside conservation value mapping</b>	Booklet and Aerial Maps
<b>Roadside conservation value mapping</b>	GIS mapping
<b>Flora and fauna species records</b>	GIS mapping
<b>Ecological vegetation class type</b>	GIS mapping
<b>Biodiversity significance area</b>	GIS mapping
<b>Environmental standards in infrastructure works.</b>	Policy Procedure
<b>Municipal Fire Management Plan – Murrindindi Shire and Lake Mountain</b>	Outlines the Council's approach to fire management in the Shire.
<b>Rural Roadside Management Plan</b>	Strategic direction and articulation of Council's rural roadside management aims and standards.
<b>Rural Roadside Management Guidelines</b>	Guidelines for general use by property owners, Council staff, contractors, utility service authorities etc .
<b>Rural Roadside Code of Practice</b>	Code of Practice for assets, capital works, operations, major/minor utility and non-utility works requests.

## 9. What work needs to be done?

### 9.1 Action Plan

The Action Plan 2014 - 2018 has been designed to ensure the aims and standards of Council's Rural Roadside Management Plan are achieved. The consultation process for developing this action plan identified four broad improvement areas for the Council: data and knowledge, policy and process, education and awareness and service delivery. These areas have helped to structure the Plan's actions against the aims and standards of the Council's Rural Roadside Management Plan.

The development of the Action Plan has found that one action has capacity to deliver on a number of the Plan's aims and standards. To reflect this, the Action Plan has repeated actions where 'cross over' occurs. These are marked with an (\*). This will assist departmental staff identify projects they are responsible for implementing and what aim(s) and standard(s) they will help to achieve in regard to Council's approach to managing rural roadsides.

Aim1: Manage fire risk through a considered and sensitive approach to fuel load reduction						
Standard (#)		Action	Improvement area	Timeline	Resources	Responsibility
4	Fire prevention works are to be carried out based on an understanding of roadside conservation value and in accordance with the Murrindindi Shire and Lake Mountain Municipal Fire Management Plan	1.1 Develop spatial mapping of priority fire risk roadsides overlayed with roadside conservation value.	Data and knowledge	2014/15	Internal staff time.	Environmental Programs Unit
		1.2 Deliver Council's annual fuel load reduction programs on roadsides and trails that are sensitive to roadside conservation values.	Service delivery	Annually	Internal staff time.	Municipal Fire Management
5	Fire prevention works outside the Murrindindi and Lake Mountain Municipal Fire management Plan (for example CFA brigade led) are to be carried out in consultation with Council and in accordance with this Plan. Specific treatments	1.3 Ensure roadside fire risk and conservation value mapping is accessible via Council's internal systems and Council's website.	Data and knowledge	2014/15	Internal staff time	Environmental Programs Unit

	such as slashing and spraying must be based on an understanding of conservation value and follow Council's Roadside Management Guidelines.					
		1.4 Promote use of this data to help influence environmentally sensitive fire prevention works.	Data and knowledge	2015/16	Internal staff time	Municipal Fire Management
		1.5 Work with local CFA brigades to support development of fire prevention plans (outside of Council's annual fuel load reduction program) that are sensitive to roadside conservation values.	Service delivery	2015/16	External funding	Municipal Fire Management
		1.6 Develop and deliver engagement with the CFA and other agencies on the topic of managing fire risk on highly significant roadsides.	Education and awareness	2015/16 and then ongoing	External funding	Municipal Fire Management
		1.7 Identify ways in which Council, DEPI and other organisations can assist in the provision of ecological advice during the planning and delivery of CFA-led fire prevention works on high bushfire risk roadsides.	Service delivery	2015/16	External funding	Environmental Programs Unit
		1.8 Develop and implement a 'managing native vegetation for bushfire risk'	Education and awareness	Annual	Internal staff time	Environmental Programs Unit & Municipal

		communication campaign with targeted messages around fuel load reduction on roadsides.				Fire Management
		1.9 Liaise with other agencies, such as CFA, DEPI, service clubs such as Rotary and local firewood enterprises to develop cost effective solutions for reducing the amount of timber and fine fuels on roadsides (debris from extreme weather events).	Service delivery	2015/16	External funding	Environmental Programs Unit
	The guidelines for ‘ <i>Managing vegetation after extreme weather or storm events</i> ’ should be followed to assist clean up of vegetation and debris following an extreme weather event.	1.10 Develop a procedure for vegetation management following extreme weather events with the aim of reducing the amount debris and timber left on roadside reserves.*	Policy and process	2014/15	Internal staff time	Environmental Programs Unit



Aim 2: Maintain the function of rural roadsides as a safe and reliable corridor for traffic movement.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
3	Council's infrastructure works must avoid and minimise the impacts on roadside conservation value – both in planning, delivery and finalisation. If offsets are required they must be budgeted for and legally secured prior to works commencing.	2.1 Develop biodiversity offset guidelines that assist provide further information on managing native vegetation loss on municipal roadsides.*	Policy and process	2014/15	Internal staff time	Environmental Programs Unit
3	prior to works commencing.	2.2 Review and refine Council's system for removal of vegetation under the road maintenance exemption and prepare annual reports as per Council's Memorandum of Understanding with the Department of Environment and Primary Industries.	Policy and process	2015/16	Internal staff time	Environmental Programs Unit & Roads & Parks Maintenance
3		2.3 Incorporate drainage assessments into rural road inspections to establish opportunities for improving drainage (vegetation growth, sediment run-off etc.) and prioritise roadside areas close to waterways.	Service delivery	2015/16 and then ongoing	Internal staff time	Roads & Parks Maintenance
3		2.4 When upgrading or hiring	Service	Ongoing	Capital or	Roads & Parks

Aim 2: Maintain the function of rural roadsides as a safe and reliable corridor for traffic movement.					
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility
	plant and equipment or engaging contractors, choose machinery and equipment that is better able to assist crew members comply with the Roadside Code of Practice (i.e. chippers, cherry pickers, smaller machines for lower impact, weed hygiene gear such as air pumps, cleaning kits etc.)	delivery		Operational expenditure	Maintenance
3	2.5 Purchase Australian Standard for Amenity Tree Pruning (Minimal Disturbance Techniques) and promote correct arboriculture techniques to enable crews to comply with tree maintenance standards outlined in the Rural Roadside Code of Practice.	Service delivery	2014/15 and then ongoing.	Operational expenditure	Environmental Programs Unit
3	2.6 Review and refine Council's record keeping system documenting the use of chemicals and poison sprayed for roadside maintenance and control in accordance with	Policy and process	2016/17	Internal staff time	Environmental Programs Unit

Aim 2: Maintain the function of rural roadsides as a safe and reliable corridor for traffic movement.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
		the Agricultural and Veterinary Chemicals Code Act 1994.				
3	2.7 Deliver training to outdoor staff every two years on responsible herbicide use and application to ensure compliance with Agricultural and Veterinary Chemicals Act 1992.	Education and Awareness	2016/17	Internal staff time	Environmental Programs Unit	
3	2.8 Identify and map turning and parking areas, and stockpile sites, including the allocation of new areas and sites. Develop a register for each site identifying the weed status and how each area and site should be managed.	Service delivery	2016/17	Operational expenditure	Environmental Programs Unit	
3	2.9 Develop and procure signs to place on designated stockpile/ dumpsites, and turning and parking areas to assist in identification.	Service delivery	2016/17 and then ongoing	Operational expenditure	Environmental Programs Unit	
6	The guidelines for ' <i>Managing vegetation after extreme weather or storm events</i> ' should be followed to assist clean up of vegetation and debris following an extreme weather event.	2.10 Develop a procedure for vegetation management following extreme weather events with the aim of reducing the amount debris and	Policy and process	2014/15	Internal staff time	Environmental Programs Unit

Aim 2: Maintain the function of rural roadsides as a safe and reliable corridor for traffic movement.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
	timber left on roadside reserves.*					
	Any revegetation activities in a Council roadside reserve, rural trail or pathway should follow Council's <i>Revegetation Guidelines</i> .	2.11 Develop a set of revegetation guidelines for planting trees and shrubs along rural roadsides and trails.*	Policy and process	2015/16	Internal staff time	Environmental Programs Unit

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Aim 3: Preserve and enhance flora and fauna habitat.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
7	Activities to preserve and enhance biodiversity values must be delivered in accordance with Council's Environment Strategy and other environmental plans.	3.1 Develop biodiversity offset guidelines that assist provide further information on managing native vegetation loss on municipal roadsides.*	Policy and process	2014/15	Internal staff time	Environmental Programs Unit
7		3.2 Procure new and maintain existing roadside and rail trail signage alerting the occurrence of significant roadside vegetation and other significant areas.	Education and awareness	Annually	Operational expenditure	Environmental Programs Unit
		3.3 Procure wildlife crossing signs in areas where they are absent and where high wildlife movement across roads occurs.	Education and awareness	2016/17	External Funding.	Environmental Programs Unit
7		3.4 Control weeds on roadsides in accordance with Council's Roadside Weed and Pest Animal Control Program. Seek ongoing streams of funding from government and non-government sources to expand Council's existing program.	Service delivery	Annually	Operational expenditure and external funding.	Environmental Programs Unit
7		3.5 Use the Murrindindi Weed iApp to help share knowledge on the	Education and awareness	Annually	Internal staff time.	Environmental Programs Unit

Aim 3: Preserve and enhance flora and fauna habitat.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
		presence and location of declared and environmental weeds on Council controlled roadsides.				
	3.6	Work closely with DEPI to promote the use of designated firewood collection areas, identify existing barriers to collection and find solutions to address (that encourage people to use collection areas instead of roadsides).*	Education and awareness	2015/16	Internal staff time	Environmental Programs Unit
7	3.7	Review Local Laws permit system for firewood collection and stock grazing, investigating options for introducing fees, timeframes and conditions in permits based on roadside conservation value.*	Policy and process	2016/17	Internal staff time	Local Laws
7	3.8	Improve our understanding of and promote sites of cultural and heritage value located on roadsides.*	Data and knowledge	2015/16	Internal staff time	Planning
7	3.9	Identify and promote all Special Protection Zones within a 1km radius of	Data and knowledge	2016/17	Operational expenditure	Environmental Programs Unit

Aim 3: Preserve and enhance flora and fauna habitat.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
		Murrindindi Shire roadside reserves and ensure zones are integrated in roadside conservation mapping.*				
7	3.10	Develop a register of known certified organic properties and where possible, avoid spraying in areas adjoining these properties.	Data and knowledge	2016/17	Operational expenditure	Environmental Programs Unit
7	3.11	Re-assess all roadside conservation values determined during 2009-2011 mapping (for benchmarking comparisons) – where funding allows, include those not previously surveyed such as the Great Victorian Rail Trail.	Data and knowledge	2017/18	Operational expenditure	Environmental Programs Unit
7	3.12	Liaise with DEPI to ensure Council is provided with latest biodiversity mapping (annually) to be included in Council's database and GIS layers.	Data and knowledge	Annually	Internal staff time	Environmental Programs Unit
7	3.13	Develop an online map that is publicly accessible via Council's website identifying the	Data and knowledge	2017/18	Operational expenditure	Information Technology

Aim 3: Preserve and enhance flora and fauna habitat.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
	conservation value of rural roadsides.*					
	3.14 Develop a set of revegetation guidelines for planting trees and shrubs along rural roadsides and trails.*	Policy and process	2015/16	Internal staff time	Environmental Programs Unit	
	3.15 Work in partnership with Parks Vic/DEPI/Police to investigate possible solutions for the addressing illegal 4WD and other car based recreation activities occurring on and adjacent to Council managed roadsides.	Education and awareness	2016/17	Internal staff time	Environmental Programs Unit	
	3.16 Work in partnership with local groups and schools to undertake environmental enhancement activities on roadsides and rail trail.	Service delivery	Annually	Internal staff time	Environmental Programs Unit	
	3.17 Work in partnership with local groups and schools to plan and deliver Clean Up Australia day events on roadsides.	Service delivery	Annually	Internal staff time	Environmental Programs Unit	
	3.18 Investigate possibility of resourcing internal clean ups of litter on	Service delivery	Annually	Internal staff time	Roads & Parks Maintenance	

Aim 3: Preserve and enhance flora and fauna habitat.					
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility
		roadsides at selected sites of concern (via outdoor operations staff) once or twice a year.			

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Aim 4: Manage the impact of recreation, agriculture, asset maintenance and construction activities in roadside environments.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
3	Council's infrastructure works must avoid and minimise the impacts on roadside conservation value – both in planning, delivery and finalisation. If offsets are required they must be budgeted for and legally secured prior to works commencing.	4.1 Develop and implement an internal policy and procedure for managing the environmental impacts of Council infrastructure works.	Policy and process	2014/15	Internal staff time	Environmental Programs Unit
3		4.2 Develop biodiversity offset guidelines that assist provide further information on managing native vegetation loss on municipal roadsides.*	Policy and process	2014/15	Internal staff time	Environmental Programs Unit
3		4.3 Include in all tender documents for Council led road construction and maintenance works specifications requiring that all works comply with Council's Rural Roadside Management Guidelines and Code of Practice.	Policy and process	2016/17	Internal staff time	Infrastructure Assets and Development
3		4.4 Develop annual information and/or training activities with Council staff and contractors in weed management, native plant identification, tree pruning and other codes of practice.	Education and awareness	Annually	Internal staff time	Environmental Programs Unit
8	Under the Road Management Act 2004 written consent for	4.5 Develop MOUs with utility service authorities to	Policy and process	2017/18	Internal staff time	Environmental Programs Unit &

Aim 4: Manage the impact of recreation, agriculture, asset maintenance and construction activities in roadside environments.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
	utility and non-utility works in a roadside reserve may be required, and if so, must be obtained from the Council as the public road authority/manager before works commence.	encourage better liaison around works on Council roadsides. MOUs should include commitments to set minimum standards to be observed when planning works, such as ensuring proper consultation and planning works in advance so conservation value can be considered and works adjusted accordingly.				Assets and Development
9	Where applicable, Council's Rural Roadside Management Guidelines and/or Code of Practice should be adhered to by a third party seeking consent from Council under the Road Management Act 2004 (to conduct either non utility or utility major works).	4.6 Ensure a copy of Council's Guidelines and/or Code of Practice is provided to a customer seeking consent for works permits	Data and knowledge	2015/16	Internal staff time	Assets and Development
10	The Murrindindi Planning Scheme and Community Local Law 2012 must be observed at all times including compliance with all of its provisions and permit systems.	4.7 Review Local Laws permit system for firewood collection and stock grazing, investigating options for introducing fees, timeframes and conditions in permits based on roadside conservation value.*	Policy and process	2016/17	Internal staff time	Local Laws
		4.8 Work closely with DEPI to	Education and	2015/16	Internal staff	Environmental

Aim 4: Manage the impact of recreation, agriculture, asset maintenance and construction activities in roadside environments.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
		promote the use of designated firewood collection areas, identify existing barriers to collection and find solutions to address (that encourage people to use collection areas instead of roadsides).*	awareness	and then ongoing.	time	Programs Unit
		4.9 Develop and implement a communications campaign in relation to educating residents about their legal and moral duties in roadside and trail use. Reference the planning and local laws system including its conditions and enforcement implications. Include the topics of: recreation, illegal native vegetation removal, firewood collection, livestock grazing, rubbish dumping etc.*	Education and awareness	Annually	Operational expenditure	Environmental Programs Unit, Planning and Local Laws
11	Any request to Council for a major or minor utility works in a roadside reserve should be referred to the appropriate departments(s) if the application reaches internal referral triggers.	4.10 Include specific conditions related to managing impacts on roadside conservation value in consent for works permits.	Policy and process	2016/17	Internal staff time	Assets and Development



Aim 4: Manage the impact of recreation, agriculture, asset maintenance and construction activities in roadside environments.					
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility
	Permitted approvals must be issued in consideration of the referred department(s) considerations.				

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Aim 5: Ensure Council, other agencies and property owners meet their legislative responsibilities.						
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility	
1	All activities requiring removal, destruction or lopping of native vegetation must be conducted in accordance to the Murrindindi Planning Scheme. This requires a planning permit to be issued by the Council unless exempt under the Planning Scheme.	5.1 Develop biodiversity offset guidelines that assist provide further information on managing native vegetation loss on municipal roadsides.*	Policy and process	2014/15	Internal staff time	Environmental Programs Unit
2	Any activity requiring removal, destruction or lopping of vegetation (dead or alive apart from removal of standing trees) that does not trigger the need for a planning permit or consent for works on a roadside must be done in accordance with the Community Local Law 2012.	5.2 Develop and implement an appendix to the local law that provides further guidance on how to manage native vegetation works not requiring and/or exempt from a planning or consent for works approvals.	Policy and process	2015/16	Internal staff time	Environmental Programs Unit
10	The Murrindindi Planning Scheme and Community Local Law 2012 must be observed at all times including compliance with all of its provisions and permit systems.	5.3 Instigate a process improvement project internally to improve the way Council responds to roadside management issues through customer requests and enquiries i.e. internal referral process between Local Laws, Assets, Statutory Planning and Environment	Policy and process	2016/17	Operational expenditure	Environmental Programs Unit
		5.4 Review Local Laws permit system for firewood collection and stock	Policy and process	2016/17	Internal staff time	Local Laws

Aim 5: Ensure Council, other agencies and property owners meet their legislative responsibilities.					
Standard (#)	Action	Improvement area	Timeline	Resources	Responsibility
	grazing, investigating options for introducing fees, timeframes and conditions in permits based on roadside conservation value.*				
	5.5 Develop and implement a communications campaign in relation to educating residents about their legal and moral duties in roadside and trail use. Reference the planning and local laws system including its conditions and enforcement implications. Include the topics of: recreation, illegal native vegetation removal, firewood collection, livestock grazing, rubbish dumping etc.*	Education and awareness	Annually	Operational expenditure	Environmental Programs Unit, Planning and Local Laws

Aim 6: Promote the range of values provided by roadsides to the community through engagement and education.						
Standard (#)		Action	Improvement area	Timeline	Resources	Responsibility
13	Council will communicate roadside values to community including environmental, land and cultural management values.	6.1 Improve our understanding of and promote sites of cultural and heritage value located on roadsides.*	Data and knowledge	2015/16	Internal staff time	Planning
13		6.2 Identify and promote all Special Protection Zones within a 1km radius of Murrindindi Shire roadside reserves and ensure zones are integrated in roadside conservation mapping.*	Data and knowledge	2016/17	Internal staff time	Environmental Programs Unit
13		6.3 Develop an online map that is publicly accessible via Council's website identifying the conservation value of rural roadsides.*	Data and knowledge	2017/18	Operational expenditure	Information Technology
13		6.4 Design an engagement program with different sectors of the community to promote the value of highly significant roadsides.	Education and awareness	Annually	Operational expenditure	Environmental Programs Unit

Aim 7: Monitor the effectiveness of this Rural Roadside Management Plan and its associated standards.						
Standard (#)		Action	Improvement area	Timeline	Resources	Responsibility
All	All standards	7.1 To review the implementation of this plan annually to reassess the validity of Council's aims and standards.	Policy and process	Annually	Internal staff time	Environmental Programs Unit
		7.2 Prepare an annual report summarising implementation progress of the Plan, outlining some of the key achievements that Council has accomplished.	Policy and process	Annually	Internal staff time	Environmental Programs Unit

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## Appendix 1 - List of stakeholders consulted

The list of stakeholders consulted in the development of Council's Rural Roadside Management Plan includes:

- Council staff
- Councillors
- Murrindindi Environment Advisory Committee
- Municipal Fire Management Committee
- Upper Goulburn Landcare Network and member group representatives
- Blackberry Action Group representatives
- Tourism and Business Association representatives
- Upper Goulburn Field Naturalists
- Mount Pleasant Reserve Committee of Management
- Department of Environment and Primary Industries (including Parks Vic)
- Goulburn Broken Catchment Management Authority
- Vic Roads
- Country Fire Authority and local fire brigades
- Goulburn Valley Water
- SP Ausnet
- Telstra

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## Murrindindi Shire Council Rural Roadside Management Guidelines



Version: August 2014

### Introduction

These guidelines accompany Council's *Rural Roadside Management Plan*. They assist users by providing a general set of guidelines for how to conduct a broad range of activities with consideration to roadside conservation value.

### Purpose

The *Rural Roadside Management Guidelines* have been designed to assist Council staff, contractors, utility service authorities, other agencies and property owners to manage specific activities that may occur within a roadside reserve. They are structured in a way that enables the user to find the information relevant to their needs.

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## 1. Agricultural Activities

### a. Fencing

- Applications for fencing must be assessed according to Murrindindi Shire Planning Scheme controls including planning permit triggers, overlays and exemptions.
- Consent for Works on a Roadside may be required under the *Road Management Act 2004*.
- Biodiversity assets onsite must be communicated to the property owner and to those undertaking the works, such as contractors. All efforts should be made to protect these assets.
- Efforts must be made to avoid and minimise vegetation removal.
- The construction or maintenance zone must be clearly defined and understood by those undertaking works such as contractors.
- Where practicable, works and machinery operation must be conducted from the property owner's side of the fence.
- Any waste generated from the works must not be left on the roadside reserve.
- The area must not be graded or ploughed.
- Native vegetation removal without a permit will be investigated by Council and rehabilitation works may be required at the cost of the property owner and/or contractor.

### b. Livestock Grazing

- A Local Laws permit is required to graze livestock in a roadside reserve. Site conditions and roadside conservation value must guide permit conditions.
- Grazing of native vegetation should not be undertaken if it is likely to contribute to a loss of habitat quality.
- Grazing on Highly Significant Roadside may only be permitted in periods of prolonged drought or where a grazing regime is assessed as an appropriate biodiversity enhancement or fire prevention tool.
- In these instances, permits will set conditions for strategic times outside the season in which native vegetation species are flowering. To determine appropriate timelines, applications for permits will need to be assessed on case by case basis by Council's Environmental Programs Unit.
- A livestock grazing permit should, at a minimum, include the following conditions:
  - Grazing should not be allowed if, according to expert ecological opinion, it is likely to contribute to a loss of vegetation and habitat quality.
  - A permit will have a maximum duration from the date of issue with regular inspections and the option to cancel if conditions decline (thereby assisting to minimise overgrazing and non-compliance issues).
  - Grazing should be avoided when ground conditions are wet or extremely dry to avoid damage to grasses and other understory vegetation, as well as ground compaction and erosion.
  - No other supplementary feeding of stock is allowed in roadside reserves.
  - Driving vehicles on the roadside should be kept to a minimum
  - Signage is to be clearly visible to road users indicating that stock is grazing on the roadside.
  - Livestock should not remain on roadside reserves after night fall.

## 2. Asset Management

### a. Recreation

- Organisations that are designing and constructing proposed trails or pathways must seek permission through the Murrindindi Planning Scheme and Council's Consent for Works process as defined under the *Road Management Act 2004*.
- Recreational clubs or commercial enterprises wishing to use and/or upgrade existing roadside trails for major events should consult with Council prior to any upgrade or use and Council's Environmental Programs Unit must be involved. Construction planning, design and delivery must adhere to Guideline 2(b).
- All recreational users of roadside trails should minimise impacts upon native vegetation within roadsides by remaining within the boundaries of defined paths or trails.

### b. Road Maintenance and Construction

- All Council led capital works (realignment, resealing or widening etc.) and maintenance (drainage, re-sheeting and grading) programs need to be undertaken in accordance with the Policy and Guidelines for Environmental Standards in Infrastructure Works.
- Any customer request that involves a planning and environmental issue must be referred to the appropriate departments/units for assessment.
- Before undertaking any asset maintenance or construction, parties (whether Council staff, other agency staff, property owners or contractors) must understand the conservation value of the roadside prior to undertaking the works.
- When planning for works, job risk assessments must identify measures required to minimise any impacts on roadside conservation value.
- Any stakeholder involved in maintenance or construction activities is strongly encouraged to comply with the *Rural Roadside Code of Practice*.

Further information is outlined in Council's Rural Roadside Code of Practice.

### c. Utility Services

- All utility service providers must notify Council when undertaking utility works and may be required to obtain written consent for works as required under the *Road Management Act 2004*.
- Consultation must occur with Council's Planning Department and Environmental Programs Units to ascertain whether conflict exists between installation and/or maintenance of services and roadside conservation value.
- Council encourages utility service authorities to share their works programs 6 to 12 months in advance to allow sufficient lead time to work through the required planning processes.
- A planning permit may be required for removal of native vegetation - apart from exemptions provided for under relevant legislation such as *Electricity Safety Act 1998*, *Telecommunications Act 1997*, or the Murrindindi Planning Scheme.
- Any permitted removal will require native vegetation offsets in line with the Murrindindi Shire Council's policy on offsetting and the Victorian Government's Native Vegetation Permitted Clearance Regulations.

- Other permits may also be required for works near waterways or in habitat of rare, threatened and/or endangered species or communities. It is the responsibility of the utility service authority to investigate the need for any other permit approvals required at local, state or federal government level.
- It is Council's expectation that utility service authorities and/or their contractors work cooperatively with Council to apply measures that are sensitive to and minimise impact on the surrounding environment. Council's *Rural Roadside Code of Practice* is a useful resource to assist utility service authorities and/or their contractors to comply with best practice standards.
- It is important that utility service authority staff and their contractors are made aware of the roadside conservation values by Council staff (through the consent for works or other permit processes).
- Unless otherwise negotiated, it is Council's expectation that roadside reserves are left in the condition in which they were found and if damage occurs, rehabilitation works will be required at the utility service provider's expense.

### 3. Works in a Roadside Reserve

#### a. Consent for Works in Roadside Reserve

Council has a permit system in place that requires a 'Utility or Non-Utility works within Municipal Road Reserves' Permit. Written consent for non utility or utility works in a roadside reserve may be required under the *Road Management Act 2004* before any third party can conduct works in a Council-managed roadside reserve. Council's Infrastructure Assets and Development Department can establish whether a permit is required. Broadly speaking, consent is required for the following kinds of activities:

- Earthwork activities in a roadside reserve such as constructing or maintaining assets (property access points, fencing, drains, construction of pathways, tracks, power, telecommunications, pipelines etc.)
- Removing, lopping or pruning trees.
- Works that use, pollute, obstruct or in any way interfere with the passage of water in a drain, or drainage works.

It should be noted, in some instances, a Planning Permit for native vegetation removal or other environmental sensitive works may also be required under the Murrindindi Shire Planning Scheme, or state and federal environmental legislation. Council's Planning and Environment Staff can determine the need for a Planning Permit as required.

Where biodiversity impacts are likely through loss of habitat and fragmentation of native vegetation, the proponent should demonstrate options to avoid and minimise vegetation/habitat removal and soil disturbance. This could be achieved, for example by changing or relocating works where possible or conducting works and operating machinery from the private property side of the road reserve boundary.

Council will make every effort to ensure the proponent is aware of the potential for biodiversity impacts, and understands how to avoid them. Council should ensure permits include:

- A clear definition of extent and location of works and a map or drawing defining proposed work area.
- Description of construction zone and methods to ensure works do not exceed limits and disturbance is minimised.

- Conditions for use and movement of machinery on roadsides.
- Conditions for rubbish removal.
- Conditions for disposal of removed vegetation and soil.
- Conditions for erosion/sediment control.
- Conditions for follow up weed control.
- Reference to identified biodiversity assets and conservation value.
- Reference to other compliance and permit requirements such as planning permits for vegetation removal.

#### **b. Powerline Clearance (Trees)**

- All responsible persons required to maintain clearing space around electrical lines must comply with the *Electricity Safety Act 1998*, and its associated *Electricity Safety Regulations 2010*. Over pruning of trees' on municipal roadsides is discouraged.
- Close and cooperative relationships between Council and SP Ausnet and other electricity distributors and/or their contractors are an important element to ensure these guidelines are applied.
- Any revegetation works must consider powerline clearance requirements.

#### **c. Slashing and Spraying**

Council delivers its own slashing and spraying programs as part of its routine road, fire and environmental maintenance works. Council also recognises that property owners, community groups or contractors mow, slash or spray in a roadside (often areas that are not maintained by the Council). At a minimum and where practicable, the following guidelines must be observed:

- Planning of slashing and spraying activities should reflect an understanding of roadside conservation value and consider options to minimise environmental impact, including:
  - In highly significant roadsides, altering the timing of works so to not directly overlap with the flowering season of native flora species. For Council's internal works, this will require a case by case assessment each year in collaboration with Council's Environmental Programs Unit.
  - If slashing or spraying is not appropriate, work with Council's Environmental Programs Unit to explore alternative options such as brush cutting or ecological burns (for more detail please see Guideline 5(a) Fire Prevention).
- No slashing or spraying is to occur in Special Protection Zones. Special Protection Zones are a Forest Management Planning Tool, and can be searched via DEPI Biodiversity Interactive Maps. Council Environmental Programs Unit can assist identify where Special Protection Zones are located.
- In areas close to waterways and/or are highly sensitive zones, environmentally friendly herbicides must be used. It may also help to mark native vegetation with highly visible tape.
- In significant areas, ensure weed control techniques are specific, for example, drilling and filling, cutting and painting, using spray hoods or in some instances, hand pulling plants. Where possible, explore methods that have lower environmental risk when controlling vegetation along drainage lines. Consider brush cutting/power trimming as alternative options.<sup>1</sup>

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<sup>1</sup> Performed incorrectly, spraying could kill all vegetation leaving ground exposed to further weed invasion and ongoing erosion. This has capacity to raise service levels on roads in relation to treating invasive weeds, controlling erosion and maintaining the condition of the road shoulder and surface pavement. Ongoing erosion control has capacity to erode road shoulder and degrade road surface.

- Special consideration must be made in southern parts of the Shire due to the known presence of Round Leaf Pomaderris (*Pomaderris vaccinifolia*) and Silky Golden Tip (*Goodia lotifolia*).
- Widespread blanket spraying is not permitted on roadsides.
- Chemicals used in Council's internal maintenance activities must be approved for use by Council's Infrastructure Operations and Environmental Programs Unit and applied in accordance with the *Agricultural and Veterinary Chemicals Act 1992*.
- Slashing, by any person(s) must not occur on days of Total Fire Ban.

Please refer to the Rural Roadside Code of Practice for further information.

#### 4. Education and Awareness

##### a. Promotion and Communication

Approaches to managing roadsides must meet conflicting needs of the community. Council plays an important role in promoting the range of values provided by roadsides. In supporting and encouraging community to adopt these guidelines roadside conservation value must be promoted and communicated to property owners, Council staff, contractors, and other agencies. Council will communicate with groups, committees, schools, property owners and other agencies through a variety of mediums.

#### 5. Emergency Management

##### a. Fuel Load Reduction Treatments

It is expected that fuel load reduction is planned in consultation with relevant stakeholders. In most cases a planning permit for native vegetation removal is required unless exemptions apply.

Plans will be developed before the ensuing fire season and work regimes are to be referred to appropriate Council departments and/or government agencies (i.e. CFA and Department of Environment and Primary Industries) to assess and validate proposed regimes.

The following treatments can be explored based on their impact on roadside conservation value:

- Slashing and spraying works; however such works must be planned in accordance with Guideline 3(c).
- Trimming vegetative re-growth (such as brush-cutting on some *Highly Significant Roadsides*.)
- Ecological burning regimes where, based on sound advice, such a treatment would reduce fire risk and at the same time enhance biodiversity values.
- Controlled stock grazing that does not impact adversely on soil and ground flora such as native grasses, wildflowers and other flora species.
- Fire wood collection, where an onsite assessment has determined that removal of logs would decrease fire risk, and not have an adverse impact on habitat values.
- Education initiatives that raise property owner awareness of roadside fire risk and bushfire survival planning.
- Development of strategic fire breaks (such as mineral earth firebreaks i.e. use of heavy machinery to construct fire control lines) are a last resort and will only be considered if other treatment options are unable to provide the same level of safety

to the community. These will need to be assessed on a case by case basis to ensure obligations under environmental legislation are met. They must be constructed in accordance with the prescriptions set out by Council's Environment and Municipal Fire Prevention Officers.

All fire prevention works on a municipal roadside reserve must:

- Have approval from CFA in consultation with the Municipal Fire Prevention Officer, Engineering and Assets Staff and Environmental Staff.
- Comply with Murrindindi Planning Scheme.
- Comply with Murrindindi and Lake Mountain Municipal Fire Management Plan and *Country Fire Authority Act 1958*.
- Comply with the *Flora and Fauna Guarantee Act 1988*, the *Commonwealth's Environment Protection and Biodiversity Conservation Act 1999* and any other relevant acts that may apply such as the *Aboriginal Heritage Act 2006*.
- Consultation with DEPI Biodiversity Staff when considering works on highly significant roadsides.

#### **b. Emergency Response Works**

For the purpose of these guidelines, **emergency response** is defined as a Council and/or emergency service-led response to a storm, flood or bushfire event that leads to excess timber and vegetation on roadsides. It is Council's expectation that Council staff and other emergency services plan clean-up works with consideration to the guidelines contained within the resource: *Managing native vegetation after extreme weather or storm events on roadsides*.

The purpose of this process is to define the best way to manage excess timber on roadsides within the resource available to the Council. For larger scale events, it is important that the costs for cleaning up timber responsibly are included in budgets under the State Government's Natural Disaster Funding requests.

Depending on the nature of the emergency event, the process may include:

- Cutting up larger logs and making timber available for public collection in a controlled manner through Council's *Community Local Law 2012*, and/or in partnership with Department of Environment and Primary Industry and community service organisations.
- Removing the finer fuels either through chipping, burning off or transporting off site.

Further detail on emergency works practices are outlined in Council's Rural Roadside Code of Practice.

#### **c. Emergency Recovery Works**

For the purpose of these guidelines **emergency recovery** is defined as works after an extreme weather event designed to assist the natural environment rehabilitate. For larger scale events, it is important that the costs for environmental recovery are included in budgets under the State Government's National Disaster Funding requests. Planning for such works should consider the need for:

- Environmental assessments and ongoing monitoring in disaster affected areas to determine the degree of intervention required to support rehabilitation processes.

- Bulk removal of dead/fallen vegetation from roadside so that it does not interfere with regenerating ground flora. Consider offering firewood for public collection.
- When revegetating areas, primary focus is on sites that have lost structural connectivity and habitat values for local fauna.
- Ensure weed identification and management planning is factored into the process over a longer timeframe, for example a 5 to 10 year plan.
- Where treatments to control re-growth of woody weed species are required consider methods such as cut-and-paint, drill-and-fill, and spot spray with knap-sack rather than broad-scale herbicide application.
- Slashing is also an option however there is a need to consider the impact of heavy machinery on the environment. The following guidelines can assist:
  - Identify the plant and equipment required to do the job with minimal impact.
  - If vegetation must be removed for maintenance reasons, only that within 'verge arm reach' (no greater than 2 metres into the "vegetation zone") is to be removed.
  - Areas that have a high number of standing trees retained and/or areas of natural regeneration may require more labour intensive techniques such as light chainsaws or power trimmers. This will help avoid damage to new growth, existing trunks and root system.
  - Mowers or other machinery/equipment should be operated in a way that minimises soil disturbance and the impact on understory flora.
  - Appropriate machinery hygiene and weed spread prevention strategies should be employed such as wiping down machinery and equipment before exiting one area and entering another.

## 6. Environmental Management

### a. Firewood Collection

According to the *Victorian Firewood Strategy for Public Land* and the *Forest Act 1958*, collection of firewood from public land requires permission from the land manager. Council's policy for collection is as follows:

- It is Council's preference that residents collect firewood at designated areas. Further information is available: <http://www.dse.vic.gov.au/forests/firewood/collection-areas>
- Collection of firewood from municipal roadsides is not allowed on *Highly Significant Roadsides*.
- Firewood collection is generally not approved on any other roadside due to road safety concerns and potential environmental damage. However, in the event of storm or wildfire damage, excess timber can present fire and road safety hazards. In these instances, firewood may be collected from a municipal roadside reserve providing a permit has been obtained. Permit applications will be assessed on the following basis:
  - Excess timber demonstrates an immediate fire and public safety hazard as assessed by a Council or CFA Vegetation Officer.
  - Removal of any excess amounts of timber demonstrates minimal loss in overall habitat value of the site.

Any person wishing to collect firewood from a Council roadside must obtain a permit to do so. Council will issue permits for roadside firewood collection (for a period of 3-6 months). Firewood collection will only be allowed in the autumn/winter season (1 March – 30 June) and the spring season (1 September – 30 November).

Applicants wishing to seek a permit need to include the following details for assessment:

- Proposed location of firewood collection
- Purpose of collection (domestic or commercial purposes)
- Estimated volume of firewood
- Date and time of proposed collection
- Public liability insurance certificate of currency (\$10 M)
- Traffic Management Plan

#### **b. Heritage**

Rural roadsides and the Great Victorian Rail Trail have places and objects of natural and cultural heritage that are protected under legislation. The key pieces of legislation include *Planning and Environment Act 1987*, *Heritage Act 1995*, the *Aboriginal Heritage Act 2006*, and the *Environment Protection Biodiversity and Conservation Act 1999*. Any person wishing to undertake activities involving disturbance in a roadside reserve such as maintenance or construction activities, must investigate requirements for a permit under legislative protections for heritage. Council's Planning Department can assist identify the need for a permit.

#### **c. Litter and Dumping**

- Council's Local Laws Enforcement Officers will investigate roadside litter and dumping reports as part of the Council's Local Law.
- Council encourages, supports and promotes community initiatives that assist in the collection and removal of roadside litter including 'Clean Up Australia Day' events.

#### **d. Native Vegetation Removal**

Removal of any native vegetation species (including lopping, trimming or pruning of standing trees) is not permitted without approvals under the *Murrindindi Planning Scheme*. Clearance of native vegetation without approval is illegal and offenders may be prosecuted under the *Planning and Environment Act 1987*. As a result, the following guidelines must be followed:

- Native vegetation control should only occur through approved work regimes (e.g. road maintenance or fire prevention) that have either obtained or are exempt from obtaining a permit under the *Murrindindi Planning Scheme*.

#### **e. Revegetation**

- Under the *Road Management Act 2004* revegetation works are considered non-utility works in a roadside reserve. Written consent from Council as the public road authority may be required, as well as approval from Council as responsible land manager.
- Revegetation will not compromise public safety. Revegetation must be in accordance with set-backs outlined in Council's Road Asset Management Plan and the Murrindindi and Lake Mountain Municipal Fire Management Plan.
- Revegetation must also met requirements under the *Country Fire Authority Act 1958*, the *Road Management Act 2004* and electricity and telecommunications service provision regulations.
- It is Council's expectation that the Murrindindi Shire Council's Revegetation Guidelines are followed at all times when identifying revegetation locations and carrying out the works.



#### f. Roadside Weed and Pest Animal Control

Declared noxious weeds in Victoria are plants that have been proclaimed under the *Catchment and Land Protection Act 1994*. These plants require management to eradicate. Under the existing Act, the Victorian Government relies on declaration categories to determine management responsibilities for particular invasive species. The categories include:

- State Prohibited Weeds
- Regionally Prohibited Weeds
- Regionally Controlled Weeds
- Restricted Weeds
- Established Pest Animals

The above weeds are commonly referred to as 'declared noxious weeds'. Under this Act, there is no legal requirement to control or remove environmental weeds.

Council's approach to municipal roadside weed and pest animal control:

- Must be undertaken in accordance with the objectives outlined in Council's Roadside Weed and Pest Animal Plan.
- Where possible, routine maintenance such as slashing and spraying for fuel load reduction should consider ways to incorporate control of municipal roadside weed and pest animals.
- Collaborative approaches with other agencies such as DEPI, GBCMA, VicRoads, Goulburn Murray Water and Landcare Groups should also be explored to help supplement efforts.
- Municipal roadside weed control must be carried out in accordance with Guideline 3(c) and the Rural Roadside Code of Practice.

For further information on types of weed species proclaimed under the *Catchment and Land Protection Act 1994* refer the: *Weeds of the Goulburn Broken: Weed Identification Booklet & Revegetation Guide in Goulburn Broken Catchment*. In addition, further information on spraying and weed prevention is available in Council's Rural Roadside Code of Practice.

#### g. Seed Collection

Seed collection on public land may require a permit from the Department of Environment and Primary Industries under the *Flora and Fauna Guarantee Act 1989*. Any seed collector should investigate the permit requirements for the flora species to be collected. Collection must be done responsibly leaving sufficient seed on the tree for both other collectors, insects, animals and the tree itself. Seed collectors are responsible for their own safety requirements and insurance.



# **REPORT ON COUNCIL PLAN 2013-2017**

**June 2014**



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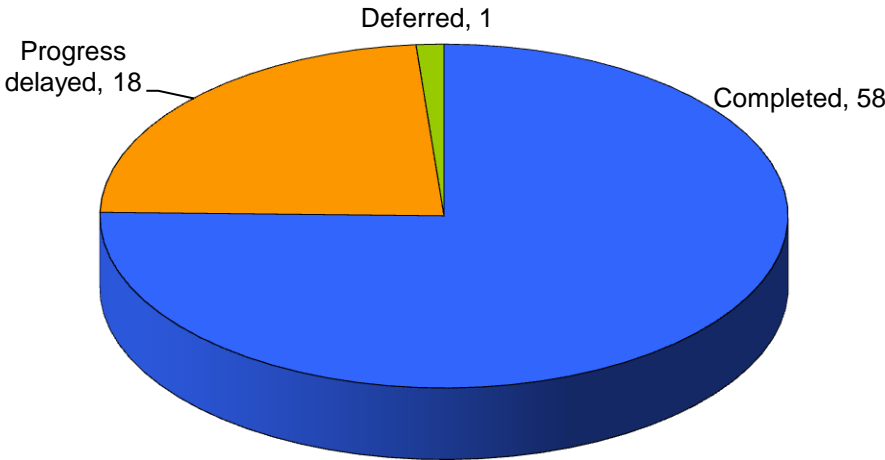
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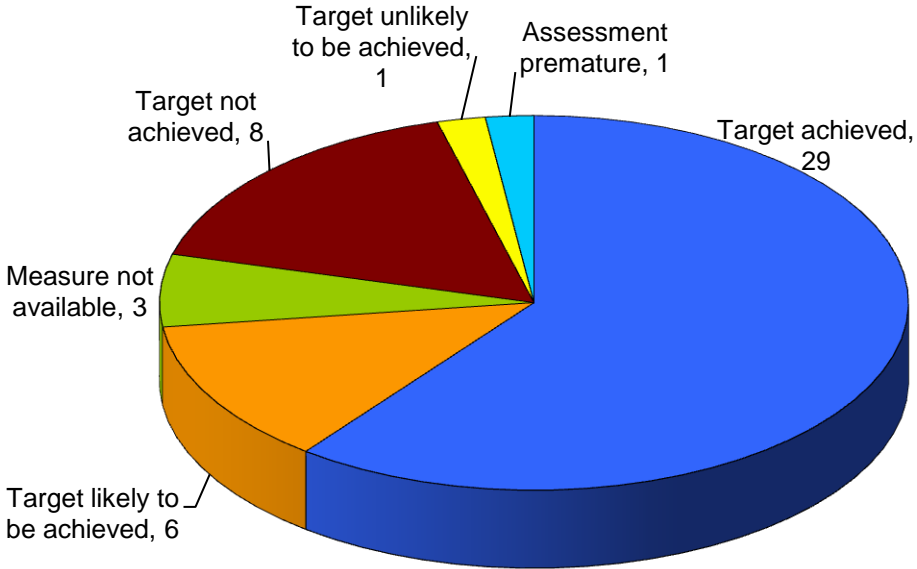
# EXECUTIVE SUMMARY

### ACTIVITY STATUS- Council Plan 2013-2017 Year One



■ Completed    ■ Progress delayed    ■ Deferred

### KPI STATUS- Council Plan 2013-2017 Year One



■ Target achieved    ■ Target likely to be achieved  
■ Measure not available    ■ Target not achieved  
■ Target unlikely to be achieved    ■ Assessment premature

## Highlights for the Quarter

### Our Community highlights for 2013-2014:

- A Communications and Social Media Strategy has been completed in consultation with early year's service providers across the Murrindindi Shire. A final report has been received and work has progressed to implement a range of recommendations including the continuation of the Murrindindi Children's Network, hosting professional development forums and the development of a website for the Murrindindi Children's Network.
- A Social Connection project developed in collaboration between Council, Alexandra District Hospital and residential aged care providers successfully gained State Government funding of \$25,000. The 'Breaking Down the Barriers' project aims to encourage greater connection of aged care residents and community members across a range of facilities by creating a community choir. A project manager has been engaged and is working closely with all project partners, community and residential aged care residents to progress the initiative.
- Council has provided three rounds of Community and Emergency Grant funding during the year. Within this time a total of 16 applications were received and 9 were successful in their bid for grant funding. The application form and process has been reviewed and streamlined to provide greater clarity and access to community groups applying for funding. Recreation and leisure activities that were supported included family tennis programs, local art, craft and history exhibitions, Koori Kid School engagement initiative, equipment to support environmental community education activities and open garden programs.
- Organisations which were successful in their application to the Community Facility Funding Program grants for 2014/15 were notified by Sports Recreation Victoria. These included the Terip Terip Recreation Reserve Tennis Club, for a multipurpose court resurfacing project, and the seasonal pool rejuvenation projects for Eildon, Alexandra and Marysville Swimming Pools
- The Access Alexandra project was completed involving access audits of 22 local traders and a number of council owned facilities. The project resulted in 16 traders achieving an 'Access Friendly' accreditation and the production of a disability access map for Alexandra, launched on the 8 April. The Advisory Group initiated a process to prioritise public infrastructure works to support disability access and align with future council budgeting cycles.
- Youth led FReeZA events were undertaken to support youth participation in cultural events including pool parties in Alexandra and Yea.



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- The Muso Magic project delivered in partnership with Mitchell and Strathbogie Shire Council's FReeZA programs was delivered successfully for the second year. Fifteen young people from Yea High School participated in a two-day song writing and choreography workshop that culminated in a youtube posted track titled "SHOUT".
- As part of Council's Transport Innovations Program, Council supported the provision of Internet training for older adult's project aimed to improve older peoples' access to and knowledge of transport and travel assistance available on the internet. Several training sessions were conducted across Alexandra, Yea and Kinglake, reaching 59 community members. The extension of Internet training for older people in Yea, Alexandra and Toolangi has been successful via the Neighbourhood Houses. Program development and promotion support has enabled well attended and diverse program content to suit all participant requirements.

#### **Our Environment highlights for 2013-2014:**

- Council has revised the existing Memorandum of Understanding with the Murrindindi Climate Network (MCN), a key group promoting sustainable business and living in Murrindindi Shire. The intention of the MOU is to assist in the implementation of initiatives aimed at supporting sustainable resource use in households, schools and businesses. Council has liaised with and supported the MCN implement a range of initiatives including the Green Business Assessment Program, the Community Garden and a The Tree Project.
- The Watts Working Better Project is a project that will result in over 500 80W Mercury Vapour lights being replaced in Murrindindi Shire with energy efficient lighting technology. Council has worked closely with the Alliance to support the development, and implementation stages of the Project. Key achievements include the ongoing participation in working groups and steering committees to oversee the project's communications strategy and regional procurement process. The regional procurement process has resulted in the purchase of lights and hardware, and engagement of an installer.
- An organisation policy, aimed at protecting and appropriately managing native vegetation (and broader environmental impacts) in Council's infrastructure works has been adopted and clearly sets out requirements which must be considered in the various stages including the planning, development and delivery of the project.
- Murrindindi Shire Council has prepared schedules for the Bushfire Management Overlay (BMO), to support the BMO mapping changes prepared by the Department of Transport, Planning and Local Infrastructure. Consent has been given to the Minister for Planning to prepare and approve an amendment.

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- The shared resource between Mitchell and Murrindindi Shire Councils for a Emergency Management Fire Coordinator has assisted in ensuring Council's emergency management responsibilities are better aligned with state and regional objectives. A comprehensive review of Council's Municipal Emergency Management Plan has occurred, and is scheduled for public exhibition in the first quarter of 2014/2015. Council officers continue to participate with other Emergency Management Authorities in the implementation of the Municipal Emergency Management Plan and Municipal Fire Management Plan priorities.
- Council formally adopted the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework and the Implementation Strategy on 26 February 2014. The implementation of the KFT into the Murrindindi Planning Scheme is to be funded through the Department of Transport, Planning and Local Infrastructure. Council officers are now in the process of preparing the Kinglake Ranges, Flowerdale and Toolangi Streetscape Masterplan to implement one of the actions out of the adopted Plan.
- Officers have developed a Capital Works Policy which details how savings from Capital Projects will be managed and this was adopted at the August 2013 Ordinary Council Meeting. The policy is operational and is being applied to relevant projects.

#### **Our Economy highlights for 2013-2014:**

- Council endorsed the Yea Saleyards Strategic Business Plan at it's Ordinary Meeting on 25 June 2014. The Yea Saleyards Business Plan charts a course for the development and management of the Yea saleyards over the next ten years. The plan contains capital improvements that are required for the future development of the saleyards business. The first of those projects is the acquisition of additional land.
- Murrindindi Shire was well represented at the Regional Victoria Living Expo held on 11 to 13 April 2014 with a range of local business people and Councillors taking up the opportunity to be involved. Two local real estate agents and the new VIBE Hotel and Conference Centre took advantage of the opportunity to be represented on the shared industry stand with VIBE undertaking both business promotions and staff recruitment. Over 8,000 people attended the Expo with almost 500 Murrindindi showbags/promotional kits being given to prospective tree changers, with forty "hot leads" being followed up post event.
- Following a series of business forums in 2012 - 2013, canvassing the need for and concept of an umbrella business body, a shire wide peak business and tourism organisation called, Murrindindi Inc, was incorporated in February 2014. The organisation evolved from and is driven by key representatives from the local business and tourism associations from across the Shire and has been strongly supported by Council. An action plan for the association was developed and endorsed by the inaugural Board and work got underway to promote the role of the association.

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- A key focus for Murrindindi Inc for the first half of 2014 was delivery of phase 1 of the Disaster Ready Business project being undertaken in partnership with Council as the auspice. State government funding was secured and support for the project was sought from and re-affirmed by Tourism Victoria and the State Emergency Service. The concept of a business development and disaster ready accreditation process was developed and a plan to road test the idea with businesses and other key stakeholders in the second half of 2014 was created.
- Agreement on and signing of the Murrindindi Visitor Information Centres Memorandum of Understanding in April was an example of the strong collaboration and shared vision between Council and the local business and tourism associations.
- Following a series of workshops, industry forums, one on one interview and Council feedback sessions, the Goulburn River Valley Tourism Destination Management Plan (DMP) was completed and launched in May. The DMP sets out ten strategic development themes and twelve priority (catalyst) projects. Many of these have direct relevance to Murrindindi with four of the catalyst projects being within the shire including:
  - A Marysville Spa and wellness facility
  - Product development and potential expansion of the Great Victorian Rail Trail
  - Lake Eildon waterfront development opportunities
  - Toolangi zipline/canopy tour

The recommendations in the DMP give guidance to and form the basis of future investment and development opportunities for tourism product, attractions and accommodation across Murrindindi and the broader region. To this end the Murrindindi Investment Prospectus will include, not only the various catalyst projects but a number of sub regional opportunities identified in the DMP as well.

- 20 local events were successful in gaining funding to the value of \$146,500 including, but not limited to, the Yea Arts Carnivale, The Eildon Big Fish Challenge, the Granite Grind, Marysville Australia Day Parade and Celebrations, Marysville Region Really Long Lunch and the Alexandra Truck Ute and Rod Show. Funding from the events program also lead to the delivery of an image library audit and photo shoot and support for a Murrindindi wide events audit.
- The Great Victorian Railtrail strategy was completed and promotion of the trail began via the new website, DL brochure and pocket riders guide. A professional service agreement between the rail trail marketing committee and Mansfield-Mt Buller Regional Tourism Association to deliver a range of trail specific promotional, visitor servicing and industry development initiatives was established.

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**Our Council highlights for 2013-2014:**

- Council advocated on a range of issues during the year including:
  - The development of a structure plan for Eildon township and surrounds to support further development opportunities.
  - With the Metropolitan Planning Authority for assistance in the development of the Eildon and Yea Structure Plans.
  - Logging in the Royston Range and supported VicForests in a community information session and other community engagement activities.
  - For improved mobile phone communications across the shire
  - Participated in an Indi working group supporting Federal Member Cathy McGowan in her advocacy for improved coverage as well as with local members of parliament and with neighbouring Councils.
  - To both local members and the Minister for Local Government for financial assistance for Council to assist with the financial impacts of the gifted and novated .
  - Supporting the outdoor education sector regarding the reduction in fees to the Murrindindi Training Institute and in support to the Central Ranges LLENs.
  - Support for the Municipal Association of Victoria in its advocacy with respect to the freezing of the indexing of the Federal Assistance Grants and also concerning the reduction in funding for community services.
- Council undertook a range of Community forums during the year including Taggerty Community Projects meetings, Tender Right workshop in Alexandra, forums in Yea, Alexandra, Thornton, Kinglake and Marysville to introduce the new business peak body Murrindindi Incorporated. The Health and Wellbeing Consortium was established to support the implementation of the Municipal Public Health and Wellbeing Plan. A forum was held in Yea to seek interest in volunteering for the new Y Water Centre and forums were held in Yea and Alexandra to get input into the development of the Goulburn River Valley's Tourism Destination Management Plan.
- During the year Council completed a review of its officer delegations and a review of the Governance Local Law was completed. These reviews have resulted in improvements to governance practices and provided operational efficiencies.

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- The roll-out of the new Governance Manual providing all the necessary resources for Council's Section 86 committees was completed in the June quarter in 2014. All S86 Committees have now been formally inducted to this process and are reporting back to Council in accordance with the new governance procedures.
- Council officers completed Phase One of Council's new Electronic Document Management System, which has been progressively implemented across the organisation to improve paper-based and digital record and information management, increase overall efficiency in administrative procedures and improve customer service. By 30 June 2014, nearly 40,000 documents had been electronically uploaded to the new system.
- Council completed its review of the Council's long term financial plan during the June quarter as a part of the 2014/2015 Budget process and review of the Council Plan and Strategic Resource Plan, in accordance with the new Local Government Reporting Framework that is to be introduced for the 2014/15 financial year. The Council Plan Review and Strategic Resource Plan that incorporates the 10-year long term financial plan were adopted by Council at the Ordinary Council Meeting in June 2014.
- Council delivered seven health and well being programs over the year covering topics relating to physical and mental health from an organisational and personal perspective. These included:
  - "Are you OK? Program
  - "Walk the Block" and a pedometer challenge
  - participation in a corporate triathlon
  - driver safety awareness training
  - First Aid training and CPR updates
- A number of organisational systems were updated to improve health and well being including the retraining of the Risk and Safety representatives and emergency control staff, as well as the installation of defibrillators (with training in their use) for the 3 main council offices. Other activities included the influenza immunisation program offered to all staff, regular healthy eating updates in newsletters, and the biannual review of the risk register. Indicators including a reduction in reported health and safety incidents in the workplace from 47 in 2012/13 to 36 in 2013/14. The number of hazards reported increased from 7 to 17 reflecting an increased focus on reporting potential problems before they occur.

## OUR COMMUNITY

### 1.1 Health and Wellbeing - We will advocate for and support the lifelong needs of our community

Strategic indicators	Target	Status	Comments
1.1.1 Implementation of actions in the Municipal Public Health and Wellbeing Plan	Annual completion of actions in Implementation plan	Target achieved	Refer to item 1.1.5.1 for further information
1.1.2 Implement Positive Ageing Plan	Annual completion of actions in Implementation plan	Target achieved	Refer to item 1.1.3.1 for further information
1.1.3 Implementation of actions from Early Years	Annual completion of actions in Implementation plan	Target achieved	Refer to item 1.1.1.1 for further information
1.1.4 Maintenance of accreditation through Community Care Common Standards	Complete by December 2015	Target likely to be achieved	Accredited on a three year cycle. The next accreditation is due in September 2015.
1.1.5 Development of a Council Recreation and Play Strategy	Complete by December 2015	Target likely to be achieved	Grant seeking and initial planning for the strategy commenced during the year.

#### 1.1.1 Advocate for and support flexible delivery of early years services

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.1.1	Undertake feasibility study for integrated early years services	Manager Community Services	30/11/2013	Completed	The Advancing Country Towns Early Years Feasibility study has been undertaken. The Final report has been received by Council officers. Work has progressed to consider the options raised, and follow up work will be presented for Council consideration in the July-September quarter of 2014.

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Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.1.2	Undertake a communications and social media strategy in consultation with service providers for Murrindindi Shire	Manager Community Services	31/12/2013	Completed	A Communications and Social Media Strategy has been completed in consultation with early year's service providers across the Murrindindi Shire. A final report has been received and work has progressed to implement a range of recommendations including the continuation of the Murrindindi Children's Network, hosting professional development forums and the development of a website for the Murrindindi Children's Network.

### 1.1.2 Promote and deliver effective transition through integrated aged care options

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.2.1	Advocate for increased flexibility in funding to improve and strengthen older peoples access to social activities in the community	Manager Community Services	31/03/2014	Completed	Consultation with Darlingford Nursing Home resulted in the delivery of a trial Planned Activity Group that was initiated in March and continues to date. HACC eligible clients from Alexandra are supported to participate in the initiative. Objectives of the activity are being achieved with participants achieving a greater connection to the community and social networks.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					A Social Connection project developed in collaboration between Council, Alexandra District Hospital and residential aged care providers successfully gained State Government funding of \$25,000. The 'Breaking Down the Barriers' project aims to encourage greater connection of aged care residents and community members across a range of facilities by creating a community choir. A project manager has been engaged and is working closely with all project partners, community and residential aged care residents to progress the initiative.

### 1.1.3 Support older people to remain active and healthy and connected to their community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.3.1	Implement initiatives of the Positive Ageing Plan.	Manager Community Services	30/06/2014	Completed	The Positive Ageing Plan is a collection of actions within the broader Municipal Public Health and Wellbeing Plan. The Plan was adopted by Council in October 2013. Actions within the plan promoting positive ageing have been completed including the promotion of the 'Get Involved' campaign highlighting Council as a key contact to link people with service groups and volunteering opportunities. A register of community groups and service clubs across the Shire of Murrindindi has been developed and maintained.



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>The projects completed under the Transport Innovations Initiative during the year had a key focus on connecting older people through better access to community transport, including training in how to access online transport resources and support.</p> <p>The Positive Ageing Advisory Group continued to provide an active forum for council officers to promote services, and encourage inclusion and participation. Membership of the forum expanded to include service providers together with the long standing community representative, which has reinvigorated the group.</p>

#### 1.1.4 Strengthen partnerships with service providers to meet the demonstrated health needs of our communities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.4.1	Develop and coordinate a health consortium of services across the Murrindindi Shire to support joint planning and coordinated service provision.	Manager Community Services	31/12/2013	Completed	The Health and Wellbeing Consortium was established with service partners to support the implementation and ongoing review of the Municipal Public Health and Wellbeing Plan. The consortium meets on a six monthly basis throughout the year. All partners participated in delivering the six month progress report on year one actions of the plan.



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					A copy of this report is available from Council's website. A media release was completed promoting highlights from the four priority areas: Strong and Connected Communities; Celebrating Place and Space; Sustainable Economic Growth; and Keeping People Well. An annual report on the implementation of the plan is being compiled.

**1.1.5 Actively engage with community health and wellbeing issues through implementation of the Municipal Public Health and Wellbeing Plan.**

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.5.1	Implement initiatives of the Municipal Public Health and Wellbeing Plan in partnership with key stakeholders and service providers	Manager Community Services	30/06/2014	Completed	A range of activities under year one of the Municipal Public Health and Wellbeing Plan were delivered in collaboration with other organisations. These included disability awareness training and activities, NAIDOC week activities, ELF reading day, Children's Week activities, community transport initiatives and the PEEP program. The PEEP program has continued with a further 6 groups running across the Shire. Council has established and maintained representation on the Prevention of Violence Against Women and Children Steering Committee and the Hume Region Local Government Charter Subcommittee.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Council supported and coordinated a range of networks to encourage joint planning and service cooperation including the Health and Wellbeing Consortium, the Access and Inclusion working group, the Positive Ageing Advisory Group, the Murrindindi Community Services Group and the Murrindindi Children's Network. A key activity of the Murrindindi Children's Network was the development and delivery of the 'Building Beyond' Early Years Conference held on the 8 May 2014 in Marysville. The event attracted over 80 delegates across Murrindindi and beyond and provided a valuable opportunity for professional development.</p> <p>Council has entered a Memorandum of Understanding with a group of agencies to support a one stop shop for the recruitment, training and ongoing support of volunteers. Council has over 100 volunteers assisting with a range of service provision activities. Volunteers were recognised and thanked for their ongoing commitment and support with an afternoon tea and music show.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Home Based Child Care and Maternal and Child Health Services continued working closely with agencies such as FamilyCare/Child First, DHS and Berry Street in regards to vulnerable families ensuring better provision of services.

### 1.1.6 Work with young people and service providers to identify and respond to youth priorities across their respective communities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.6.1	Implement the initiatives of the Murrindindi Youth Strategy	Manager Community Services	30/06/2014	Completed	The Murrindindi Youth Partnership continued to meet on a six weekly basis throughout the year. The Partnership has developed a focus on supporting mental health service delivery following annual review and goal setting facilitated sessions. A separate working group has begun scoping local data to support tracking young people's wellbeing. Gaps have been identified that need addressing to support strong evidence based case for advocating for additional support.



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Ellimatta Youth Centre Inc. in Kinglake has been receiving governance support to stabilise a sustainable future for the gifted community asset and current youth service focus. The board is supported by an Executive Officer funded via the State Fire Recovery Unit.</p>
					<p>Murrindindi Shire Council in partnership with the Murrindindi Youth Partnership was successful in its submission to run The Australian Youth Foundation 'Change It Up ' program 2014 which will be delivered after June 30 2014. Berry Street and Council are the key delivery agencies. The focus is on inspiring change and motivation in young people to become more engaged in their communities. Murrindindi Shire Council will be collaborating with both Mitchell and Strathbogie Shire Councils to create a larger event.</p>

### 1.1.7 Support participation in a range of sport recreation and leisure activities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.7.1	Promote and support the Community Grants Program and other funding sources to strengthen recreation and leisure activities.	Manager Community Services	30/06/2014	Completed	<p>Council has provided three rounds of Community and Emergency Grant funding during the year. Within this time a total of 16 applications were received and 9 were successful in their bid for grant funding. The application form and process has been reviewed and streamlined to provide greater clarity and access to community groups applying for funding. Recreation and leisure activities that were supported included family tennis programs, local art, craft and history exhibitions, Koori Kid School engagement initiative, equipment to support environmental community education activities and open garden programs.</p> <p>Organisations which were successful in their application to the Community Facility Funding Program grants for 2014/15 were notified by Sports Recreation Victoria. These included the Terip Terip Recreation Reserve Tennis Club, for a multipurpose court resurfacing project, and the seasonal pool rejuvenation projects for Eildon, Alexandra and Marysville Swimming Pools.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Council supported two minor projects in the 2015/2016 Community Facility Funding Program. Sports Recreation Victoria subsequently invited Council to submit a full application for the Marysville Cricket Club training nets project, which will be located with the recreation hub at Gallipoli park.

## 1.2 Social Connectedness- We will encourage inclusive, creative and resilient communities

Strategic indicators	Target	Status	Comments
1.2.1 Facilitate an increase in multi-community participation in artistic and cultural events	Measured participation is more than or equal to the Victorian average and support of a minimum of four events per annum	Target achieved	A minimum of four artistic and cultural events were supported through the Community and Emergency Grants program. The Community Indicators Victoria measure of participation in artistic and cultural events is expected to be available in 2015.
1.2.2 Progress the Urban Access Program (pathways and related infrastructure, total identified projects – 101)	50 per cent identified projects completed by 2017	Target likely to be achieved	The projects scheduled for this financial year were completed and included kerb access ramps installed at 5 intersections in Alexandra.

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Strategic indicators	Target	Status	Comments
1.2.3 Update and progress on the Missing Links program (total projects identified – 29)	Five projects per annum	Target achieved	Three projects were completed, one of which, the Downey Street Pathway in Alexandra, was of a significant scale relative to the typical scale of projects undertaken under this program.
1.2.4 Audit of disability access issues regarding pathways and missing links.	Audit of disability access issues complete by June 2015	Target likely to be achieved	The Access and Inclusion Community will be advising Council on key priorities.
1.2.5 Number of community network building activities initiated by Council	Two events per annum	Target achieved	Six Murrindindi Community Services Group meetings were coordinated by Council.
1.2.6 Promote and acknowledge volunteers	Minimum of One Council initiated event per annum and one Community event initiative in partnership with Council per annum	Target achieved	Volunteer week activity was completed by Council. A partnership with Council and Murrindindi Volunteer Network was established to undertake driver training and transport expert training.
1.2.7 Feasibility study and advocacy plan to governments to improve public and social housing options	Study and Advocacy Plan completed and recommendations implemented by 30 June 2014	Target not achieved	Data collection was commenced which will inform the advocacy plan now due for completion by June 2015.
1.2.8 Community consultation and feasibility study on capacity to establish a new migrant/refugee settlement program	Feasibility study presented to Council subject to community comment	Measure not available (withdrawn)	This action was withdrawn from the Council Plan.



### 1.2.1 Prioritise the activities of Council and engage other stakeholders to improve peoples' access and inclusion

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.1.1	Develop the Access and Inclusion Action Plan in consultation with the community and key service providers	Manager Community Services	31/12/2013	Completed	<p>The Access and Inclusion Plan forms part of the Municipal Public Health and Wellbeing Plan. The Access and Inclusion Committee continued to meet on a six weekly basis throughout the year.</p> <p>The group worked on the delivery of access and inclusion related activities in the Plan to improve accessibility and inclusion.</p>
1.2.1.2	Progress priorities of the Urban Access Initiative	Manager Assets & Infrastructure	30/06/2014	Progress delayed	Works were identified in consultation with the Access & Inclusion Committee during 2013/2014 and have been prioritised in the 2014/2015 works program.
1.2.1.3	Progress priorities of the Missing Links program	Manager Assets & Infrastructure	30/06/2014	Progress delayed	The Kinglake East walking path design is completed however works were delayed due to the need to consider the engendered <i>Pomaderris vacciniifolia</i> plant in the vicinity of the proposed path. The path link from Dame Pattie Menzies Centre to George Street in Alexandra was completed.

## 1.2.2 Ensure access and social connectedness is considered in the planning and development of facilities and infrastructure

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.2.1	Implement the initiatives of the Municipal Public Health and Wellbeing Plan	Manager Community Services	30/06/2014	Completed	<p>Promotion of the use of simple English was undertaken with the training of an Easy English Champion and several key documents for Aged and Disability Services clients have been simplified. Communication and disability awareness training has taken place with 15 Council staff attending.</p> <p>The Access Alexandra project was completed involving access audits of 22 local traders and a number of council owned facilities. The project resulted in 16 traders achieving an 'Access Friendly' accreditation and the production of a disability access map for Alexandra, launched on the 8 April.</p> <p>The Advisory Group initiated a process to prioritise public infrastructure works to support disability access and align with future council budgeting cycles. The Group continues to work with the Infrastructure Services Department to progress the prioritisation process. The Realistic Race was conducted in Yea on 27 March with 40 participants.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>This was a collaborative awareness project delivered in partnership with Nexus Primary Health to raise awareness and the profile of disability access related issues.</p> <p>The Yea Swimming Pool Redevelopment project progressed with quantity surveying completed detailing aquatic upgrades and building renewal and upgrade works which include improvements to access.</p>

### 1.2.3 Support participation in a wide range of artistic and cultural pursuits

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.3.1	Enable community groups to coordinate and participate in arts and cultural events through the Community Grants program and other initiatives	Manager Community Services	30/06/2014	Completed	<p>Council has provided three rounds of Community and Emergency Grant funding. Within this time a total of 16 applications were received and 9 were successful in their bid for grant funding. The application form and process has been reviewed and streamlined to provide greater clarity and access to community groups applying for funding.</p> <p>Arts and cultural events and activities supported included Country Women's Association Craft Exhibition in Yea, the Yea Pioneer Reserve</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Committee to support the documentation and exhibition of Yea's history and the Alexandra Timber Tramway and Museum 'Full Steam Ahead' a 100+ year pictorial history of rail heritage in Alexandra and District. Council continued to support a number of Arts events and exhibitions in Alexandra, Yea, Kinglake and Marysville.</p> <p>Youth led FReeZA events were undertaken to support youth participation in cultural events including pool parties in Alexandra and Yea.</p> <p>The Muso Magic project delivered in partnership with Mitchell and Strathbogie Shire Council's FReeZA programs was delivered successfully for the second year. Fifteen young people from Yea High School participated in a two-day song writing and choreography workshop that culminated in a youtube posted track titled "SHOUT".</p> <p>Council officers provided assistance to consultants engaged by Regional Development Victoria in their work determining the need for an arts facility within the Marysville and Triangle area. Council officers</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					have also provided support to a range of community groups in their application for funds to progress arts and cultural activities.

#### 1.2.4 Work with communities to build resilience and prepare for future unplanned events

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.4.1	Maintain a leadership and coordination role in emergency response and recovery planning	Manager Community Services	30/06/2014	Completed	<p>Municipal Emergency Response and Recovery staff from Council participated in a simulated exercise to test the Municipal Emergency Coordination Centre (MECC) system under emergency conditions.</p> <p>A number of Council officers provided assistance to Mitchell Shire Council during the February 2014 fires. As part of this support the Municipal Recovery Manager (MRM) completed a number of shifts in the MECC established to coordinate the response and recovery.</p> <p>A review of the Relief and Recovery Centres listed in the Council Recovery Sub Plan has been undertaken. A recommendation was made to the Municipal Emergency Management Plan Committee to reduce the number of primary relief and recovery centres in an effort to focus resources on facilities</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>that best meet the needs of the community. This recommendation has been supported and the plan has been amended accordingly. The review of the Relief and Recovery sub plan has begun and will be completed by December 2014.</p> <p>The Vulnerable Persons Register was regularly reviewed and updated where required. Vulnerable people on the register were contacted in the event of severe weather and heat warnings and when an emergency situation occurs near their place of residence.</p> <p>A list of Vulnerable Facilities is kept updated. Aged and Disability support staff continue to encourage and support clients who use our service to prepare and maintain their own Personal Emergency Plans.</p>

### 1.2.5 Support people and groups to work together to strengthen connections and community networks

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.5.1	Work in partnership with community and service providers to implement initiatives that strengthen neighbourhoods	Manager Community Services	30/06/2014	Completed	Council is a member of the Murrindindi Learn Local Network of Neighbourhood Houses and Community Training providers.



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>The group meets four times per year and aims to encourage greater working partnerships across Neighbourhood Houses to improve community engagement and participation. Council has provided coordination and financial support to the Yea and Toolangi Neighbourhood Houses and Alexandra CEACA to enable IT training for older residents, with funding stemming from the Transport Innovations project. Benefits have included social connectivity via improved knowledge and practical use of communication devices.</p> <p>Council, in partnership with the Murrindindi Youth Partnership was successful in gaining funding to host the 'Change it Up' youth leadership program. The 3 day youth leadership program was delivered to support young people to become active change makers and community participants. 8 Youth led FReeZA events were delivered throughout the year supported by youth led committees who plan for and organise the events.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Children's week activities were held in four towns in October 2013, encouraging parents and their children to become actively involved in their communities through pram strolls and teddy bear picnics.</p> <p>Council's Aged and Disability Services provided social support meals on a weekly basis in Kinglake, Yea, Eildon and Alexandra.</p>
1.2.5.2	Explore flexible community transport options	Manager Community Services	30/06/2014	Completed	<p>Council completed the Transport Innovations Program which funded a range of activities designed to improve transport options for people who are socially isolated and transport disadvantaged. The following projects were undertaken in 2013/2014:</p> <ol style="list-style-type: none"> <li>1. The Community Transport Connections project aimed to improve transport options for people in Murrindindi Shire through the recruitment, support and training of volunteer drivers and improving links between Community Transport organisations. The project resulted in the development of a partnership between local transport providers and Community Accessibility to run a community transport trial</li> </ol>



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>utilising one of Council's community buses two days per week. The trial has achieved limited success to date but will run until October 2014.</p> <p>2. Internet training for older adult's project aimed to improve older peoples' access to and knowledge of transport and travel assistance available on the internet. Several training sessions were conducted across Alexandra, Yea and Kinglake, reaching 59 community members. The extension of Internet training for older people in Yea, Alexandra and Toolangi has been successful via the Neighbourhood Houses. Program development and promotion support has enabled well attended and diverse program content to suit all participant requirements.</p> <p>3. Another key project of the Transport Innovations Program was the introduction of Smartlink services to Murrindindi Shire. The aim of the Smartlink project was to encourage better utilisation of and access to community transport options. All Council buses are now registered with the Smartlink program and Community Accessibility are managing the booking and hiring of buses.</p>

### 1.2.6 Recognise, support and value volunteers

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.6.1	Work in partnership with key partners to support the coordination of volunteer recruitment and training.	Manager Community Services	30/06/2014	Completed	<p>Council has over 100 active volunteers supporting Council programs and service delivery. Council is involved in a partnership with Berry Street and other community service providers to support the Volunteer Coordination Network. The group developed and signed an Memorandum of Understanding that details centralised processes to recruit, train and support volunteers. It is hoped this initiative will encourage more volunteers to share their expertise across a range of programs.</p> <p>Council Officers facilitated a partnership between Berry Street and PANDA (Post and Antenatal Depression Association) to deliver appropriate training to registered volunteers.</p>

### 1.2.7 Advocate for better access to public and social housing options

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.2.7.1	Explore the community need for additional public and social housing options in the Murrindindi Shire and develop an advocacy plan to communicate this need to State and	Manager Community Services	31/12/2013	Progress delayed	The Health and Wellbeing Consortium has agreed to work collaboratively on the issue of access to social and public housing, with the aim of developing an advocacy plan in the 2014/2015 year.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	Federal Governments				Data compilation is underway and further discussion has been scheduled on this issue at the next Health and Wellbeing Consortium meeting in late August.

### 1.3 Community Engagement - We will actively engage with our communities to increase participation and community input

Strategic indicators	Target	Status	Comments
1.3.1 Locality based planning process trialled	One locality by December 2014	Target unlikely to be achieved	Progress has been delayed on the development of a scope for this project.
1.3.2 Community perceptions of performance for health and human services	The Community Satisfaction Survey achieves a score in this category that is more than or equal to the indexed mean of 77	Measure not available	Assessment of health and human services was not undertaken in the 2014 Survey.

### 1.3.1 Trial and evaluate locality-based planning, that involves local communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.3.1.1	Explore and implement processes that will support cross departmental and community involvement in locality based planning	Manager Community Services	31/03/2014	Progress Delayed	Whilst work on this activity has not progressed as quickly as planned, work has progressed to assess the potential for seeking grant funds for community based planning. An initial exploration of external funding opportunities has been undertaken. A project brief outlining the Community Planning proposal has been developed and Council Officers are in the process of providing feedback on this to determine the next steps in the process.

## OUR ENVIRONMENT

### 2.1 Conservation of Resources- We will use resources more efficiently and effectively

Strategic indicators	Target	Status	Comments
2.1.1 Our practices show a reduction in the use of energy, waste, paper and water resources	35 per cent diversion of waste from landfill Reduction in, paper consumption and reduction in energy and water use	Target achieved	The diversion rate of waste from landfill by the community at the kerbside and at Transfer Stations for the 12 month period July 2013 to June 2014 was 54%. A draft framework for recording corporate paper, energy and water consumption has been developed and will allow Council to set targets for reductions in paper, energy and water use.

Strategic indicators	Target	Status	Comments
2.1.2 Completion of the Waste Management Strategy	Completed by January 2014	Target not achieved	Community survey completed and strategy drafted for public exhibition. Strategy to be presented to Council in July 2014 for adoption.
2.1.3 Implementation of Environment Strategy actions	Implement annual plans for existing actions	Target achieved	<p>Key actions of the Environment Strategy that have been actioned over the past 12 months include the following:</p> <ul style="list-style-type: none"> <li>• A draft Roadside Management Plan has been prepared and endorsed by Council for exhibition with public submissions closing in July 2014.</li> <li>• An internal code of practice for Council's internal works has been developed together with environmental communications specifically around native vegetation and invasive weeds.</li> <li>• An energy efficiency program for council buildings has been developed.</li> </ul>



**2.1.1 Reduce our corporate footprint by using energy, water and materials more responsibly**

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.1.1	Set up a system that will identify a baseline for corporate resource consumption and enable the organisation to set targets to reduce this baseline into the future.	Manager Infrastructure Operations	31/05/2014	Progress Delayed	An officer was recruited through grant funding in early January 2014 to develop a system that will identify Council's resource consumption. Work to date has included the development of a reporting framework to collate Councils corporate resource consumption data specifically relating to electricity, water, paper, fuel and bottled gas for the period July 2013 to December 2013. Research has been undertaken including benchmarking with other Council's to obtain information on systems used for reporting on energy consumption. It is intended that this reporting framework will become operational in late 2014.
2.1.1.2	Design and identify strategies to fund a pilot program for energy improvements in a selection of Council buildings.	Manager Infrastructure Operations	31/12/2013	Progress delayed	Energy audits have been completed on seven Council buildings including the Alexandra Shire Offices, Kinglake Community Centre, Marysville Community Centre, Alexandra Library, and Alexandra Shire Hall over the past 12 months. An energy management plan has also been drafted to identify ways to implement retrofits within Council's existing maintenance and capital improvement programs.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Minor energy improvements have been made to Alexandra Shire Offices, Kinglake Community Centre and the Alexandra Library which have included upgrades to interior and exterior lighting and exit signs as well as tamperproof timers on hot water boiling dispensers. Additional opportunities for energy improvements will be informed by the results of the corporate resource consumption baseline project (an outcome of: Activity 2.1.1.1 ).

### 2.1.2 Encourage and recognise environmentally responsible behaviour and practices within Council and across the Murrindindi Shire community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.2.1	Liaise with and support community groups leading initiatives aimed at promoting sustainable resource use in households and businesses.	Manager Infrastructure Operations	30/06/2014	Completed	Council has supported community groups throughout the past 12 months through the provision of information in the form of web based materials, flyers, fact sheets, media stories and internally via staff newsletters and other staff based initiatives. In addition, Council has revised the existing Memorandum of Understanding with the Murrindindi Climate Network (MCN), a key group promoting sustainable business and living in Murrindindi Shire.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					The intention of the MOU is to assist in the implementation of initiatives aimed at supporting sustainable resource use in households, schools and businesses. Council has liaised with and supported the MCN implement a range of initiatives including the Green Business Assessment Program, the Community Garden and a The Tree Project. In addition ongoing liaison and support is provided to the other community groups including: the Upper Goulburn Landcare Network in the form of logistics and administration support for initiatives including National Tree Day and Clean Up Australia Day.

**2.1.3 Strengthen Council’s capacity to use resources more sustainably by cooperating with the Goulburn Broken Greenhouse Alliance (GBGA) and community networks**

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.3.1	Work closely with the Goulburn Broken Greenhouse Alliance to deliver regionally funded projects that Council can lead, support and/or coordinate across Murrindindi Shire.	Manager Infrastructure Operations	30/06/2014	Completed	Council is a member of the Goulburn Broken Greenhouse Alliance and has worked closely with the Alliance to deliver a number of regionally funded projects in 2013/14. These projects have included the development and implementation of the Local Government Sustainability Training Program and the Watts Working Better Project, and the development of the Climate Smart Agriculture Project.





Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>The Local Government Sustainability Training Program involved three phases of training delivered to Councillors and Council staff. The first phase included carbon accounting training and accreditation via the National Centre for Sustainability and University of Ballarat and two council staff received accreditation through this training. The second phase was a workshop on what sustainability means for the future wellbeing of Murrindindi Shire and was delivered to senior management and Councillors. The third phase of the project was an all staff workshop focusing on how sustainability can be embedded within Council operations.</p> <p>The Watts Working Better Project is a project that will result in over 500 80W Mercury Vapour lights being replaced in Murrindindi Shire with energy efficient lighting technology. Council has worked closely with the Alliance to support the development, and implementation stages of the Project. Key achievements include the ongoing participation in working groups and steering committees to oversee the project's communications strategy and regional procurement process.</p>



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>The regional procurement process has resulted in the purchase of lights and hardware, and engagement of an installer.</p>
					<p>Council has also been involved with project planning and development of the funding proposal for the "Climate Smart Agriculture" project. This project will review agricultural commodities grown in Murrindindi Shire, and assess how they will perform under different climate scenarios.</p>
					<p>In addition, the Council has also expressed interest in participating in a regional solar bulk purchasing project (for Council building stock) in partnership with the Goulburn Broken Greenhouse Alliance, the Central Victorian Greenhouse Alliance and a number of other local governments across central and north eastern Victoria.</p>

### 2.1.4 Finalise the Waste Management Strategy that seeks to promote waste minimisation strategies and increase opportunities for recycling and reuse of resources

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.4.1	Lever support from the Goulburn Valley Regional Waste Management Group to improve the way waste is managed across the Murrindindi Shire.	Manager Infrastructure Operations	30/06/2014	Completed	Resource GV funded an investigation into Organic Waste Collection and Processing Strategy Options which was completed in June 2014, Resource GV also provided support and input into the development of the Waste and Resource Recovery Strategy and the joint procurement process for the kerbside waste and recycling collection services including a letter of support to the Minister for Local Government.

## 2.2 Protection of the Natural Environment - We will protect and enhance the natural environment

Strategic indicators	Target	Status	Comments
2.2.1 Plans, policies and processes to protect the environmental values on Council owned land are developed and continually refined	Annual action plans for managing the environment on Council owned land are implemented	Target achieved	Over the past 12 months officers have developed policies and processes for native vegetation management in Council infrastructure works including a Native Vegetation for Capital Works Policy. Council staff and contractors have received training in managing roadside vegetation. Annual action plans for managing environmental values on Council land included the control of roadside weeds on approximately 200km of roadsides, the development of the Roadside Management Plan, and guidelines for the management of Council roadsides.

Strategic indicators	Target	Status	Comments
2.2.2 Partnerships developed that deliver regionally funded projects across the Murrindindi Shire	Number of partnerships with other organisations developed	Target achieved	Over the past twelve months Council has developed a number of partnerships with other organisations specifically helping to progress what Council wants to achieve in relation to protecting and enhancing the natural environment. These organisations include: Upper Goulburn Landcare Network, Murrindindi Climate Network, Goulburn Broken Catchment Management Authority, Department of Environment and Primary Industries, Goulburn Broken Greenhouse Alliance, Resource GV, Goulburn Valley Water, Sustainability Victoria, VicRoads and number of other community groups and committees of management.
2.2.3 Number of communication materials planned and delivered with and/or to agencies, households and business groups	At least one environmental communication activity is held with each group	Target achieved	A communications strategy was planned and delivered in 2013/2014 resulting in a number of initiatives including the updating of the environment section on Council's website, seven media releases delivered on range of topics, and marketing and promotional collateral such as design and print of native flora species booklet and invasive weeds flyer.

### 2.2.1 Ensure Council operations are managed in a way that minimises impact on the natural environment.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.1.1	Develop a policy and process for managing native vegetation in Council's infrastructure works.	Manager Infrastructure Operations	31/03/2014	Progress delayed	An organisation policy, aimed at protecting and appropriately managing native vegetation (and broader environmental impacts) in Council's infrastructure works has been adopted and clearly sets out requirements which must be considered in the various stages including the planning, development and delivery of the project.

### 2.2.2 Conserve high value sites on Council controlled land and roadside reserves by reducing environmental threats

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.2.1	Develop a roadside management plan and code of practice for managing environmental values in Council roadside reserves.	Manager Infrastructure Operations	30/06/2014	Completed	A Roadside Management Plan has been approved for public exhibition until 23 July 2014. A wide range of stakeholders have been involved in its development including Murrindindi Environment Advisory Committee, the Municipal Fire Management Committee, the Country Fire Authority, the Department of Environment and Primary Industries, as well as other State government agencies, Landcare groups and utility service organisations. A Roadside Code of Practice for Council's own internal infrastructure works has also been prepared.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.2.2	Implement Council's Roadside Weeds and Pest Animal Control Program.	Manager Infrastructure Operations	30/06/2014	Completed	Weed control works on priority roadsides identified under Council's Roadside Weed and Pest Animal Control Plan were completed for the year. Key target species include Blackberry, Sweet Briar, St Johns Wort, Cape and English Broom, Gorse and Paterson's Curse.

### 2.2.3 Encourage property development across the Shire that protects and enhances environmental values

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.3.1	Develop and deliver an environmental communications strategy that sets out how the Council will communicate with households, businesses and agencies.	Manager Infrastructure Operations	30/06/2014	Completed	A communications strategy was planned and delivered resulting in a number of initiatives: the environment section on Council's website updated, seven media releases delivered on range of topics, and marketing and promotional collateral such as design and print of native flora species booklet and invasive weeds flyer.

### 2.2.4 Strengthen Council's capacity to work with key agencies that have responsibility to deliver local, regional, state and federal environmental policy and programs

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.2.4.1	Continue collaborating with key local Landcare networks, as well as regional, state and federal agencies to identify and deliver environmental projects in Murrindindi.	Manager Infrastructure Operations	30/06/2014	Completed	<p>Council has continued to auspice and support key environmental grant projects led by Committees of Management specifically the Yea Wetlands Committee 'Weed Whackers' and the Mount Pleasant Reserve 'Woodlands Project'.</p> <p>In addition Council has also developed Memorandum of Understandings with key environmental groups to support key community led projects. Examples include ongoing support to the Murrindindi Climate Network's Projects including: the Alexandra Community Garden, the Green Business Assessment Program and the Tree Project, and to individual Landcare groups such as those wishing to take on management responsibilities at the Cathkin Rail Trail Reserve, Maintongoon Lookout Reserve and the Homewood Rail Trail Reserve.</p>



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Council has also worked closely with the Goulburn Broken Local Government Biodiversity Reference Group to investigate opportunities for offsetting native vegetation removal on land within the catchment, as well as participation in bi-monthly meetings. In addition Council has also continued its liaison and participation in the Goulburn Broken Green Alliance, the DEPI/MAV Biodiversity Planners Network Meetings, and the Land and Biodiversity Implementation Forum. Through this work Council has participated in development and implementation of regional and state government environment policy.</p>

## 2.3 Planning for Future Growth - We will plan for future growth that is sensitive to the constraints of our natural environment whilst considering development needs

Strategic indicators	Target	Status	Comments
2.3.1 Adoption of environmentally sustainable design principles	Increase in the capacity to implement environmentally sustainable principles into the planning scheme	Target Achieved	Building and planning regulations and permitting consider and respond to environmentally sustainable principles, and are regularly reviewed and updated by the State Government. Any changes to regulations are implemented at a local level through statutory approvals.
2.3.2 Regular review of municipal emergency management plan	Statutory review conducted by 2015	Target likely to be achieved	Review of the Municipal Emergency Management Plan has been completed, and is to be exhibited in the first quarter of 2014/2015.
2.3.3 Implementation of ongoing changes to the Murrindindi Planning Scheme (MPS)	Implementation of year one actions	Target achieved	Council is engaged in an active ongoing program for implementing changes to the Murrindindi Planning Scheme. A significant number of corrective amendments have occurred, such as minor rezoning of land, adjustments to overlay controls and implementation of land use studies. Examples of these include: - Yea Heritage Study, Minor rezoning of parcels of land in Eildon & Alexandra. Officers have undertaken a review of development plans for Yea & Alexandra.

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Strategic indicators	Target	Status	Comments
2.3.4 Completion of the Review of the Municipal Strategic Statement (MSS)	Completed by June 2014	Target not achieved	Review was completed and informal exhibition will take place in July 2014.
2.3.5 Advocacy to the State Government regarding the adoption and implementation of the Kinglake, Flowerdale and Toolangi (KFT) Plan and Design Framework	Plan ready for adoption in 2013/2014	Target achieved	Council adopted the KFT Plan and Design framework at the February 2014 Ordinary Meeting of Council.
2.3.6 Strategic and settlement planning adequately addresses bushfire risk and strengthens community resilience	Implementation of bushfire protection measures	Target likely to be achieved	The achievement of this KPI is reliant on the Minister for Planning approving both local and state policy elements in relation to Bushfire Policy and the Bushfire Management Overlay.

### 2.3.1 Improve the Planning Scheme's capacity to be flexible in responding to growth in a way that balances environmental values and improves the level of safety of our community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.3.1.1	Implement ongoing changes and improvements to the Murrindindi Planning Scheme (MPS), e.g. anomalies, projects and studies, re-zoning and refinements.	Manager Development & Environmental Services	30/06/2014	Completed	<p>Council engaged in an active ongoing program of implementing changes to the Murrindindi Planning Scheme. A significant number of corrective amendments occurred in 2013/2014, including minor rezoning of land, adjustments to overlay controls and a number of projects and studies. Amendment C43 (Heritage Overlay) has been split into two parts, with part one being adopted by Council and has been sent to the Minister for Planning for approval.</p> <p>Amendment C51, rezoning of the old CFA site in Eildon, was adopted by the Minister for Planning 15 May 2014. Amendment C50, which relates to the provision of commercial rezoning in Grant Street, Alexandra, was adopted by Council in March 2014 and sent to the Minister for approval.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					The Development Plan for the Goulburn Valley Highway Low Density Residential area was adopted by Council in June 2014, with the Wattle Street and Lawrances Road development plans anticipated to be put to Council in the first quarter of 2014/2015.
2.3.1.2	Complete bushfire protection measures within the Murrindindi Planning Scheme (Policy and Bushfire Management Overlay Schedule)	Manager Development & Environmental Services	30/06/2014	Progress delayed	Murrindindi Shire Council has prepared schedules for the Bushfire Management Overlay (BMO), to support the BMO mapping changes prepared by the Department of Transport, Planning and Local Infrastructure. Consent has been given to the Minister for Planning to prepare and approve an amendment.

### 2.3.2 Ensure that Council's emergency management planning responds to community safety needs

Code	Responsible	Target	Status	Comment on progress and outcomes
2.3.2	Manager Development & Environmental Services,	30/06/2014	Completed	The shared resource between Mitchell and Murrindindi Shire Councils for a Emergency Management Fire Coordinator has assisted in ensuring Council's emergency management responsibilities are better aligned with state and regional objectives. A comprehensive review of Council's Municipal Emergency Management Plan has occurred, and is scheduled for public exhibition in the first quarter of 2014/2015. Council officers continue to participate with other Emergency Management Authorities in the implementation of the Municipal Emergency Management Plan and Municipal Fire Management Plan priorities.

### 2.3.3 Improve Council and community capacity to respond to the impacts of extreme weather events and longer term climate change

Code	Responsible	Target	Status	Comment on progress and outcomes
2.3.3	General Manager Infrastructure & Development	30/06/2014	Progress delayed	Council's Environment officers have continued to develop an Energy Management Plan which will identify initiatives to reduce Council's impact on the environment. It is expected that this will be completed in the first quarter of 2014-2015.

### 2.3.4 Complete a review of the Municipal Strategic Statement (MSS) to establish future directions that align to the Council Plan

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.3.4.1	Complete a review of the Municipal Strategic Statement to establish directions that align to the Council Plan.	Manager Development & Environmental Services	31/03/2014	Progress delayed	The review of the Municipal Strategic Statement has been undertaken, and was expanded to include a full review of the Local Planning Policy Framework, which is scheduled for implementation into the Murrindindi Planning Scheme by December 2014. The reviewed Local Planning Policy Framework has been placed on informal exhibition for the month of July. A report will be presented to Council in relation to any submissions in the first quarter of 2014/2015.

### 2.3.5 Promote environmentally sustainable design in future developments to achieve more energy and water efficient outcomes in our built environment

Code	Responsible	Target	Status	Comment on progress and outcomes
2.3.5	Manager Development & Environmental Services	30/06/2014	Completed	Through the building regulations Council ensures that every new development or extension to an existing dwelling addresses sustainable design requirements. Planning applications also assess and advise on siting, building orientation, water sensitive urban design and other ResCode provisions.

### 2.3.6 Review and progress Council's implementation of the Urban Design Frameworks for settlements within the Shire

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.3.6.1	Commence implementation of the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework	Manager Development & Environmental Services,	31/03/2014	Completed	Council formally adopted the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework and the Implementation Strategy on 26 February 2014. The implementation of the KFT into the Murrindindi Planning Scheme is to be funded through the Department of Transport, Planning and Local Infrastructure. Council officers are now in the process of preparing the Kinglake Ranges, Flowerdale and Toolangi Streetscape Masterplan to implement one of the actions out of the adopted document.

## 2.4 Asset Management - We will apply a whole of life approach to the management and maintenance of Council's assets

Strategic indicators	Target	Status	Comments
2.4.1 Reduction in the infrastructure renewal gap	Reduced annual increase in infrastructure renewal gap	Target not achieved	Due to the impact of the new and gifted bushfire assets the infrastructure renewal gap has increased.
2.4.2 Delivery of the capital works program	95 per cent of annual Capital Works Program delivered	Target not achieved	<p>80% of the annual capital works program has been delivered which is a significant improvement on last year's result of 68%. A number of projects that were planned for completion in the past 12 months are scheduled for completion in the first quarter of the 2014/2015 period. These include the following:</p> <ul style="list-style-type: none"> <li>• Essential Safety Services System</li> <li>• Yea Shire Hall Upgrade</li> <li>• Y Water Centre</li> <li>• Green Street Special Charge Scheme</li> <li>• RV Discharge Points</li> </ul>



Strategic indicators	Target	Status	Comments
2.4.3 Defined levels of service for maintenance activities	Draft levels of service are implemented by December 2013	Target achieved	Draft service levels have been developed for parks and gardens and performance is being tracked against these targets.

### 2.4.1 Manage and renew our existing infrastructure assets in a responsible manner

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.4.1.1	Develop a policy and process for the transfer of savings from the capital works projects to the infrastructure reserve.	Manager Assets & Infrastructure	31/08/2014	Completed	<p>Officers have developed a Capital Works Policy which details how savings from Capital Projects will be managed and this was adopted at the August 2013 Ordinary Council Meeting.</p> <p>The policy is operational and is being applied to relevant projects.</p>
2.4.1.2	Complete the Waste Management Strategy	Manager Infrastructure Operations	30/06/2014	Progress delayed	<p>A Draft Waste Strategy was prepared and presented for Councillor feedback in June. This was followed by a period of public comment that extended into July 2014.</p> <p>The final Waste and Resource Recovery Strategy will be presented to Council for adoption at the July 2014 ordinary meeting.</p>
2.4.1.3	Continue the implementation of the improvement actions from the adopted Asset Management Plans.	Manager Assets & Infrastructure	30/06/2014	Completed	Asset Management Improvement actions continue to be implemented with the Asset Management Working Group overseeing the implementation.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.4.1.4	Seek infrastructure grants to support future capital works programs to assist in reducing the Infrastructure renewal gap.	Manager Assets & Infrastructure	30/06/2014	Completed	<p>Council has successfully sought a Flood Recovery Community Infrastructure Fund grant of \$ 18,240 for the Yea Wetlands – 2012 Flood Reinstatement Works project that will renew pathways damaged during the 2012 floods.</p> <p>In addition Council has also successfully sought a grants under the Community Facilities Fund for Swimming Pool upgrades to the value of \$1 million.</p> <p>Council officers have also submitted Expressions of Interest (EOIs) for funding through the Putting Locals First Program for the Connecting and Revitalising Eildon Town Centre and Enhancing Community Gathering Spaces projects.</p> <p>Over the last 12 months Council has successfully delivered grant funded infrastructure renewal programs such as Roads to Recovery and Country Roads and Bridges Initiative.</p> <p>Council officers have also delivered a number of projects under the Local Government Infrastructure</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					program including the following: <ul style="list-style-type: none"> <li>• Yea Shire Hall</li> <li>• Yea Drainage Study</li> <li>• Design works on the Yea Swimming Pool.</li> </ul>

**2.4.2 Engage with relevant communities on the development of community infrastructure and services**

Code	Responsible	Target	Status	Comment on progress and outcomes
2.4.2	Manager Assets & Infrastructure	30/06/2014	Completed	Communities are engaged regularly via diverse and widely accessible media such as local radio, local papers, community newsletters and publications, direct letter drops/ bulk mail outs, flyers, and group emails.

Project specific engagement has been developed via the creation of project control and project reference groups. These groups comprise of a combination of Council officers and community/business representatives. The Taggerty Community Project, Kinglake Ranges Art History Walk, Y Water Centre, Kinglake East walking path and Yea Shire Hall project all have functioning project reference or control groups which have met throughout the past 12 months.

Project Control and Reference Groups for the abovementioned projects continue to make successful contributions to the delivery of works.

Business and residents directly affected by works are consulted directly throughout the

Code	Responsible	Target	Status	Comment on progress and outcomes
				planning, delivery, and close out of the project.

### 2.4.3 Develop and deliver services with consideration of the impacts on the natural environment that meet community needs

Code	Responsible	Target	Status	Comment on progress and outcomes
2.4.3	Manager Infrastructure Operations	30/06/2014	Completed	A policy for the management of biodiversity impacts including vegetation and affected by Infrastructure works has been developed and approved.

## OUR ECONOMY

### 3.1 Workforce Development -We will maximise the potential of the local workforce through education, training and employment opportunities

Strategic indicators	Target	Status	Comments
3.1.1 Shire unemployment rate	Equal to or lower than the State average	Target achieved	The unemployment rate for Victoria for the period was 5.8%. The Murrindindi unemployment rate for the same period was 3.9%.
3.1.2 Number of training and/or workforce development initiatives implemented that address needs identified in the Murrindindi Training Needs Analysis 2	Two new initiatives per annum	Target achieved	A number of initiatives were implemented including; a speed dating style event between a range of local employers and Alexandra Secondary School students to increase employment opportunities, an industry visitation day to Eildon with a focus on opportunities in the houseboat sector and a presentation to Murrindindi Inc by a group training organisation (Central Victorian Group Training) on access to government incentives to assist in the employment of new staff.

### 3.1.1 Advocate for and support initiatives to improve post-secondary education opportunities in the Shire, including development of the Murrindindi Training Institute

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.1.1	Work with MTI to establish a local employer and educator network to integrate local training provision with employment needs	Manager Economic Development	31/03/2013	Completed	<p>Despite some focus being drawn away as a result of the impacts of funding cuts to the Vocational education and training sector, progress was made regarding workforce development in 2013 - 2014. A Local Strategic Skills, Training and Employment Network (LSSTEN) was formed and is made up of representatives from local business, the Murrindindi Training Institute, Alexandra CEACA, local government and the Central Ranges Local Learning and Employment Network. The LSSTEN established three Actions Groups including the "HR Network", the "Youth in Health" and the "Employment Information &amp; Government Incentives" groups.</p> <p>After receiving and considering the Murrindindi Training Needs Analysis 2013, the LSSTEN undertook a prioritisation process to provide guidance to the Action Groups. The key focus for the HR Network was to establish a shire wide training calendar and the first step in this process was to survey employers across the shire to</p>



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>ascertain if this and other collaborative projects would be useful to them. The number of responses to the survey was disappointing and as a result Alexandra CEACA undertook to complete the survey process by phone interview.</p>
					<p>The “Youth in Health” Action Group focussed their attention on career opportunities for (mostly young) people in the health and community services sectors. The Group developed plans to deliver a “LEAP” (Learn Experience Access Profession) event later in 2014 that will see students engage in a health careers event funded by a university.</p>
					<p>The “Employment Information &amp; Government Incentives” Action Group took responsibility for contacting a range of local employers and informing them about government incentives and procedures for employing staff. As well as direct phone and/or in person contact another method used to acheive this was for a local group training organisation representative to be invited as a guest speaker to a Murrindindi Inc meeting. Information on government incentives and training opportunities</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>was provided both verbally and in hard copy and then disseminated by the local business and tourism association representatives present. Discussions with some larger employers from Eildon, Marysville and Thornton regarding the potential of establishing a range of school based apprenticeships were also initiated by this action group.</p>

### 3.1.2 Work closely with the Central Ranges Local Learning and Employment Network (CRLLEN) to improve local workforce development opportunities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.2.1	Support CRLLEN in the development of a strategic plan for workforce development, based on the recommendations of the Murrindindi Training Needs Analysis Report 2013	Manager Economic Development	30/06/2014	Progress delayed	The State Government decision to significantly reduce Vocational education and training sector funding to the outdoor recreation sector and the impact this will have on the future viability of the Murrindindi Training Institute as well as pressures on the Central Ranges Local Learning and Employment Network regarding its future funding, impacted on progress in this activity. Despite this, some progress on key priorities from the 2013 Murrindindi Training Needs Analysis was evident.



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>The formation of the Local Strategic Skills, Training and Employment Network (LSSTEN) was followed by the establishment of three Actions Groups including the "HR Network", the "Youth in Health" and the "Employment Information &amp; Government Incentives" groups.</p> <p>Under the guidance of the LSSTEN, the action groups set about delivering on key recommendations. Some of the activities and initiatives that resulted include:</p> <ul style="list-style-type: none"> <li>• A very successful, "speed dating style" careers session involving a range of local employers and secondary students</li> <li>• An industry visitation day to Eildon focussing on opportunities in the houseboat industry</li> <li>• Establishment of an HR Network</li> <li>• Information dissemination regarding government incentives for new employees in specific careers/professions/trades</li> </ul>

## 3.2 Improving Business Infrastructure - We will advocate for the provision of infrastructure and services that supports business growth

Strategic indicators	Target	Status	Comments
3.2.1 Number of actions implemented from the Council's Economic Development Strategy and number of actions implemented from the Council's Economic Development Strategy	Four initiatives implemented per annum	Target achieved	A number of items identified in the Economic Development Strategy implementation plan have been implemented including: 1) Advocacy to the State government regarding changes to the Farming Zone to enable greater development opportunities. The Farming Zone changes were enacted with positive outcomes, 2) Launch of the Goulbourn River Valley Tourism Holiday Planner (2nd edition) and Smart Phone App, 3) Delivery of a Tender Right workshop for local trades and service businesses and 4) Pre permit application meetings for potential investors were hosted/facilitated in Alexandra, Eildon, Marysville, Kinglake and Yea.
3.2.2 Number of initiatives to improve business infrastructure and service	Two initiatives per annum	Target achieved	Initiatives undertaken to improve business infrastructure have focused on mobile phone coverage including: <ol style="list-style-type: none"> <li>1. Creation of the Indi Telecommunications (mobile phone blackspots) advocacy group;</li> </ol>



Strategic indicators	Target	Status	Comments
			<p>2. Shire wide and region wide blackspot mapping and top five blackspot prioritisation; and</p> <p>3. Shire wide telecommunications infrastructure mapping.</p> <p>A briefing on the Federal Government's Mobile Blackspots project to the Municipal Emergency Management Planning Committee was also delivered.</p>

**3.2.1 Support the development and implementation of the Hume ICT (Digital) Strategy and the Hume NBN Business Readiness Plan**

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.2.1.1	Promote the NBN Small Business Readiness Tool as part of the implementation of the Hume NBN Business Readiness plan	Manager Economic Development	28/02/2014	Completed	Road testing of the free online NBN Business Readiness tool by a local business, on behalf of Council, indicated that the process was straight forward and would prove to be useful for many businesses interested in getting better prepared for the NBN rollout. The opportunity to access the tool was promoted to businesses across Murrindindi via local print media outlets, Council's website and via local business and tourism associations.

### 3.2.2 Support further growth and development of the Yea Sale Yards subject to the availability of grant and reserve funds

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.2.2.1	Develop a business case for the potential lease of additional land to support further enhancement of facilities at the Yea Saleyards for Council's consideration.	Coordinator Procurement	30/06/2014	Completed	<p>Council endorsed the Yea Saleyards Strategic Business Plan at it's Ordinary Meeting on 25 June 2014.</p> <p>The Yea Saleyards Business Plan charts a course for the development and management of the Yea saleyards over the next ten years.</p> <p>The plan contains capital improvements that are required for the future development of the saleyards business. The first of those projects is the acquisition of additional land.</p> <p>Now that the plan has been endorsed by Council the land acquisition can progress as the first step of that plan.</p>

### 3.2.3 Facilitate opportunities to increase utilisation of available industrial land in the Shire

Code	Responsible	Target	Status	Comment on progress and outcomes
3.2.3.1	Manager Economic Development	30/06/2014	Completed	<p>As part of Council's service review and following a call for expressions of interest, the site that was previously the Alexandra Saleyards was sold to a private investor in January 2014. The site was then improved and use for industrial purposes began.</p> <p>The Department of Environment and Primary Industries and adjacent landowners on Binns-McCrae Rd Alexandra developed plans to undertake earthworks on the industrial land on the southern side of the road, to make it more suitable for industrial development in the future.</p> <p>A significant proportion of the industrial land in LaMont Street Alexandra that was previously the site of Gunns Timber Products mill was re-purposed by Glencoe (truss builders) with a major investment in and installation of a state of the art truss jig/press. This improvement in equipment led to an increase in local employment opportunities on that site. Council officers met with the new operators/landowners to discuss the potential of a timber dipping tank and other concepts for development of the site. Further interest in other uses of sections of the mill site was evident in latter half of the financial year. Council officers provided relevant strategic documents to potential investors.</p>

### 3.2.4 Advocate to the State Government to broaden the range of business development opportunities in rural settings

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.2.4.1	Subject to the outcomes of the State review of Farming Zones, promote business development opportunities that align with agriculture in rural areas	Manager Economic Development	30/06/2014	Completed	<p>Changes to Farming Zone regulations created greater flexibility in relation to possible developments in the zone. Landowners that had expressed interest in developments that were previously not allowed under the zoning regulations were contacted by Council officers to ensure that the implications and opportunities of the new regulations were clarified and understood. The changes were also promoted via local print media, on Council's website, via local community radio and through Murrindindi Inc.</p> <p>The Farming Zone changes were also discussed, with a number of new initiatives suggested, at the Real Estate Agents Forum held in Alexandra in March. The forum was well attended with agents from Marysville, Eildon, Alexandra and Yea participating. An action plan to follow up the recommendations made at the forum was developed and key recommendations actioned.</p>

### 3.2.5 In partnership with Mitchell and Mansfield Shire Councils, support initiatives to maximise the economic benefits of the Great Victorian Rail Trail

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.2.5.1	Work with Mansfield and Mitchell Council's to finalise, and commence implementation of, the rail trail Integrated Identity, Interpretative and Wayfinding Strategy	Manager Economic Development	31/03/2014	Completed	<p>Significant progress was made in implementation of the Great Victorian Rail Trail (GVRT) Identity, Interpretive and Wayfinding Strategy including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Development of the GVRT website, pocket guide and DL brochure</li> <li>2. Establishment and promotion of the business prospectus enabling buy in to marketing and promotional opportunities for businesses across the three shires</li> <li>3. Establishment of a dedicated 1800 number enabling trail users to enquire about the trail, make bookings for accommodation and other related product as well as a means to log trail maintenance requests</li> <li>4. Installation and monitoring of ten track usage counters</li> <li>5. Development and costing of a signage plan</li> </ol>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>To support many of the activities and initiatives described above, a Professional Service Agreement with Mansfield-Mt Buller Regional Tourism Board/High Country Reservations (HCR) was entered into. This agreement established HCR as the first point of contact for a range of GVRT related matters (as above) as well as website maintenance and content updating, business support, permits for events on or adjacent to the trail, collation of track usage data, brochure provision and general visitor services.</p>
					<p>The three Councils agreed to progress with phase 1 of the GVRT signage plan and implementation began in the latter part of the financial year. To support the on trail signage development, some in town signage was added including directional banners, guiding users from UT Creek Bridge in Grant Street Alexandra to the trail head adjacent to the Alexandra Timber Tramway and Museum.</p>



### 3.3 Investment Attraction - We will support local business retention and growth and attract new business and residential investment to the Shire

Strategic indicators	Target	Status	Comments
3.3.1 Value of new commercial building developments	Three per cent increase per annum	Target not achieved	The total for 2012/2013 financial year was \$21,189,993 and the total for 2013/2014 financial year was \$20,778,000. This is a decline in value of works of 1.95%. (\$411,993).
3.3.2 Number of investment attraction events/ initiatives delivered	Two per annum	Target achieved	<p>A number of investment attraction events / initiatives were delivered including:</p> <ol style="list-style-type: none"> <li>1. The Goulburn River Valley Destination Management Plan (DMP) with significant Council input;</li> <li>2. Council and local businesses being well represented at the 2014 Regional Living Expo to promote new business and residential investment;</li> <li>3. Funding being secured, a project plan developed, a contractor appointed and the steering committee established to deliver the Murrindindi Investment Prospectus project.</li> </ol>

Strategic indicators	Target	Status	Comments
			4. Delivery of the first ever real estate agents forum to canvass the view of that sector regarding opportunities and impediments to attracting investment and residential properties across the Shire

### 3.3.1 Implement a business attraction and investment campaign

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.3.1.1	Support the finalisation of the bushfire recovery funded Murrindindi Business Prospectus and commence implementation of a business investment and attraction campaign	Manager Economic Development	30/06/2014	Progress delayed	<p>Despite some delays in receiving formal confirmation that the state government funding for this project was to be provided, significant progress was made. A new project scope and timelines for delivery were created, a draft project plan was developed, an expanded steering committee - with shire wide representation - was formed and a consultant appointed to deliver the project.</p> <p>Two project steering committee meetings were held and the project plan was endorsed. A review of the work previously undertaken during the initial "Marysville and Surrounds Investment Prospectus" project was completed.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					The concept of the Prospectus was promoted at the Real Estate Agents Forum held in March where input into the project was welcomed. Continuation of the Murrindindi Business Investment Prospectus project will carry forward into 2014 - 15 with the implementation phase, including a promotional campaign, to get underway in late 2014.

### 3.3.2 Participate in a range of State Government sponsored initiatives that encourage people to Live, Work and Invest in rural and regional Victoria

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.3.2.1	Participate in the 2014 Regional Living Expo and associated promotional activities	Manager Economic Development	30/04/2014	Completed	Murrindindi Shire was well represented at the Regional Victoria Living Expo held on 11 to 13 April 2014 with a range of local business people and Councillors taking up the opportunity to be involved. Two local real estate agents and the new VIBE Hotel and Conference Centre took advantage of the opportunity to be represented on the shared industry stand with VIBE undertaking both business promotions and staff recruitment.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Over 8,000 people attended the Expo with almost 500 Murrindindi showbags/promotional kits being given to prospective tree changers, with forty "hot leads" being followed up post event. A new tear off map covering the footprint of the partner shires (Mitchell, Murrindindi, Strathbogie, Mansfield and Benalla), identifying key information and location of services such as hospitals, schools, aged care facilities and the like was developed and distributed at the Expo. Post event the map was available at Council offices and the local Visitor Information Centres. Regional postcards also proved popular. A range of local and regional promotional material was provided as part of the Murrindindi display and within the showbags.</p> <p>Yea Business and Tourism Association (YBTA) developed the concept of a "Say Gday to Yea Open Day", which was held for the first time on 17 May 2014. A flyer promoting the opportunity to visit Murrindindi Shire was distributed at the Expo. This new initiative did not get off the ground on the proposed date. A review of this concept has been undertaken with a view to Council supporting the YBTA to deliver an improved event later in 2014.</p>

### 3.3.3 Support developers through the regulatory requirements of Council

Code	Responsible	Target	Status	Comment on progress and outcomes
3.3.3	Manager Economic Development	30/06/2014	Completed	Numerous facilitated discussions with potential investors/land developers were initiated and hosted by Council throughout 2013 - 2014. Some of these discussions involved investors and Council officers/departments only and some extended to other key stakeholders/authorities. Investment and development proposals canvassed covered a wide range of sectors including retail, tourism attractions/accommodation developments, industrial land and retirement villages and related to locations across the shire including sites in Marysville, Alexandra, Thornton, Yea, Eildon and Toolangi.

### 3.3.4 Support the creation of strong economic leadership in the Shire through the development of the Murrindindi Business and Tourism Association

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.3.4.1	Facilitate the formal establishment of the Murrindindi Business and Tourism Association	Manager Economic Development	31/12/2013	Completed	Following a series of business forums in 2012 - 2013, canvassing the need for and concept of an umbrella business body, a shire wide peak business and tourism organisation called, Murrindindi Inc, was incorporated in February 2014. The organisation evolved from and is driven by key representatives from the local business and tourism associations from across the Shire and has been strongly supported by Council. An action plan for the association was developed and endorsed by the inaugural Board and work got underway to promote the role of the association.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					A key focus for Murrindindi Inc for the first half of 2014 was delivery of phase 1 of the Disaster Ready Business project being undertaken in partnership with Council as the auspice. State government funding was secured and support for the project was sought from and re-affirmed by Tourism Victoria and the State Emergency Service. The concept of a business development and disaster ready accreditation process was developed and a plan to road test the idea with businesses and other key stakeholders in the second half of 2014 was created.

### 3.3.5 Investigate opportunities to attract investment in residential facilities for retiree and aged sectors

Code	Responsible	Target	Status	Comment on progress and outcomes
3.3.5	Manager Economic Development	30/06/2014	Completed	Regular discussions with representatives from local aged care facilities took place and reinforced the demand for retiree and aged care facilities in the shire. Projected population data collected supported the proposition that Murrindindi has an ageing population and that there will be a growing need for retiree and aged care facilities/support.
				Attracting investors to develop residential facilities for the retiree and aged care sector was identified as a significant opportunity in the Business Investment Prospectus project with Eildon, Alexandra, Yea and Marysville all providing some scope for this

Code	Responsible	Target	Status	Comment on progress and outcomes
				opportunity. A pre planning application meeting was facilitated for investors looking to develop a major facility in the south of the shire. Subject to how the Federal government progresses with changes to aged care funding arrangements, all indications are that this development should come to fruition over coming years.

### 3.3.6 Continue to engage with businesses and relevant agencies through the Economic Advisory Committee and liaison with key industry associations

Code	Responsible	Target	Status	Comment on progress and outcomes
3.3.6	Manager Economic Development	30/06/2014	Completed	<p>A strong pattern was established in 2013 - 2014, seeing Council's Economic Development Advisory Committee (EDAC) invite and engage with representatives from Murrindindi Inc, the peak business and tourism body across the shire. Both formally and informally the Chair of Murrindindi Inc provided updates on the organisation's activities and plans for the future. The key focus of these interactions was how Murrindindi Inc could support the objectives of Council and vice versa. Murrindindi Inc expressed a strong desire to work with Council on key economic development matters and on delivery of the Disaster Ready Business project.</p> <p>Agreement on and signing of the Murrindindi Visitor Information Centres Memorandum of Understanding in April was an example of the strong collaboration and shared vision between Council and the local business and tourism associations. Council's support to Mystic Mountains Tourism and the Marysville Chamber of Commerce in their desire to move towards an amalgamation was rewarded with all conditions to enable a merger being in place by June 30, 2014 with the merger to go ahead on July 1, 2014.</p>

Code	Responsible	Target	Status	Comment on progress and outcomes
				The combined strength of these two well established business and tourism associations added to the collective and collaborative approach that is the cornerstone of the Murrindindi Inc concept.

### 3.3.7 Identify and promote opportunities for growth in housing and business development in and around the Shire's main townships

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.3.7.1	Investigate the capacity to expand residential and business investment in and around the Shire's major townships	Manager Economic Development	30/06/2014	Completed	<p>A plan to expand investment in Murrindindi's major townships was presented to the Economic Development Advisory Committee and subsequently approved. The plan has a strong focus on opportunities for residential and business investment in and around the major (serviced) towns. Officers took action on a number of the key recommendations in the plan including:</p> <ol style="list-style-type: none"> <li>1. Completing a mapping exercise to identify vacant/available residential, commercial and industrial land</li> <li>2. Preparation of the draft Yea Structure Plan - including community forums - in readiness for a formal public exhibition phase planned for August 2014.</li> </ol>



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<ol style="list-style-type: none"> <li>3. Securing agreement with Goulburn Murray Water to contribute funding towards the development of an Eildon Structure Plan to explore opportunities for future investment, rezoning and growth</li> <li>4. Publicising the change to regulations affecting land in the Farming zone to promote potential investment/development</li> <li>5. Hosting and facilitating a Real Estate Agents forum to remove barriers and identify opportunity to increase residential and commercial investment across the Shire</li> <li>6. Securing funding, establishing the steering committee and developing the project plan for the Murrindindi Investment Prospectus</li> </ol> <p>Plans were also developed to revisit the Alexandra UDF which identified opportunities along the Bayley Street Business zone area and a rezoning opportunity along Downey Street to formalise existing use and allow for future opportunities.</p>

### 3.4 Tourism Development - We will increase the economic, social and cultural benefits to the Shire of a growing tourism sector

Strategic indicators	Target	Status	Comments
3.4.1 Tourism visitation to the Shire – Goulburn River Valley Tourism (GRVT)	Five per cent per annum increase in day trips	Assessment premature	Figures for domestic day trips for the 12 month period ending June 2014 are not available at this point. Figures for the twelve months to the end of March 2014 suggest a significant downturn (i.e. 39.3%). Should the final, yearend (due to be received in September 2014) figures for June 2014 show a similar drop in visitation; some in depth analysis is warranted. A change in the way statistics are collected and analysed may account for some of this variation.

#### 3.4.1 Support the initiatives of the GRVT and Marysville and Surrounds marketing and Events Program to promote visitation to the Shire

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.4.1.1	Promote visitation to the Shire through development and distribution of marketing materials and attendance at promotional expos in partnership with GRVT	Manager Economic Development	30/06/2014	Completed	All in kind commitments to Goulburn River Valley Tourism (GVRT) were fulfilled. There was strong Council input into and presence at the Bendigo Leisure Fest in November 2013 and the Caravan and Camping Supershow at Caulfield Racecourse in March 2014.



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Being part of these events along with supporting the Eildon Big Fish Competition at the National 4 X 4 and Outdoors Show at Melbourne Showgrounds in August provided great opportunities to promote the GRVT region to a large target audience.</p> <p>At each of these events the regional Holiday Planners and Special deals flyer, Official Visitors Guides and Calendars of Events were displayed and distributed. The GRVT display, including Great Victorian Rail Trail and Lake Mountain Alpine Resort video and regional map, took out the best tourism stand prize at the Caulfield show. Via the Ultimate Experience Marysville competition, promoted at the various expos, hundreds of contacts were added to the GRVT database. This database forms the basis of promotional activity driving people to the GRVT website.</p> <p>Development of the Great Victorian Rail Trail website and pocket riders guide added to the suite of promotional mediums used to drive visitation increases.</p>



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>The introduction of the new website and riders guide was warmly welcomed by advertisers, Visitor Information Centre staff/volunteers and by trail user groups.</p> <p>In conjunction with the Marysville and Surrounds Tourism and Events Program, an industry survey was developed to ascertain what types of marketing mediums/collateral the local tourism industry would support going forward. The results of the survey will inform future decisions on marketing spend.</p>

**3.4.2 In partnership with GRVT actively encourage investment in, and support development of new tourism product, attractions and accommodation options in the Shire**

Code	Responsible	Target	Status	Comment on progress and outcomes
3.4.2	Manager Economic Development	30/06/2014	Completed	<p>Following a series of workshops, industry forums, one on one interview and Council feedback sessions, the Goulburn River Valley Tourism Destination Management Plan (DMP) was completed and launched in May. The DMP sets out ten strategic development themes and twelve priority (catalyst) projects.</p> <p>Many of these have direct relevance to Murrindindi with four of the catalyst projects being within the shire including:</p> <ol style="list-style-type: none"> <li>1. A Marysville Spa and wellness facility</li> </ol>

Code	Responsible	Target	Status	Comment on progress and outcomes
				<ol style="list-style-type: none"> <li>2. Product development and potential expansion of the Great Victorian Rail Trail</li> <li>3. Lake Eildon waterfront development opportunities</li> <li>4. Toolangi zipline/canopy tour</li> </ol> <p>The recommendations in the DMP give guidance to and form the basis of future investment and development opportunities for tourism product, attractions and accommodation across Murrindindi and the broader region. To this end the Murrindindi Investment Prospectus will include, not only the various catalyst projects but a number of sub regional opportunities identified in the DMP as well.</p> <p>Publicising the positive changes to the farm zone provisions via local radio and print media, a shire wide real estate agents forum and on Council's website also helped to promote potential tourism development.</p>

### 3.4.3 Assess the feasibility of extending the Great Victorian Rail Trail from Alexandra to Eildon

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.4.3.1	Complete a feasibility assessment of a Great Victorian Rail Trail link between Alexandra and Eildon	General Manager Infrastructure and Development Services,	30/06/2014	Progress delayed	<p>Following the development of a consultant's brief and interview process the successful consultants were appointed to undertake the Alexandra to Eildon Rail Trail extension feasibility.</p> <p>A steering committee was formed and research on potential trail alignments was completed.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					A series of community forums have been planned and scheduled to enable the sharing of information about the potential trail development and to encourage community and stakeholder input.

### 3.4.4 Support event managers in the establishment and delivery of new tourism events across the Shire

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.4.4.1	Promote access to tourism event funding through the Marysville and Surrounds Marketing and Events Program	Manager Economic Development	30/06/2014	Completed	<p>Promotion of the availability of events funding via the Marysville and Surrounds Tourism Events Program was undertaken through a range of mediums including via Council's events coordinator, on Council's website and through Murrindindi Inc. Council supported the process further by providing advice to applicants, information on various events to the program manager and by being on Tourism Victoria's funding selection panel.</p> <p>20 local events were successful in gaining funding to the value of \$146,500 including, but not limited to, the Yea Arts Carnivale, The Eildon Big Fish Challenge, the Granite Grind, Marysville Australia Day Parade and Celebrations, Marysville Region Really Long Lunch and the Alexandra Truck Ute and Rod Show.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Funding from the events program also lead to the delivery of an image library audit and photo shoot and support for a Murrindindi wide events audit.

### 3.4.5 Support the development of the Y Water Centre at Yea Wetlands as a tourism attraction

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.4.5.1	Support the establishment of the accredited Visitor Information Centre as part of the Y Water Centre at Yea Wetlands	Manager Economic Development	30/04/2014	Progress delayed	<p>Establishment of the Visitor Information Centre (VIC) component of the Y Water Discovery Centre was delayed pending the supply and installation of the water based educational aspects of the building and finalisation and hand over of the Centre from the builder.</p> <p>The Centre staff developed a marketing plan, business plan and training plan as well as completing most of the tasks required for accreditation. Recruitment of a team of volunteers was very successful as were a number of local familiarisation tours.</p> <p>Finalising fit out of the VIC area within the new building progressed very well towards the end of the financial year.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Plans for induction and training of volunteers were well developed with training dates for the volunteers and Council officers scheduled for July 2014.
					Establishment of a draft version MOU between Council and the Y Water Association also created greater certainty around the relationship and responsibilities into the future.

### 3.4.6 Develop tourism markets that align with the product strengths of the region (e.g., cycle tourism, equine and picnic racing, nature based tourism)

Code	Responsible	Target	Status	Comment on progress and outcomes
3.4.6	Manager Economic Development	30/04/2014	Completed	<p>Considerable development of tourism markets that are aligned with the shire's product strengths occurred in 2013 - 2014. Three Events Calendars were produced with free listings for twenty nature based events (including many at Lake Mountain Alpine Resort), seven equine events and six cycling events. Two calendars also included feature articles on the Great Victorian Rail Trail including images of both horse riders and cyclists using the trail. The Events Calendars are also available online.</p> <p>The Great Victorian Railtrail strategy was completed and promotion of the trail began via the new website, DL brochure and pocket riders guide. A professional service agreement between the rail trail marketing committee and Mansfield-Mt Buller Regional Tourism Association to deliver a range of trail specific promotional, visitor servicing and industry development initiatives</p>





Code	Responsible	Target	Status	Comment on progress and outcomes
				was established.
				<p>An overnight stay in Alexandra and lunch stop in Marysville for the 2014 Great Victorian Bike Ride (GVBR) to be in November-December 2014 was secured. Briefings on the event were delivered to the Alexandra Traders and Tourism Association, Alexandra Events Co and an internal (Council) events coordination group. This was supplemented with a community information forum in Alexandra. A steering committee was formed to ensure that local businesses and sporting/service clubs were able to plan to get the most value from the ride.</p>
				<p>Picnic races banners were produced for use on the town entry events infrastructure, by the three picnic race clubs in Alexandra and Yea .</p>
				<p>In conjunction with Goulburn River Valley Tourism (GRVT) the shire's product strengths were promoted heavily at Expo's in Bendigo and Melbourne and via the GRVT website, with updates to the regional Holiday Planner and the Murrindindi Official Visitors Guide, creation of the "Good Drop and Other Treats" brochure and roll out of the "Marysville Ultimate Experience" competition.</p>



# OUR COUNCIL

## 4.1 Leadership- We will demonstrate visible leadership and advocacy

Strategic indicators	Target	Status	Comments
4.1.1 Community participation in forums and number of forums held	Delivering a minimum three community forums a year that actively encourage community participation.	Target achieved	Council led 7 community forums during the year. Refer to 4.1.3.1 for further information
4.1.2 Advocacy to the State and Federal Governments	Advocate on behalf of the community on a minimum of 10 issues a year	Target achieved	Council advocated on 14 issues throughout the year. Refer to 4.1.4.1 for further information.
4.1.3 Adoption of the Murrindindi 2030 Vision	Adopting the Murrindindi 2030 Vision by 31 December 2013	Target not achieved	Visioning work likely to be completed in the September 2014 quarter

### 4.1.1 Involve community leaders in regular advocacy to State and Federal Governments on local needs and issues & 4.1.4 Communicate key Council decisions and strategies to the community in a variety of ways

Code	Responsible	Target	Status	Comment on progress and outcomes
4.1.4.1	Advocate on behalf of the community on a minimum of 10 issues	General Manager Corporate and Community Services	30/06/2014 Completed	<ul style="list-style-type: none"> <li>Over the past year Council has advocated to Goulburn Murray Water on the development of a structure plan for Eildon township and surrounds to support further development opportunities.</li> </ul>



Code	Responsible	Target	Status	Comment on progress and outcomes
				<ul style="list-style-type: none"> <li>• Advocacy has also occurred with the Metropolitan Planning Authority for assistance in the development of the Eildon and Yea Structure Plans.</li> <li>• Council has continued its advocacy with community members in relation to logging in the Royston Range and supported VicForests in a community information session and other community engagement activities.</li> <li>• Council has continued its advocacy or improved mobile phone communications across the shire and has participated in an Indi working group supporting Federal Member Cathy McGowan in her advocacy for improved coverage as well as with local members of parliament and with neighbouring Councils.</li> <li>• Additional support to the Murrindindi Shire Council as a result of the financial impacts of the gifted and novated assets has been a strong theme of Council’s advocacy to both local members of parliament and the Minister for Local Government</li> </ul>

Code	Responsible	Target	Status	Comment on progress and outcomes
				<ul style="list-style-type: none"> <li>• Council has also provided support to the outdoor education sector regarding the reduction in fees to the Murrindindi Training Institute and in support to the Central Ranges LLENs.</li> <li>• Council has supported the Municipal Association of Victoria in its advocacy with respect to the freezing of the indexing of the Federal Assistance Grants and also concerning the reduction in funding for community services.</li> </ul>

#### 4.1.2 Actively develop and implement a long term vision for the Shire of Murrindindi

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.2.1	Complete the Murrindindi 2030 Vision	Chief Executive Officer	31/03/2014	Progress delayed	Working groups comprising Councillors and officers have been working on the three themes of Community, Place and Opportunity. These working groups identified a vision for each theme, values and opportunities for improvement. This work was collated into a document that will form the basis of not only a community leaders workshop held in May 2014 but also a broader community engagement program to individuals who had participated in the first visioning exercise and also with community organisations.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					With feedback having been received, the final draft document is currently under preparation.
4.1.2.2	Develop a long term plan for the implementation of the Murrindindi 2030 Vision	Chief Executive Officer	30/06/2014	Progress delayed	Parallel with the development of the draft Murrindindi 2030 Vision work commenced on the development of a long term implementation plan. The staff and Councillor working groups have already identified potential actions to go into the long term implementation plan which will be completed once the Murrindindi 2030 Vision is finalised.

#### 4.1.3 Building community relationships and trust through community forums and engagement

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.3.1	Building community relationships and trust through community forums and engagement	General Manager Corporate and Community Services	30/06/2014	Completed	Council undertook a range of Community forums during the year including Taggerty Community Projects meetings, Tender Right workshop in Alexandra, forums in Yea, Alexandra, Thornton, Kinglake and Marysville to introduce the new business peak body Murrindindi Incorporated. The Health and Wellbeing Consortium was established to support the implementation of the Municipal Public Health and Wellbeing Plan.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					A forum was held in Yea to seek interest in volunteering for the new Y Water Centre and forums were held in Yea and Alexandra to get input into the development of the Goulburn River Valley's Tourism Destination Management Plan.

## 4.2 Customer Service - We will deliver quality customer outcomes by implementing better ways of doing things

Strategic indicators	Target	Status	Comments
4.2.1 Community perception of performance for customer service	A score of 66 or more in the annual community satisfaction survey	Target Achieved	Council achieved a score of 66 in the 2014 survey.
4.2.2 Number of business processes implemented	Improving a minimum of five business processes a year	Target Achieved	A minimum of 5 business process improvements were implemented. Refer to 4.2.2.1 for further information.

### 4.2.1 Build on our customer service and communications with the community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.2.1.1	Establish an Electronic Customer Service Request System	Manager Customer & Communications	30/06/2014	Progress delayed	Initial assessment has taken place in relation to establishing an electronic on-line customer request form. The next stage is to identify how the electronic system can be integrated with current processes.

### 4.2.2 Continue to improve our processes to enhance the efficiency and effectiveness of the organisation

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.2.2.1	Implement business process improvements related to: Governance, Procurement Roadmap, Electronic Document Management System, Finance Systems, Murrindindi Services Review	General Manager Corporate and Community Services & Manager Business Services	30/06/2014	Completed	<p>During the year Council completed a review of its officer delegations and a review of the Governance Local Law was completed. These reviews have resulted in improvements to governance practices and provided operational efficiencies.</p> <p>The roll-out of the new Governance Manual providing all the necessary resources for Council's Section 86 committees was completed in the June quarter in 2014. All S86 Committees have now been formally inducted to this process and are reporting back to Council in accordance with the new governance procedures.</p> <p>Council officers completed Phase One of Council's new Electronic Document Management System, which has been progressively implemented across the organisation to improve paper-based and digital record and information management, increase overall efficiency in administrative procedures and improve customer service. By 30 June 2014, nearly 40,000 documents had been electronically uploaded to the new system.</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Improved value for money associated with Council's procurement processes is being sought through the implementation of several large tender processes to select a panel of approved suppliers across a range of common goods and services used by Council in its operations. By the end of the June quarter Council had appointed a panel of providers in a number of key service areas, including Legal Services, Engineering Services, Project Management, Quarry Products, Architectural Services, Human Resources, Minor Civil Works, Street Sweeping, Building Cleaning and Meals on Wheels. With the electronic receipt and evaluation of tender submissions, processes have been streamlined and adapted to the new Electronic Document Management System.</p>
					<p>Council officers have significantly improved the supplementary valuation process in 2013/14. By integrating the extraction of data relating to new building within the Shire, Council is now more easily able to identify all properties requiring supplementary valuations, which assists in informing both the State Revenue Office and Council's external valuers.</p>



Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>This has benefited in more accurate, timely and complete capture and analysis of Council's supplementary rate revenue, that has assisted in ensuring that Council achieved its' 1% supplementary rate revenue growth target in 2013/14.</p>
					<p>Following the Services review the Council completed its first year of operation under a new Library Service Agreement with Yarra Plenty Library Service which has seen the introduction of significant efficiencies and cost savings in the supply 'shelf-ready' new library books.</p>

### 4.3 Financial Sustainability - We will administer sound financial management practices

Strategic indicators	Target	Status	Comments
4.3.1 Rate base increased by overall Capital Improved Value and new and quality developable lots	Increasing the shire's Capital Improved Value by 1.5 per cent each year and increasing the number of developable lots across the Shire	Target achieved	<p>Council's target increase of 1.5% in CIV has been achieved.</p> <p>The CIV used in Council's 2013-14 Budget in the calculation of the rates was \$3,530,799,000. As at 30 June 2014 the total CIV had increased to \$3,592,693,000 an increase in CIV of \$61,894,000 or 1.75%.</p> <p>As the supplementary valuations come on line progressively through the year (pro-rata) an allowance of 1.0% of rates \$124,325 had been budgeted for in 2013-14.</p> <p>Council achieved \$133,259 pro-rata revenue from supplementary valuations, which is \$8,934 above budget.</p>
4.3.2 VAGO (Victorian Auditor-General's Office) overall financial sustainability risk assessment indicator	Ensuring that VAGO (Victorian Auditor-General's Office) overall financial sustainability risk assessment indicators remain in the low category	Target achieved	Result for 2013/14 indicates that Murrindindi Shire Council has a low risk of financial sustainability concerns as per the VAGO overall financial sustainability indicators.

Strategic indicators	Target	Status	Comments
4.3.3 Completion of the review of the Rating Strategy	Completing the review of the Rating Strategy by 31 December 2013	Target not achieved	This work will now be completed in the 2014/15 financial year.

#### 4.3.1 Growing our rate base through diligent planning

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.3.1.1	Develop and coordinate a master plan for growing the rates base	General Manager Corporate and Community Services	30/06/2014	Progress delayed	Whilst preliminary work has continued to identify opportunities to better utilise existing developable land in and around the townships of the Shire, the development of the Master Plan has not progressed as quickly as anticipated. This project is due to be completed in the first half of the new financial year.

#### 4.3.2 Provide value money through the delivery of long term financial plans

Code	Responsible	Target	Status	Comment on progress and outcomes
4.3.2	General Manager Corporate and Community Services	30/06/2014	Completed	Council completed its review of the Council's long term financial plan during the June quarter as a part of the 2014/2015 Budget process and review of the Council Plan and Strategic Resource Plan, in accordance with the new Local Government Reporting Framework that is to be introduced for the 2014/15 financial year. The Council Plan Review and Strategic Resource Plan that incorporates the 10-year long term financial plan were adopted by Council at the Ordinary Council Meeting in June 2014.

### 4.3.3 Practising responsible grants management and how we access our grants

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.3.3.1	Increase capacity to attract grants	General Manager Infrastructure and Development Services	30/06/2014	Completed	Following an external recruitment process, the new Grants Coordinator was appointed in late September 2013. Since that time the Grants Coordinator has undertaken informal and formal coaching activities with Council officers and community members. This has included the provision of advice, grant administration tools and resources as well as attendance at community group finder meetings. Within Council this has included the provision of advice regarding project eligibility and assistance in grant seeking and the preparation of expressions of interest, applications and reporting/acquittal documentation. It has also included liaison with funding representatives as well as negotiations of grant agreements and exploring funding options for key projects. Preliminary discussions on the delivery of grant capacity building workshops are continuing.

### 4.3.4 Promoting an equitable rating strategy for all ratepayers

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.3.4.1	Complete and implement the review of the Rating Strategy	Manager Business Services	31/03/2014	Deferred	Further work has been undertaken to examine different differential rate options with a range of options presented to Council in the March and June quarters as a part of Council's budget and strategic resource planning activities. Council has requested further analysis to be undertaken as part of the complete financial review of Council's operations that is scheduled to be undertaken in early 2014/15.

### 4.4 Staff - We will have engaged and professional staff

Strategic indicators	Target	Status	Comments
4.4.1 Staff Satisfaction	Internal staff satisfaction results to improve year on year and staff sick leave days reduced by 1 per cent per annum	Target achieved	<p>The Annual Staff survey conducted in October 2013 showed slight improvement on the previous measure with overall satisfaction at 4.17 out of 7 (up from 3.91).</p> <p>The sick leave rate (% of time lost through sick leave) for 2012-13 was 3.6%. The target of 1% reduction for 2013/14 was 3.56%. In 2013/14 sick leave reduced to 3.03%.</p>

Strategic indicators	Target	Status	Comments
4.4.2 Number of staff training days	Staff training days increased by 1 per cent per annum	Target achieved	The number of staff training days rose from 360 in 2012-13 to 566 in 2013-14, representing a 57% increase.
4.4.3 Number of health and safety programs conducted	Providing a minimum of four health and safety programs each year	Target achieved	A total of 7 health and well being programs were conducted during the year. See comments at 4.4.1.

#### 4.4.1 Ensure a healthy and safe workplace for all staff

Code	Responsible	Target	Status	Comment on progress and outcomes
4.4.1	HR Coordinator	30/06/2014	Completed	Council delivered seven health and well being programs over the year covering topics relating to physical and mental health from an organisational and personal perspective. These included a mental health “Are you OK?” program, encouraging exercise during breaks with “Walk the Block” and a pedometer challenge, participation in a corporate triathlon, driver safety awareness training, First Aid training and CPR updates. A number of organisational systems were updated to improve health and well being including the retraining of the Risk and Safety representatives and emergency control staff, as well as the installation of defibrillators (with training in their use) for the 3 main council offices. Other activities included the influenza immunisation program offered to all staff, regular healthy eating updates in newsletters, and the biannual review of the risk register. Indicators including a reduction in reported health and safety incidents in the workplace from 47 in 2012/13 to 36 in 2013/14. The number of hazards reported increased from 7 to 17 reflecting an increased focus on reporting potential problems before they occur.

#### 4.4.2 Provide staff training and professional development opportunities

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.4.2.1	Develop and implement a training register	HR Coordinator	30/06/2014	Completed	A centralised training register was established to better capture and record all training undertaken by staff; with key users trained in its use.
Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.4.2.2	Provide staff training and professional development opportunities	HR Coordinator	30/06/2014	Completed	<p>An improved number and range of programs to support staff in their roles was delivered in 2013-14. Over the whole year 566 staff training days were completed representing a significant increase on previous years. In addition there was a substantial focus on leadership development across the organisation both for existing and potential leaders. This included 30 people undergoing a leadership coaching program, 1 staff member successfully nominated for an Emerging Leaders program (only one group of about 20 people are accepted each year from across Victorian councils) , and a team of 6 staff performed in the Local Government Management Australia challenge. The team achieved second place in Victoria only just missing out by half a point, on going to the national finals.</p> <p>The diversity of training and development topics ranged from governance, OH&amp;S, compliance training, customer service, career development, social media and some practical skills training for specific areas. In addition to</p>

the leadership programs, highlights included good attendance at a number of compliance programs such as bullying prevention, fraud prevention, protected disclosures; a comprehensive review and implementation of practical skills training for outdoor staff including chainsaw, elevated work platforms, bridge inspections and arborist training; and support for key staff to manage social media changes.

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**4.4.3 Provide workforce development and succession planning opportunities.**

Code	Responsible	Target	Status	Comment on progress and outcomes
4.4.3	HR Coordinator	30/06/2014	Completed	Year 1 priorities in the adopted Workforce Development Plan that were delivered included departmental meetings and actions on outcomes from the staff survey, continued access to training and development targeted through performance coaching , and establishment of a working group to plan and implement a staff rotation program in 2014-15.

Table 1-Carry Forward with reallocation recommendations

Project	Carry Forward Amount	Comment	Recommendation
Drainage Study Initiatives - Yea Project	\$148,240	The Carry forward amount represents completion of Areas 1&2 with the remainder proposed to carry out Area 3 of the study initiatives.	Carry forward the project saving of \$49,915 for allocation to complete Area 3 of Yea Drainage initiative works.
Various Buildings Access Compliance	\$43,886	Works proposed for commencement in 2014/2015	Carry forward unspent funds of \$43,886 and allocate to building access compliance works at Eildon Bowling Club
Bridge / Component Renewal	\$208,022	Savings from works on Ghin Ghin Rd. Bridge and other bridge renewal works	Carry forward \$208,022 of unspent funds and allocate to renewal of Ghin Ghin Road Bridge
Flood Mitigation Buxton	\$46,800	Works deferred awaiting Catchment Authority Study	Carry forward \$46,800 of unspent funds to undertake mitigation works on completion of study.
Yarck Streetscape	\$2,354	Not fully expended on concept design works will be utilised to leverage further grant funding. Grant application submitted.	Carry forward \$2,354 of unspent funds for implementation of project subject to grant funding
<b>Total</b>	<b>\$449,302</b>		

Table 2-Projects carried forward that were not completed in the financial year that are now complete or are committed and will be completed.

<b>Project</b>	<b>Carry Forward amount</b>	<b>Current Status</b>
Essential Safety Services System	\$46,245	Funds committed for completion August 2014
Yea Shire Hall - Upgrade	\$3,770	Complete
Yea Community Shed - Pipeline Funding	\$808	Complete
Public Conveniences - Renewal	\$4,975	Complete
Y Water Centre	\$267,787	Funds committed for completion August 2014
Alexandra Drainage Study Initiatives	\$173,217	Design work commenced for completion of construction 2014/2015 Grant funding.
Kinglake Ranges Art History Walk	\$49,920	Grant funds committed for completion 2014/2015
Kinglake East Walking Track	\$184,215	\$180,542 committed. Works commenced but delayed due to environmental issues. Grant funded.
Taggerty Community Project	\$211,496	Grant funds committed for completion 2014/2015
Green Street Construction	\$19,817	Funds committed for completion August 2014
Kerb Renewal Bon Street	\$16,850	Complete
RV Discharge Points	\$25,511	Funds committed works in Yea complete, Alexandra subject to further community consultation and completion prior to December 2014
Road Safety-Williams Lane	\$13,511	Funds committed for completion September 2014
Plant and Machinery	\$589,134	Plant variance due to the delay in the delivery of a number of vehicles and the finalisation of the evaluation of a number of major plant tenders. All funds are committed .
Electronic Document Management System	\$69,039	Remaining funds committed to final roll out of project due for completion by June 2015
Library Bookstock	\$16,819	Problems incurred with service agreement which delayed purchase. Books to be purchased 2014/2014

	<b>\$1,693,114</b>	
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Table 3- Project where recommendation is for funds to be returned to reserve

<b>Project</b>	<b>Amount</b>	<b>Comment</b>	<b>Recommendation</b>
Natural Disasters/Insurance	\$16,859	Insurance funds to be utilised for asset renewal	Return funds to infrastructure reserve.
Landfill and Recovery Centre	\$98,427	Expenditure was deferred mainly due to the need to finalise a Landfill Capital Improvement Plan.	Return funds to waste reserve
Minor cost saving on Infrastructure projects	\$25,115	Accumulation of minor savings	Return funds to infrastructure reserve.
<b>Total</b>	<b>\$140,401</b>		

## Murrindindi Environment Advisory Committee Terms of Reference

<b>Type:</b>	<i>Terms of Reference</i>
<b>Adopted:</b>	<i>Proposed date – 27 August 2014</i>
<b>Last Review Date:</b>	2010
<b>Next Review Date:</b>	2017
<b>Responsible Officer:</b>	General Manager Infrastructure and Development Services
<b>Department:</b>	General Manager Infrastructure and Development Services
<b>File No:</b>	SF/1078
<b>Attachments:</b>	Nil

### 1. Background

In 2007, the Murrindindi Shire Council (Council) resolved to appoint an Environment Advisory Committee (Committee) with working expertise and knowledge in the field of environmental science, natural resource/land management, environmental sustainability and/or a related discipline.

### 2. Objective

The objective of the Committee is to provide input, feedback and advice on a wide range of environmental matters to assist Council meet its strategic objectives as outlined in the Council Plan.

The Committee's role is one of providing advice. It is not delegated to make decisions on behalf of the Council. The Committee is to consider environmental issues relevant to Murrindindi Shire through:

- sharing of expertise and knowledge
- providing expert advice on agenda items
- acting as a conduit to other individuals and/or organisations when required
- supporting Council officers integrate environment into decision making
- providing direction to management and/or Council
- providing a forum for raising and discussing environmental issues

### 3. Committee Quorum

- A quorum is defined as 50% of current membership (eligible voters only).
- Unless a quorum is present, voting cannot take place.

### 4. Expressions of Interest and Selection Process

The Council will call for written expressions of interest from members of the community to fill the community representative positions.

The Expressions of Interest will be assessed against the following selection criteria:

- Demonstrated experience in environment management, within a community setting
- Knowledge of environmental issues affecting the Murrindindi Shire
- The ability to access networks and stakeholder groups within the community
- Experience facilitating/ leading community-based committees
- Formal qualifications in environmental management, or a related discipline (well regarded, but not essential)

A selection panel consisting of the Portfolio Councillor, the General Manager Infrastructure and Development Services and Coordinator Environmental Programs will undertake the assessment of submissions, interview applicants (at its discretion) and make recommendations to Council for final endorsement.

Whilst selection will be based on merit, the panel will attempt to ensure geographical representation from across the Shire.

- Membership of the Committee will be for three years.
- Any vacant positions during this term will be publicly advertised.
- Members of the Committee will be able to re-nominate after the term expires.
- Council will make all community appointments to the Committee and may, at its discretion; decline to appoint any person nominated.
- Council will invite the nominated agencies (DEPI, UGLN and GBCMA) to nominate representatives to the Committee

## **5. Co-opted members**

The Committee may also resolve to invite representatives to special meetings as subject matter experts from the following organizations: Goulburn Murray Water, Goulburn Valley Water, Environment Protection Authority, Goulburn Valley Waste Management Group, Sustainability Victoria, Berry Street (and other social/community organisations), business and tourism associations, local schools or any other relevant organisation.

## **6. Membership Responsibilities**

The Committee shall comprise the following members:

- The Councillor holding the Natural Environment and Climate Change Portfolio (voting)
- Other Councillors can attend on topics of interest through circulation of the agenda prior to meetings (non voting)
- Two Council officers, of which one is from senior management (Manager or General Manager) (non voting)
- Up to eight community representatives (voting)
- One representative from each of the Department of Environment and Primary Industries, the Goulburn Broken Catchment Management Authority and the Upper Goulburn Landcare Network (voting)

The Committee will have the following responsibilities:

- Advising and assisting Council on key environmental and sustainability policies, and strategies.

- Sharing expertise and knowledge around environmental and sustainability issues and opportunities
- Providing input into the development, implementation and review of Council's Environment Policy, Strategy and Management Plans.
- Reviewing progress reports and providing feedback on delivery.
- Advising Council on opportunities to participate in Regional, State or Federal environment programs and initiatives (including funding).
- Providing a forum to support and mentor Council's environment staff.

Members are expected to:

- attend and contribute to meetings
- review documentation and material relating to agenda items
- voice their concerns or feedback
- respond to correspondence between meetings
- act as technical experts where required
- networking in the community

## **7. Reporting Procedures**

The Murrindindi Environment Advisory Committee is a committee established by Council and therefore reports and recommendations must seek the endorsement of Council before being acted upon.

Minutes of meetings must be submitted to Council and are to be tabled as part of the agenda of an Ordinary Meeting of Council at the discretion of the Chief Executive Officer.

## **8. Management of Committee**

Management of meetings will be conducted in the following ways:

A Chairperson will be elected on an annual basis and will be mainly responsible for:

- Provide coordination, guidance and leadership to ensure successful functioning of Committee.
- Represent the Committee in the public domain.
- Ensure administrative and other tasks from meetings are carried out.
- Chair all meetings of the Committee.
- Act as the liaison person between the Committee and the Council.

In addition:

- All administrative functions of the Committee are performed by council officers.
- The Committee will meet at least on a quarterly basis.
- Meetings will be held in Alexandra, Yea or other location by agreement and may occur during or after business hours.
- Depending on the nature of the topics discussed at any particular Committee meeting, members are able to invite subject matter experts on behalf of their agency and/or community network or organisation.

## **9. Review of Committee Terms of Reference**

The Council will review the Terms of Reference of the Committee every three years.

**Title:** Social Media Policy  
**Type:** Council Policy  
**File No:** SF/405  
**Date Adopted:** To be completed later

**Next Review Date:** To be completed later

**Revision History:**

Date	Action	Who
8 August 2014	Draft policy prepared	Jacqui Rabel

**1. Purpose**

The purpose of this policy is to enhance Murrindindi Shire Council’s (MSC) communication and engagement with the community of Murrindindi Shire and other stakeholders by sharing and exchanging information and ideas in virtual networks and communities online.

**2. Rationale**

Council needs to take advantage of the opportunity afforded by social media channels to connect with members of Murrindindi Shire community and other stakeholders. Social Media will enhance Council’s ability to communicate with and listen to its community by complementing existing communication tools. Social media will provide a means by which Council can improve information flows and access to, and delivery of, services.

This policy provides a framework to guide and govern use of social media by all Councillors, Council employees, contractors (agencies and individuals who provide services to the Council) and volunteers appointed to undertake Council business and consultants.

**3. Scope**

This policy provides parameters and guidance which will govern Council’s use of social media in carrying out Council business and in relation to private use of social media which has a bearing on Council business.

This policy applies to all social media, which is defined as any form of electronic communication through which users share information, ideas, personal messages, images or video. The social media platforms covered by this policy are too numerous to mention, but this policy is intended to cover all digital environments to which people may add comment, contribute content, create, forward, link, tag, post, upload and share content. The absence of a reference to a particular kind of social media activity does not limit the application of this policy.

This policy applies at all times and to all places where social media is used to communicate in digital form any issue which reflects a view on Council business or services, Council’s role, Councillors or Council employees (“Representatives of Council”).

This policy does not apply to private use of social media, where no reference is made or could be perceived to have been made, to Murrindindi Shire Council, its Councillors, staff, policies, practices or services, suppliers or other stakeholders.

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**4. Policy**

Used well, social media is a valuable tool to reach rapidly expanding online communities. It provides another vehicle for Council to use in its communication, engagement and collaboration with the community of Murrindindi Shire and other stakeholders, which will supplement and enhance existing mainstream channels of communication. It also provides an advocacy tool for Council in pursuing its priorities.

Social media is an environment where a more casual communication style is appropriate. This can present challenges for a Government body, which tends to use formal and structured communications. Council commits to ensuring the style of language and the message communicated is clear yet informal. The focus of social media communication should always remain centred around engaging with the community, not simply broadcasting.

Delegated officers will have sole responsibility for responding to Community inquiries, requests or criticism. Any requests for permission to use social media for Council-related business must be put to the Chief Executive Officer.

A protocol document governing delegations, usage and practices relating to social media will be developed and will guide both the rollout and scope of Council’s social media use.

***What you can’t do***

Prohibited behaviours or content on social media include anything which would be prohibited by law, regulation or policy in any other context. These behaviours could include, but are not limited to

- profane, abusive or sexually loaded language, malicious, defamatory, racist or discriminatory remarks, false or misleading content, bullying or harassment and breaches of privacy or any other law.
- material which would bring Council, Councillors or Council employees into disrepute.

Representatives of Council must not

- disclose material which is confidential or pertains to internal discussions or decisions within Council.
- endorse or express political opinion, affinity or allegiance.
- publish content in exchange for reward of any kind and not seek to buy or reward favourable social media commentary.

The same rules of conduct which apply within Council apply when using social media. Users should be aware that disciplinary action might result from breaches of policies governing conduct which occur in the use of social media.

Any prohibited or questionable content should be brought to the immediate attention of Manager Communications, Library and Customer Services.

***Standards and Expectations***

It is expected that representatives of Council will:

- Seek appropriate authorisation from the CEO before using social media.

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- Filter requests through normal Council processes where possible. For example, customer requests received through social media platforms need to be entered into the internal customer request system
- Comment only on their area of expertise and responsibility and only if authorised to do so.
- Monitor and respond when necessary but do not censor or stifle discussion.
- Discuss only publicly available information.
- Be accurate, helpful, informative and courteous, including to those who express criticisms.
- Correct any errors or misleading information as soon as possible and acknowledge and take responsibility for posts and comments
- Be clear about their identity and declare vested or conflicts of interest.
- Ensure permission is sought from anyone appearing in images or video before uploading/sharing these via social media.
- Ensure that others intellectual property rights are observed and seek permission before reproducing copyright or trademark material or linking to a third party site.
- Refer all media enquiries made through social media channels to Council’s communication unit.

Social media is another communication channel through which customer requests and complaints can be made. Council will endeavour to treat issues, requests and comments delivered through social media platforms as if they were inwards correspondence, noting that it might not always be clear that this is the case, including where posts are of a general or multifaceted nature, are made anonymously or no contact details are given.

Any concerns about appropriate language, content and usage should be addressed to delegated users or to Manager Communications, Library and Customer Services.

***Use of social media in private capacity by Council staff***

This policy is not intended to cover private use of social media by representatives of Council where no reference is made or could be perceived to have been made, to Murrindindi Shire Council, its Councillors, staff, policies, practices or services, suppliers or other stakeholders.

However a breach of this policy might occur if social media is used privately in a way which links, or could be perceived to be linked, to the workplace or to Council. This could result from discussion of issues or between people which could identify to a third party a connection to Council, even when identities are not made explicit.

To avoid this, representatives of Council must not comment, post, express or imply a personal opinion relating to Council or its business. Authorised messages from Council must be easily distinguishable from the opinion of a representative of Council.

All Council Officers are allowed reasonable personal usage of social media in the work environment, as long as this does not interfere with proper performance of work, breach Council’s Staff Code of Conduct, this policy or any other Council policies, guidelines or laws. Use will be monitored to ensure staff compliance.

***Use of Social Media by Councillors***

Councillors might wish to use social media to promote their activities to the communities within their Wards. This policy does not seek to unduly limit such usage, but highlights particular obligations and issues which arise.

As elected officials, Councillors are responsible for the content they publish in a personal capacity on any social media platform and should recognise the potential harm that might be caused to the Council when they can be identified as representing Murrindindi Shire Council.

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Councillors should observe rules set out in relevant legislation and policies governing Councillor conduct when using social media and understand that social media can provide a permanent record of their comments. In particular, Councillors should ensure that they do not

- Cause detriment or reputational harm to the Council, other Councillors, Council officers or any other person.
- Disclose information that is derived from a confidential document or closed Council process.
- Contravene the Councillor Code of Conduct or any other Council policy

In addition to the standards and expectations set out in this document, Councillors should expressly state on all postings that the content or views they post or upload are their own and not those of the Council and should refrain from implying that they are authorised to speak as a representative of the Council.

Councillors should abide by the provisions of Council’s Election Caretaker Policy in using social media.

**5. Supporting Documents**

Protocols governing use of social media are currently being developed.

**6. Related Policies**

The acceptable use of social media within Council is regulated by other laws, regulations and Council policies, including

- **Confidentiality and Privacy Policy**
- **Equal Employment Opportunity policy**
- **Complaints Resolution Policy**
- **Customer Service Policy**
- **Employee Conduct Policy**
- **Election Caretaker Policy**
- **Council Staff Code of Conduct**
- **Prevention of Bullying and Occupational Violence**
- **Using Consultants Policy**
- **Email Policy**
- **Fraud Prevention and Control**
- **Communications policy**
- **Conflict of Interest policy**
- **Councillor Code of Conduct**
- **Local Government (Rules of Conduct) Regulations 2007**
- **Local Government Act**

**7. Governance**

The Executive Management Team and Senior Management Team, in conjunction with Manager, Communications, Customer and Library Service, are responsible for ensuring understanding of, and compliance with this policy by members of their work area.

**8. Portfolio and/or Riding Councillor Input**

[Input should be sought as appropriate for Council policies]

**9. Responsible Officer**

Manager, Communications, Customer and Library Service

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**10. Human Rights Charter**

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

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