

Shire of Surf Coast

**Code of Environmental Practice
for
Works on Rural Roadsides
(and other Council Controlled Land)**

AUGUST 2003

ACKNOWLEDGEMENTS:

Much of the work required to produce documents to guide the responsible environmental management of roadsides and natural areas has been very well executed by many other Shires and Catchment Management Authorities. A full list of references is included .

Special acknowledgement is accorded to the Shire of Yarra Ranges whose 'Code of Environmental Practice for Works on Council Controlled Land (Including Roadsides), March 1999' was found to address roadside issues and responsible work practices in a most relevant and applicable manner. The format and content provided a sound base for the Surf Coast Shire's Code with appropriate adaptations and additions being made to meet the local needs of the Shire, its workers and residents.

The Roadsides Conservation Advisory Committee's document 'Roadside Management Planning, Background & Guidelines' , 1995, provided a sound all encompassing reference for all the issues addressed in the new Code and is a recommended resource for developing further guidelines or local laws on these issues.

**BEST PRACTICE OPERATING PRINCIPLES FOR PLANNING,
DESIGN, CONSTRUCTION AND MAINTENANCE OF WORKS ON
ROADSIDES and COUNCIL CONTROLLED LAND**

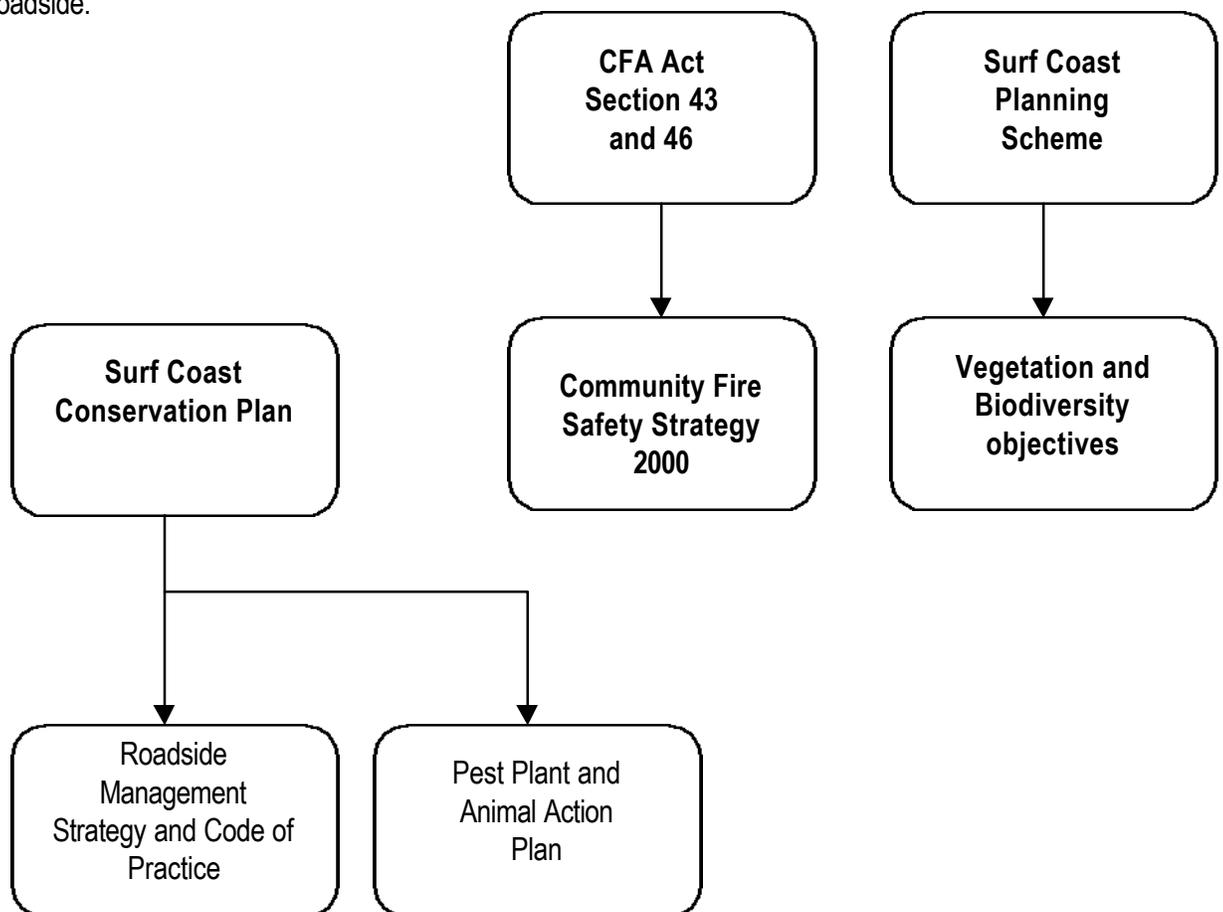
CONTENTS

<u>INTRODUCTION</u>	4
<u>Rural Roadside Management Vision</u>	5
<u>Rural Roadside Management Strategy</u>	5
<u>Surf Coast Shire vision, values and environmental policy</u>	5
<u>MANAGEMENT OBJECTIVES</u>	7
<u>HOW TO USE THE 'BEST PRACTICE OPERATING PRINCIPLES'</u>	8
<u>CONSERVATION VALUES</u>	9
1. <u>THE VALUE OF NATIVE VEGETATION</u>	9
2. <u>FAUNA</u>	11
3. <u>SPECIAL ENVIRONMENTAL AREAS</u>	12
<u>LANDCARE VALUES</u>	14
5. <u>WEEDS AND PEST ANIMALS</u>	14
6. <u>FARMING AND ASSOCIATED ACTIVITIES</u>	17
7. <u>REVEGETATION AND REHABILITATION PROGRAMS</u>	18
<u>FUNCTIONAL VALUES</u>	21
8. <u>CONSTRUCTION AND MAINTENANCE ACTIVITIES</u>	21
9. <u>VEGETATION MANAGEMENT DURING WORKS</u>	24
10. <u>SOIL EROSION AND SEDIMENTATION CONTROL</u>	27
11. <u>STORMWATER DRAINAGE AND MANAGEMENT OF RUNOFF</u>	27
12. <u>LITTER CONTROL</u>	28
13. <u>DUST CONTROL</u>	29
14. <u>STRIPPING, STOCKPILES AND DUMP SITES</u>	29
15. <u>UTILITY SERVICES</u>	30
16. <u>FIREWOOD COLLECTING, TIMBER and SEED HARVESTING</u>	33
17. <u>FIRE MANAGEMENT</u>	33
<u>CULTURAL AND RECREATIONAL VALUES</u>	35
18. <u>REST AREAS and WAYSIDE STOPS</u>	35
19. <u>HORSE RIDING</u>	35
20. <u>VISUAL AMENITY AND LANDSCAPE VALUES</u>	36
21. <u>CULTURAL AND HERITAGE VALUES</u>	36
22. <u>REFERENCE DOCUMENTATION</u>	37
23. <u>GLOSSARY OF TERMS</u>	37
<u>LEGISLATIVE CONTEXT</u>	39

INTRODUCTION

This Code of Environmental Practice for Works on Rural Roadsides (and other Council controlled land) has been developed to support and put into action the principles set out in the Rural Roadside Management Strategy. The Code primarily covers the roadside maintenance and construction activities which apply to all of the local road system and the declared main roads in Surf Coast Shire.

- The aim of the Code of Practice is to define good practice for all road maintenance and construction activities including works by service authorities and service organisations.
- The Code will be used by Shire staff, contractors, service organizations, and any community organization with a responsibility on roadsides or council land. It may also be used for in-field training.
- The Code will also guide activities of adjacent landowners and be available to meet public enquiries as to the Shire's and the community's expectations and accepted work practices for the roadside.



Flow Diagram of how the Code of Practice and Roadside Management Strategy Fit into the Broader Strategic Framework of the Shire.

Rural Roadside Management Vision

The Code of Practice is important in achieving the Shire's and the community's roadside management vision which is:

To effectively and co-operatively manage a network of road reserves by incorporating the values of different user groups, integrating fire prevention, flora and fauna diversity, safety & cultural/heritage values and recognising that the function of roads is to provide access and transportation across the landscape.

Rural Roadside Management Strategy

The Code of Practice has been developed to implement the principles set out in the Rural Roadside Management Strategy. The strategy aims to facilitate improved management of rural road reserves throughout the Shire by in part:

- identifying roadside issues
- implementing council roadside management priorities and actions
- providing a framework for the Code of Environmental Practice and for the Rural Roadside Management Prescriptions soon to be developed for each shire road.
- supporting Council's vision of preserving and enhancing the natural environment

The strategy is concerned with rural roadsides, namely the section of land between the road shoulder and the adjoining property. Roadsides are used and valued for a number of reasons, such as access, easements, recreation, aesthetics, fire prevention, culture and environment. The Strategy addresses the broader issues and programs while this Code will assist in bringing the vision about.

Surf Coast Shire vision, values and environmental policy

The following extracts from key Council documents set the scene for this Code of Environmental Practice.

Surf Coast Shire Environment and Conservation Plan (1996)

One important general aim of this Plan is:

- to ensure that the SurfCOAST Shire establish best practice in environmental management for all council and contracted operations

Key Objectives from the Council Plan

To manage the diverse environmental values of the Shire in a sustainable manner by balancing the needs of present and future generations with the protection of biodiversity and natural processes.

(Refer to Clause 21.05 – Environment Strategy)

To preserve and enhance scenic landscapes and cultural heritage values through the responsible management of land use and development.

(Refer to Clause 21.06 – Landscape and Culture Strategy)

Planning Scheme Objectives

Important objectives from the Vegetation and Biodiversity section of the Planning Scheme are:

- To reverse the decline in native vegetation and loss of biodiversity.
- To achieve a net increase in native vegetation cover within the Shire.

MANAGEMENT OBJECTIVES

This Code of Practice for Work on Rural Roadsides (and other Council controlled land) has been developed in conjunction with the Surf Coast Shire Rural Roadside Management Strategy. The Code generally covers the primary maintenance and construction activities which affect road reserves and applies to all of the local road system and the declared main roads in Surf Coast Shire. Road design (including safety design) is specified in the VicRoads Road Design Guidelines. These guidelines should be used in conjunction with this Code during the planning stage of road construction*.

The aim of the Code is to define good practice for all road maintenance and construction activities including works by service authorities and organisations. This Code of Practice will be used by Shire staff, contractors, and service organisations and for in-field training. The Code will also guide activities of adjacent landowners and be available to meet public enquiries as to the Shire's and the communities' expectations and accepted work practices for the roadside.

The objectives of this Code are to:

- Promote the environmental sustainability and safe use of roadsides and other Council controlled land;
- Minimise the risk and impact from fire;
- Protect and maintain indigenous vegetation communities and wildlife habitats;
- Protect threatened, significant native and exotic species of flora and fauna (as identified in "Remnant Roadside Vegetation of the Surf Coast Shire", and the Flora and Fauna Guarantee Act);
- Identify and maintain wildlife habitat and corridors for indigenous fauna;
- Prevent further land degradation and improve water quality;
- Control and minimise the spread of weeds and soil borne diseases;
- Maintain the amenity and landscape quality of rural roadsides in the Shire;
- Protect the cultural and heritage values, and important trees, both indigenous and exotic.
- Encourage all road and roadside users to be environmentally responsible while carrying out their responsibilities for service provision, fire management, weed control, etc..

*This Code recognises that:

- safety considerations are an important factor in the road construction and design process,
- there are guidelines on road safety standards and,
- that the primary function of a road is to provide for safe passage of vehicles and to this regard, any existing or proposed policies, strategies, and standards for road design, construction and maintenance, whether developed by Council or another organisation with that responsibility, shall take precedence over this Code.

HOW TO USE THE BEST PRACTICE OPERATING PRINCIPLES

The ***Best Practice Operating Principles*** include guidelines that are the current best operating practices to ensure appropriate work practices are used to minimise environmental damage.

All uses, works or activities carried out on Council controlled land, including roads, must adhere to these operating principles and guidelines.

For ease of use, the document has been divided into four categories:

- **Conservation Values**
- **Landcare Values**
- **Functional Values**
- **Cultural and Recreational Values**

Each category deals with a number of specific issues. Each issue is headed separately and comprises of an objective (explaining what is to be achieved) and recommended best practices to be used when carrying out any use, works or activity.

CONSERVATION VALUES

1. THE VALUE OF NATIVE VEGETATION

Remnant native or indigenous vegetation includes more than just trees. Trees, shrubs and groundcovers (creepers, grasses and herbs) combine to:

- provide an important source of food and shelter for wildlife;
- provide wildlife corridors linking other areas of indigenous vegetation;
- supports threatened or significant plants and animals; provide a vital source of local seed for replanting;
- are easier and cheaper to maintain than introduced vegetation;
- have visual amenity and landscape value; and
- provides microclimates e.g. Windbreaks.

A flora inventory of all non-urban roads in the Shire of Surf Coast was conducted in 1997 to determine plant species, vegetation communities and conservation significance. Conservation value was assigned to roads or sections of roads using the Roadside Conservation Advisory Committee's Handbook method. Those values, listed below, relate to the intactness of the native vegetation, presence of significant species or communities, presence of weeds and linkages in the landscape.

High: substantially intact native vegetation cover, may have some level of disturbance

Medium: partially intact native vegetation cover, may have medium levels of disturbance

Low: grossly modified vegetation with a high cover of non native plant species

1.1 Only do what you have to do

Objective: Protect existing trees, shrubs and groundcovers. Protection is more effective economically and environmentally than it is to replant them.

Unnecessary disturbance of healthy indigenous vegetation, (trees, shrubs and ground layer species):

- encourages weeds, which compete with indigenous plants and increase maintenance costs and fire-risk;
- can prevent the regeneration of indigenous plants;
- increases the risk of soil erosion and stream sedimentation;
- encourages the invasion of exotic or pest animals;
- increases cost of restoration;
- increases the risk of spreading soil diseases or pathogens;

Remember:

- healthy vegetation is an asset.
- the fine feeder roots occur in the top 30 cm of soil and the larger, deeper roots act as 'anchors';
- vehicle activity under trees or vegetation can damage indigenous vegetation and compact the soil, stopping air from reaching the roots;
- fill material prevents water and air from reaching the roots, causing root death. It may also cause trunk rot.
- cuts and trenches can damage the essential fine 'feeder roots' of the tree. Damage to roots can also make the tree unstable.

Best Practices:

- Only disturb the minimum amount of soil and indigenous vegetation that is required to do the works or activity.
- Where possible work outside the drip line of a tree to reduce damage to the roots, trunk and limbs.
- Store materials and equipment away from trees.
- Confine the driving or parking vehicles to within the designated work area.
- Fence off areas where identified indigenous vegetation is threatened by vehicular activity or the storage of materials or equipment, by using woven mesh barriers, wire fencing or large logs.
- Place fill material outside of the drip line of trees and shrubs.
- Keep soil cuts and trenching away from the drip line of trees where possible. When root removal cannot be avoided, leave a clean-cut edge to the root. Roots greater than 50mm in diameter should be retained where possible.
- Arrange arboricultural assessment of valuable trees which may be affected by works.

1.2 Protect Regeneration

Objective: *To protect the natural regeneration of indigenous plants resulting from seed-fall or suckering.*

Remember:

- Regenerating plants cost nothing and ensure that the local vegetation will continue to survive by being replaced over time by the naturally occurring young plants.

Best Practices:

- Minimise disturbance to indigenous vegetation. Identify regenerating areas outside the road formation and mark them with stakes where mowing or other activities should not occur.
- Regenerating indigenous vegetation to be retained except:
 - in drains and 1 metre behind invert. (Refer also to Section 11 Stormwater Drainage)
 - where road safety issues take precedence
 - regenerated trees growing on batter faces will be removed where considered to be a potential safety or stability problem
 - removal for specific fire management purposes.

Such native regeneration will be controlled but not always eliminated.

1.3 Wetlands

Remember:

- Drainage of the formed road pavement is important. However, small standing pools of water or marshy land on roadsides can be a source of food, water and shelter for wildlife.

Objective: *To retain wetlands, which provide a source of food, water and shelter for wildlife.*

Best Practices:

- Protect all wetland areas, whether natural or artificial, by minimising disturbance to the wetland and adjacent landforms.
- Design and maintain roadside drainage systems so that the road formation is protected and the water level of wetlands are not adversely affected.
- Prior to works being approved by Council and before undertaking any drainage works in any wetland or in areas surrounding wetlands contact the Council and the Department of Sustainability and Environment.
- Seek the advice of the Shire's Environment Officer to identify existing wetlands and protect by defining work zones in tender specifications and plans.

2. FAUNA

2.1 Wildlife Corridors

Objective: *To protect and enhance areas of indigenous vegetation, particularly on roadsides, that provide for wildlife corridors.*

Remember:

- Existing indigenous vegetation on roadsides can provide important links for the movement of fauna between larger areas of natural vegetation.

Best Practices:

- Identify and protect wildlife corridors on roadsides.
- In liaison with Department of Sustainability and Environment (DSE) look for opportunities to enhance wildlife corridors.
- Vegetation on roadsides that form wildlife corridors should be encouraged to regenerate, or be given high priority in revegetation rehabilitation programs.
- Ensure wildlife corridors are considered in the planning process.

2.2 Wildlife Habitat

Objective: *To retain the quality of habitat components, which are required by birds, mammals, reptiles, amphibians, invertebrates and micro-organisms.*

Remember:

- Existing indigenous vegetation can provide an important habitat function for fauna, for the purposes of feeding, breeding and shelter.

Best Practices:

- Retain all habitat components, that is leaf litter, rocks and crevices, trees with hollows, naturally fallen limbs and dead vegetation at various stages of decay, standing pools and marshy land, unless they pose a significant safety hazard or fire hazard (as specified by the Shire Municipal Fire Prevention Officer in consultation with the Shire Environment Officer or as specified in the Municipal Community Fire Safety Strategy). (See also 9.1 Vegetation Removal).
- Ensure habitat components are considered in planning and during works.

3. SPECIAL ENVIRONMENTAL AREAS

3.1 Roadside Environmental Signs and Markers

Objective: *Historical, archaeological, geological and rare or endangered plants will be recorded so that site management and any road design or construction or maintenance works can take into account the significance of the species or feature.*

Remember:

- Our responsibility is to maximise the retention of all species of flora and fauna listed under the Flora and Fauna Guarantee Act, and protect all sites of natural significance in the Shire.

Best Practices:

- Records of significant sites will include location, plant species or feature, reason for protection and site management guidelines.
- Significant sites that need special care and attention to be identified by signs.
- Where a '**Significant Vegetation Area**' sign or an '**Environmental Marker**' is displayed, Do Not start work between signs or the markers without seeking the approval of the Project or Contract Supervisor. Quote the code number on the sign to identify the site. The project or contract supervisor should liaise with the Shire Environment Officer to determine appropriate course of action.

LANDCARE VALUES

5. WEEDS AND PEST ANIMALS

5.1 Be Aware of Noxious And Environmental Weeds

Objective: *To identify any weed threat to the roadside on which any work or activity is to be undertaken.*

Remember:

- **Noxious and environmental weeds** can be spread during activities which disturb vegetation or the soil.
- **Noxious weeds** are plants that are declared to be a serious threat to agriculture and the environment.
- **Environmental weeds** are plants that invade and replace indigenous vegetation. They may be native plants that do not occur naturally in the region, or introduced exotic plants.
- Landowners, including public landowners/managers have a legislative requirement to control weeds on roadsides. Weed status and road type determine who is responsible. Contact the Shire Environment Officer for further information on responsibility.

Best Practices:

- Prior to the commencement of any activity ensure that a person with weed knowledge has identified any existing noxious and environmental weeds at the site. Consult the brochure "[Environmental Weeds: Invaders of Our Surf Coast](#)" to understand which plants are considered weeds.
- Consult with the Shire Environment Officer and the Shire [Pest Plant and Animal Action Plan](#) for weed priorities and programs.
- Ensure weed management is incorporated in the works program.

5.2 Control Grass and Weeds and Reduce Risk of Weeds Spreading

Objective: *To control roadside grass, prevent new outbreaks of weeds, control existing weeds and increase the coverage of indigenous vegetation on roadsides.*

Best Practices:

Control Roadside Grass

- Clearly identify areas of "regenerating indigenous vegetation", prior to undertaking slashing so as to avoid damage to these areas.
- Observe the Roadside Identification System (RIDS) for Serrated Tussock and generally, where possible, slash roadsides towards any weed infestations to help prevent weeds from spreading to non infested areas. Clean contaminated machinery.
- Grassed verges shall be cut to 1 metre behind the line of guide posts or 2.5 metre width from the edge of pavement. [Refer Civil Work Instructions 018 & 072 and Intervention Levels].
- Fence to fence slashing will only be done where specified in the Roadside Management Prescriptions for the particular road.
- Blades on slashers to be set no lower than 100 mm above the ground if slashing native grasses.
- Disturbance or scalping of the ground is to be avoided during mowing operations.
- Where possible, schedule mowing to allow native plants time to flower and set seed.
- Annual burning may be permitted to control pasture grasses and/or promote the condition of remnant native grassland.
- Slashing of roadsides by landowners requires approval from the Shire. (See also 6.1 Farming Activities on Roadsides).

Prevent new Weed Outbreaks

- Prior to commencing work on a road of High and Medium Conservation Value, vehicles and machinery that have been working in known weed-infested or soil pathogen areas to be appropriately cleaned of all soil and plant debris; (scraped and washed, air blasted or steamed cleaned). (*Refer also Sections 9.4 'Avoid Tidying Up'; 9.5 Weed and Disease Control - Clean down machinery*).
- Cover loads of infested material, as per the Surf Coast Shire brochure "*Help! Our Environment is Suffering: Cover Your Load*".
- Slashing to control exotic grasses should be carried out at a time specified by the relevant Shire Officer- this is usually the Municipal Fire Prevention Officer through the slashing program.
- Monitor sites of recent works for any regrowth of weeds and undertake follow up control where necessary.

Control Existing Weed Problems

- In preparing weed control programs give priority to the control of environmental weeds on High Conservation roadsides.
- Undertake weed control programs jointly with adjacent landholders when weeds are also a problem on private land.
- Weed control by ploughing, cultivation or broad acre herbicide use, is prohibited on all roadsides without prior approval from the Council.

- Refer also to CW-WI-021 Weed Treatment.
- Do not remove weeds in seed if possible.
- Dispose of noxious weeds at a designated dumpsite, or burn on site in a cleared area, or destroy and leave on site (only if re-shooting cannot occur).
- Monitor designated weed dumpsites and prevent weeds from spreading off the site.

Rehabilitation

- Plan the rehabilitation of any disturbed site resulting from weed removal.
(Refer Section 7 Revegetation and Rehabilitation Programs)
- Plants known to be environmental weeds must not be used in any landscape project. (Refer list of environmental weeds in the Surf Coast Shire Planning Scheme and Environmental Weeds: Invaders of our Surf Coast brochure).

5.3 Herbicides

Objective: *To promote responsible use of herbicides on roadsides*

Best Practices:

- Herbicides may be used to spot spray around signs, culverts, guide posts, kerbs, guard rail etc., and for the control of noxious weeds and weeds on stockpile and dump sites..
- Broad scale use of herbicides for early burning of firebreaks is not permitted except in special cases and where conservation values are not threatened. Consult Shire Environment Officer.
- Contractors undertaking herbicide spraying shall be registered and licensed.
- Ensure that trained staff use herbicides in accordance with Civil Work Instructions 021 & 071, Occupational and Health regulations and the instructions recommended by the manufacturer.
- Restrict the use of herbicides. Before using herbicides investigate all alternative weed control methods for effectiveness.
- Use only herbicides with the active ingredients glyphosate and simazine or other products approved in consultation with Shire's Environment Officer.
- Persons taking action to control weeds on roadsides must liase with Council as to herbicides and methods to be used.

5.4 Pest Animals

Objective: *To effectively control pest animals in a manner that causes least disturbance to indigenous vegetation.*

Remember:

- Pest animals are declared under the *Catchment and Land Protection Act*.
- Rabbits and foxes are the main established pest animals on roadsides.
- Landowners, including public landowners/managers have a legislative requirement to control established pest animals on roadsides adjoining their property.

Best Practices

- Undertake control of pest animals in areas of quality remnant vegetation or medium to very high conservation value roadsides, in a manner that causes the least disturbance to native flora and fauna.
- Only trained staff and or licensed contractors are to use pesticides / poisons.
- Contact the Department of Sustainability and Environment (DSE) for alternative control methods.

5.5 Insect Pests

Objective: To limit insect damage of roadside native vegetation

Remember:

Roadside native vegetation which is healthy and has a balance of trees, shrubs and groundcovers will provide important source of food and shelter for birds and animals who will help control insect pests.

Best Practices

- Where defoliation is occurring from insect attack on a regular basis and the plant seems unable to recover notify the Department of Sustainability and Environment (DSE) and the Shire Environment Officer.
- Where dieback is evident or plants are visibly stressed consult with Department of Sustainability and Environment (DSE) on appropriate treatment.

6. FARMING AND ASSOCIATED ACTIVITIES

6.1 Farming Activities on Roadsides

Objective: To regulate farming activities on roadsides for the protection of flora and fauna.

Best Practices

- Cutting grass hay is encouraged where roadside vegetation has become totally modified with non-native plants and pasture grasses. A permit from the Shire is required.
- Ploughing and grading roadsides is prohibited except with the written permission of the Shire.

- New ploughed, graded or rotary-hoed firebreaks are not permitted on the road reserve. Adjacent landholders are encouraged to construct firebreaks on their own land.
- Cropping or sowing to pasture is prohibited on all roadsides.
- Grazing, i.e. animals contained by fencing, is not permitted on roadsides except possibly in special circumstances as a fire prevention measure and then only on degraded roadsides. A permit from the Shire is required.

6.2 Movement of Livestock

Objective: To monitor and control the movement of all livestock to prevent undue damage to roadside vegetation.

Best Practices

- Movement of livestock that is part of normal farm practice and is an existing use is permitted. Where routes coincide with areas of significant vegetation the landholder should take special care to avoid damage.
- Movement of livestock that is part of normal farm practice, but is not an existing practice, will require a permit from the Shire.
- Droving may be permitted on roads with low traffic volumes and of low conservation value subject to written permit from the Shire for Main Roads and local roads and from VicRoads for Highways, Tourist Roads and Forest Roads.
- Proposed routes must be inspected by the Council and the Department of Sustainability and Environment (DSE) prior to any permit being issued.

7. REVEGETATION AND REHABILITATION PROGRAMS

7.1 Disturbed Sites – Indigenous Vegetation

Objective: To re-establish indigenous vegetation through responsible revegetation and rehabilitation programs

Best Practices:

- Where works are likely to modify the existing indigenous vegetation, a management plan for the rehabilitation of that vegetation must form part of any works proposal and must ensure that revegetation replaces and enhances the vegetation cover and species diversity that exists at the works site.
- Responsibility for rehabilitation after disturbance to a site rests with the organisation undertaking the works.
- Maintenance of rehabilitated sites for a minimum of one year post planting to be undertaken by the group performing the works.

- Prior to undertaking any rehabilitation or revegetation work consult with the Shire Environment Officer, the Department of Sustainability and Environment (DSE), and any other responsible agency with a direct interest, to determine appropriate treatments.
- Take into consideration the requirements of the Municipal Community Fire Safety Strategy and clearances from powerlines and drains when selecting and placing plants.
- Plan site rehabilitation or revegetation works well in advance, preferably one year prior to commencing works, to allow for vegetation identification, seed collection, propagation of plants and proper planning to achieve successful rehabilitation of the site.
- Encourage natural regeneration as much as possible.
- Use seed of local provenance vegetation for direct seeding or tubestock planting.
- Plant vegetation in accordance with best horticultural practices.

7.2 Disturbed Sites – Exotic Landscapes

Objective: *To re-establish exotic species where important in the local landscape as avenue plantings or individual exotic species that have been recognised as significant.*

Best Practices:

- Prior to undertaking works, identify and record any exotic species that are important in the local landscape or have been recognised as significant. Consult Shire Environment Officer.
- Protect identified exotic species during works.
- Replace any removed identified exotic species with the same species unless plant is an environmental weed.
- Prior to undertaking any replanting work consult with the Shire Environment Officer and any other responsible agency with a direct interest to determine the appropriate planting.
- Maintenance of replanted exotic species for a minimum of one year post planting to be undertaken by the group performing the works.
- Plant vegetation in accordance with best horticultural practices.
- Take into consideration the requirements clearances from powerlines and drains.

7.3 Plantings upon Roadsides & Streets by others.

Objective: *To monitor and control unauthorised planting of vegetation on rural roadsides*

Remember: Local Law No.4 of 1995' 'Introduced Plantings upon Roadsides-Roads & Streets' requires that a permit be obtained for any private planting on roadsides. Previous private plantings have often included environmental weeds.

Best Practices:

- Prior to introducing or propagating any plant, tree or shrub upon a rural roadside a permit must be obtained from the Council and planting implemented in accordance with the conditions of such permit.
- Prior to Council approving a permit application reference must be made to Surf Coast Shires "Roadside Plantings in Rural Areas" policy and guidelines.
- New and existing residences or developments must not extend exotic landscaping on to the road reserve unless specific permission is granted.
- Utility Services will rehabilitate disturbed sites (consultation but no permit required) as per Section 15, 7.1 and 7.2 of this Code.

FUNCTIONAL VALUES

8. CONSTRUCTION AND MAINTENANCE ACTIVITIES

8.1 Walk the Route

Objective: *To understand the environmental values of the site and define the limits of activity.*

Best Practices:

- 'Walk the Route', inspecting the works or project site before planning and design and before construction begins, to confirm and mark the limit of all construction activities (the construction zone).

This should involve appropriate officers from the Surf Coast Shire and the contractor's representative.

- Minimise the impact of construction on vegetation by identifying and marking with stakes, tape or webbing:
 - the limits of vegetation removal. (Tape is to be used to mark trees for removal);
 - significant or protected vegetation, habitat areas, archaeological and sensitive areas that should be protected from disturbance;
 - the presence of weeds indicated on the Environmental Weeds: Invaders of our Surf Coast brochure; and
 - the exact locations of proposed stockpiles, plant compounds and access roads.

8.2 Training

Objective: *To ensure all personnel undertaking works on Council land and roadsides acquire an understanding of the value of remnant vegetation and other environmental values and acquire training in best practice techniques.*

Remember:

- A great deal of damage can be done to the environment in a short period of time. Those involved in works need to understand that good planning and careful execution of works are essential in minimising their impact on the vegetation.

Best Practices:

- All personnel, planners, designers, supervisors, road construction and maintenance personnel involved in road construction and maintenance works, must have completed a Shire approved 'environmental best operating practices' course.
- Contractors must ensure subcontractors comply with this requirement prior to engagement.

8.3 Project Planning and Design

Objective: *To reduce the environmental impact of any proposal at the earliest part of the conceptual, planning and design stage, prior to any construction activity being undertaken.*

Best Practices:

- All those involved in the planning, design and construction (or maintenance) of works on Council controlled land or roadsides, must have completed a Shire approved 'environmental best operating practices' course.
- Apply the compliance or scoping process at the earliest opportunity for any activity, use or development on roads.
- Plan all activities to reduce impact on the environment including archaeological sites.
- Consider alternatives to minimise impact on the environment.

8.4 Stay Within the 'Construction' And 'Maintenance' Zones

Objective: *To limit all activities to a defined area, reducing disturbance to surrounding vegetation.*

- The '**Construction Zone**' is the area clearly marked where all construction activities take place (such as the area stripped for road construction, stockpile areas, compounds, access routes, etc.).
- The '**Maintenance Zone**' is the area within the outside of the drain or toe of batter on each side of the road. This generally correlates to the limits of any routine maintenance works. (there are some exceptions, e.g. cut-off drains).
- The '**Roadside Zone**' is the area from the edge of the construction or maintenance zone to the fenceline on each side of the road. Construction and maintenance works that intrude into this area should comply with this Code and any Rural Roadside Management Prescriptions (RRMP) for the particular road.

Remember:

- By carrying out activities from within the 'Zone' minimum disturbance to roadside vegetation results, e.g. a backhoe can minimise disturbance to vegetation by remaining on a road shoulder, whereas a bulldozer is more destructive since it must manoeuvre within the vegetation.

Best Practices:

- Stay within the defined construction and maintenance zones and designated access tracks during construction and routine maintenance works.

8.5 Vehicle and Machinery Activity

Objective: *To minimise disturbance to indigenous vegetation (trees, shrubs and groundcover) by using the appropriate type and minimum size of machine for the job; and confining vehicular activities to designated construction and maintenance zones.*

Best Practices:

- Select the type and size of machinery appropriate for the task to minimise disturbance to vegetation.
- Park machinery in a cleared area, in a designated wayside stop, car park or on private land (where permission has been granted).
- Site machinery compounds clear of indigenous trees, shrubs and ground covers. In no circumstances should vegetation be removed to provide for the siting of machinery compounds or storage of materials.
- Park service vehicles and machinery on the roadside at a designated location only when it is not possible to move to a more appropriate site. Great care must be taken to ensure that no spillage results from any servicing operation.
- Confine machinery to the existing road formation (including table drains), proposed alignment, designated access tracks or construction zone unless otherwise directed by the site supervisor.
- Avoid drip lines of trees to minimise root damage and soil compaction around tree root systems from machinery.

8.6 Vegetation Canopy and Side Clearance along Roads

Objective: *To obtain minimum height and lateral clearance of vegetation along roads with the least impact on the roadside vegetation.*

Best Practices:

- Maintain a minimum of 4.5 metres clearance height from the established road formation (roads surface and shoulders) to the vegetation overhang.

- Maintain vegetation clear of road formation and drains.
- Remove only those limbs necessary to obtain the minimum clearance and overhanging dead limbs that pose a threat to road users.
- Vegetation to be removed with minimal impact and disturbance to the roadside vegetation and environmental value.
- Prune trees carefully. (Refer Section 9.2 – ‘Prune Trees Carefully’).

9. VEGETATION MANAGEMENT DURING WORKS

9.1 Vegetation Removal

Objective: *Clear only the minimum amount of vegetation required to carry out works.*

Remember:

A planning permit, and in some cases a permit under the *Flora and Fauna Guarantee Act*, will almost always be required before trees or vegetation are removed or pruned outside the road formation.

Best Practices:

- Prior to commencing any works ensure you have the appropriate permits. Refer also to CW-WI-069 Tree Pruning.
- Consider the following points before any action is taken:
 - Safety of staff, property and road users;
 - All staff carrying out the works are adequately trained and accredited in the use of chainsaws and are approved by the Shire;
 - The effect of the tree removal or pruning on the appearance of the roadside; and
 - The historical and cultural significance of the trees.
- Remove only vegetation required for construction (marked vegetation only) and for safety.
- Trees should be felled into the construction or maintenance zone, not into undisturbed vegetation.
- Trees removed from outside of the construction and maintenance zone must be felled by cutting off at ground level to minimise disturbance to the surrounding vegetation. Removal of trees complete with root systems causes unnecessary soil and vegetation disturbance.
- Where possible, all pruning and felled trees to be mulched on site and spread on exposed areas to assist with the spread the local seed, (except for introduced species which will be removed to approved disposal sites). Timber too large to be mulched can be left on site for wildlife habitat, removed from site, or made available for firewood.

- Do not chip noxious or environmental weeds (these are to be carefully removed prior to seeding to an approved disposal site) except where approved by the Shire's Parks and Gardens Coordinator.
- Removed indigenous vegetation may only be burnt or removed from the site with the Contract Supervisor's approval. Burning will only be allowed in approved areas and where remnant vegetation will not be damaged.
- Stumps, dead trees or dead limbs that pose a significant safety hazard will be removed. Elsewhere dead trees, stumps and logs will be retained on the road reserve to provide habitat for wildlife.

9.2 Prune Trees Carefully

Objective: *Selective, and careful, pruning of trees wherever possible can often reduce the need for tree removal, resulting in preservation of those trees and minimal soil disturbance.*

Best Practices:

- Prior to commencing any works outside the road formation or outside the requirements of powerline clearing, ensure you have the appropriate permits.
- All pruning and tree removal work is to be carried out in accordance with the Australian Standard AS4373-1996 Pruning of Amenity Trees. Refer also to CW-WI-069 Tree Pruning.
- To avoid damage to the bark below the cut, use the three cut method on all but the smallest branches.
- Where possible hollow bearing trees should only have weight reduction of the crown so that minimal loss of tree hollows occurs.
- Minimise the removal of timber from the site. (See 'Vegetation Removal' above).

9.3 Avoid Mowing Indigenous Vegetation

Objective: *To avoid mowing or slashing indigenous vegetation and protect regenerating young plants that when established shade out exotic grasses and reduce the need for mowing.*

Best Practices:

- Mow only what is necessary in accordance with the specifications for the particular works.
- Use stakes to protect groups of young trees and shrubs where mowing in the vicinity is essential.
- Mow native grasses and wildflowers after seeding or flowering. In most cases this is in Autumn. Consult Shire Environment Officer or the Roadside Management Prescriptions for the particular road.

9.4 Avoid 'Tidying Up' Vegetation

Objective: *To prevent the unnecessary removal of vegetation as work sites are tidied up.*

Remember:

- Thinning out of plants or plant removal causes unnecessary disturbance to the soil, vegetation, and wildlife habitat and may spread weeds.
- Exposed soil can also be subject to erosion leading to siltation of drainage lines and damage to aquatic environments.
- Minimal disturbance avoids costly ground repairs after construction.

Best Practices:

- Do not grade or excavate beyond the construction and maintenance zones or spread topsoil into native vegetation.
- Leave vegetation undisturbed wherever possible during and after construction.
- Avoid leaving earth bare and subject to erosion.
- Identify and mark out areas of intact (quality) native vegetation prior to commencing works.

9.5 Weed and Pathogen (Plant Disease) Control

Objective: *To prevent the spread of weeds and soil pathogens (particularly Cinnamon Fungus) by vehicles and machinery*

Best Practices:

- Identify areas of weed and soil pathogen infestations prior to commencing any works.
- Work from weed free (clean) areas into weed affected areas of the works site.
- Prior to commencing work on a road of High and Medium Conservation Value, vehicles and machinery that have been working in known weed-infested or soil pathogen areas to be appropriately cleaned of all soil and plant debris; (scraped and washed, air blasted or steamed cleaned).
- Before being transported to any new location, vehicles and machinery to be cleaned of all soil and washed down thoroughly at a designated washdown area (e.g. Depot) and in accordance with Department of Sustainability and Environment (DSE) procedures.
- All materials used for construction and maintenance works, particularly on High and Medium conservation roads, must be free from soil pathogens and weed seed prior to being used.
- Refer also (Section 5- Weeds and Pest Animals).

10. SOIL EROSION AND SEDIMENTATION CONTROL

Objective: *To prevent soil erosion and sedimentation during works.*

Remember:

- Erosion removes valuable topsoil and produces sediment, which silts drains, creeks and rivers damaging the aquatic environment.

Best Practices:

- Soil erosion and sedimentation control procedures must be included in the Planning and Design stage of any proposed use of a road.
- Erosion to be minimised by:
 - protecting existing vegetation;
 - minimising soil disturbance; and
 - stabilising disturbed areas as works proceed.
- Make provision for stormwater runoff at the beginning of the job.
- Divert all stormwater away from loose or exposed soil.
- Avoid steep drainage lines where possible.
- Avoid steep batter slopes.
- Dissipate flows by use of wetland ponds or energy dissipating devices where appropriate.
- Capture silt by use of silt traps, barriers or sumps.
- Maintain the inspection, maintenance and cleaning program for all stormwater drainage systems.
- Avoid directing stormwater from construction sites into areas supporting high quality indigenous vegetation including watercourses.
- Stabilise disturbed areas with sterile cover crops, eg. Cereal Rye, or erosion control matting, imported weed free mulch or mulch chipped from the site. Exotic pasture grasses should not be used to stabilise exposed soil in areas that support indigenous vegetation.

11. STORMWATER DRAINAGE AND MANAGEMENT OF RUNOFF

Objectives: *To design, construct and maintain stormwater systems that protect the natural environment.*

Best Practices:

- Drainage systems including piped, open and cutoff drains must be designed to avoid native vegetation where possible or to minimise disturbance to native vegetation, minimising the potential for erosion and sedimentation.
- Avoid the concentration of runoff flows onto adjoining land.
- Design, construct and maintain table drains and cut-off mitre drains:
 - to follow natural drainage lines and avoid steep gradients;
 - to reduce water velocity and runoff by avoiding narrow 'V' drains and by other means.
 - to prevent water from flooding the road and roadside (except at times of flash downpours);
 - to cause minimum disturbance to surrounding vegetation; and
 - to minimise siltation.
- Design, construct and maintain table drains as grassed waterways to reduce soil erosion and siltation of watercourses.
- Refer also to CW-WI-066 Surface Drains and CW-WI-074 Road Reserve Drainage.
- Grassed roadside table drains should be slashed, not treated with herbicide as this exposes the soil to ongoing erosion.
- Spoil from drain cleaning to be directed towards the road pavement and removed to a designated dumpsite unless it can be safely retained on the road shoulder.
- Avoid extra reshaping or increasing the size of drains unnecessarily.
- Windrowing drain material onto roadside vegetation must not occur.
- Remove vegetation growing within the effective part of a table drain (from edge of road shoulder to the top of the back of the drain) which interferes with the working of the drain or is a safety hazard and is not likely to lead to erosion. (Removal of native vegetation greater than ten years old requires a permit)
- Do not disturb, where possible, vegetation outside the effective part of the table drain when maintaining table drains.
- Rotary drainer cleaner not to be used in areas of native vegetation to avoid the spread of weeds.
- Prepare contingency procedures to cater for the large storms during the construction phase of the project to minimise offsite effects of erosion, siltation and damage to water quality.

12. LITTER CONTROL

Objective: *To keep sites litter free.*

Best Practices:

- Ensure all litter including oil cans, hoses and machinery parts are disposed in a responsible manner.
- Maintain a high quality of housekeeping and ensure that materials are not left where they can be washed or blown away to become litter.
- Provide bins for construction workers and staff at locations where food is consumed.
- Conduct ongoing awareness education with staff of the need to avoid littering.

13. DUST CONTROL

Objective: *To minimise risk or loss of amenity due to the emission of dust to the environment from works on roads.*

Best Practices

- Assess the impact of dust where it has been identified as a risk, e.g. safety, impact on residents and others, crops.
- Take appropriate dust suppression measures during maintenance and/or construction, e.g. by promptly watering exposed areas when visible dust is observed.

14. STRIPPING, STOCKPILES AND DUMP SITES

14.1 Strip and Stockpile Topsoil

Objective: *To promote the stockpiling of topsoil from works sites particularly from areas of native vegetation for reuse as it contains organic matter and the seeds of local native plants.*

Best Practices:

- Remove any weeds before stockpiling by spraying or scalping or store weedy topsoil separately.
- Strip and stockpile the topsoil before starting any works.
- Locate soil stockpiles in cleared areas, away from existing drainage lines, trees, shrubs and native grasses.
- Topsoil should ideally be stockpiled for less than 12 months to make sure that the native plant seed in the soil remains viable.
- Imported topsoil only to be used if authorised by the relevant Council Officer or if specified in Contract.

14.2 Location and Management of Stockpiles

Objective: *To manage the location of stockpiles and dumpsites to limit the spread of materials into native vegetation, the spread of weeds and for the protection of the landscape and amenity of an area.*

Best Practices:

- Only designated stockpile/dump sites to be used for the stockpiling of materials when carrying out any works on road reserves.
- Designated stockpile/dump sites are identified on a locality map provided by the Shire.
- New stockpile or dumpsites sites may only be approved by the Contract Superintendent or relevant Shire Officer, and are not to be located on roadsides with medium to high conservation values, drainage lines, floodways, culvert areas or on roadsides adjacent to forests areas.

In no circumstances must indigenous vegetation be removed to provide for the siting stockpiles or the storage of materials (including dumpsites for excess soils/materials).

- Select the location for new stockpile/dump sites carefully. Consider the local landscape values. Stockpiles and dumpsites are to be hidden from view where possible and should not be located within close proximity to towns and or tourist amenities, watercourses and remnant vegetation.
- Monitor the stockpile/dump site for weed growth and disease / pathogens and implement necessary controls to remove weed growth before flowering and seeding.
- Use minimum space necessary to store materials and to gain access to the stockpile/dump site. Carry out an annual cleanup on each site.
- Stockpile/dump site boundaries to be clearly defined e.g. fencing, fallen logs.

15. UTILITY SERVICES

15.1 Installation of Services - Power, Communications, Water, Sewage & Gas

Objective: *To minimise disturbance of the indigenous vegetation during the installation and maintenance of service assets whilst maintaining a safe operating environment for the asset.*

Best Practices

- 'Walk the Route', inspecting the works or project site before planning, design and before construction begins, to confirm and mark the limit of all construction activities (the construction zone). This should involve appropriate officers from the Surf Coast Shire.
- Locate services, where possible, on low conservation value roadsides or cleared private land adjacent to roadsides. Consideration should also be given to locating the services within the road pavement, road shoulder or table drain (subject to Council agreement). Consider all

options to minimise vegetation loss when vegetation removal is proposed on high or medium conservation value roadsides.

- Minimise the impact of construction on vegetation by identifying and marking with stakes, tape or webbing:
 - the limits of vegetation removal. (Tape is to be used to mark trees for removal);
 - significant or protected vegetation, habitat areas and sensitive areas that should be protected from disturbance;
 - the presence of weeds indicated in the Environmental Weeds: Invaders of our Surf Coast brochure and
 - the exact location of proposed stockpiles, plant compounds and access roads.
- If indigenous vegetation removal is proposed, consult with affected landholders and persons with specialist knowledge of vegetation. Inspections to be arranged by the proponent. Proponent to apply for permit to remove native vegetation.
- Utility Providers to ensure they have sufficient knowledge of, and plan routes and plant/equipment storage areas to take into account:
 - State or Shire policies or agreements; in particular the Surf Coast Shire Environment and Conservation Plan (1996).
 - Surf Coast Shire Roadside Management Strategy (2003)
 - Remnant Roadside Vegetation of the Surf Coast Shire (1997) and sites of natural significance and the location of threatened flora and fauna species and communities;
 - Sites of cultural or heritage significance as identified in Surf Coast Heritage Study: Report on Stage One (1998). and as incorporated into the Surf Coast Shire Planning Scheme.
 - Guidelines as detailed in the Roadside Management Prescriptions (to be prepared) for the particular road;
 - Surf Coast Shire Planning Scheme and specific reserve action plans (eg Ironbark Basin Reserve Action Plan). "
 - Codes of Practice of relevant agencies and other relevant plan or strategy which apply to roadsides and other council controlled land
- Rehabilitate all disturbed sites in accordance with this Code, at the cost of the Utility body.
- Where works have an impact on the adjacent landholder the Utility provider of works, prior to commencement, should advise adjacent landowner.
- All employees or contractors carrying out construction and/or maintenance works for a Utility Service provider should adhere to the policies and guidelines detailed in this Code of Practice.
- All employees or contractors carrying out Utility Service construction and/or maintenance works are encouraged to undertake environmental care training to a standard approved by the Shire.

15.2 Maintaining Services - Communications, Water, Sewage, Gas

Best Practices:

- All employees or contractors carrying out construction and/or maintenance works for a Utility Service provider should adhere to the policies and guidelines detailed in this Code of Practice.
- All employees or contractors carrying out Utility Service construction and/or maintenance works are encouraged to undertake environmental care training to a standard approved by the Shire.

15.3 Maintaining Services – Power

Best Practices:

- Any vegetation removal must be the minimum necessary to comply with the 'Code of Practice For Powerline Clearance [Vegetation] 1996'
- It is preferable that for any works of maintenance to powerline infrastructure and any removal of vegetation comply with the following:
 - Vegetation removal necessary to maintain clearance for powerlines is to be in accordance with the guidelines established by the Surf Coast Shire and VEMCO and pruning principles in this Code.
 - All employees or contractors carrying out construction and/or maintenance works for a Power Utility Service provider should adhere to the policies and guidelines detailed in this Code of Practice.
 - All employees or contractors carrying out Utility Service construction and/or maintenance works are encouraged to undertake environmental care training to a standard approved by the Shire
- Where conflict between significant vegetation and clearance around powerlines is identified the Power Utility provider will liaise with the Shire Environment Officer.

16. FIREWOOD COLLECTING, TIMBER and SEED HARVESTING

Objective: *To protect roadside vegetation generally and important habitat trees standing or fallen, living or dead, with or without hollows.*

Remember:

- Collection of firewood, seed collection or the removal of native vegetation on roadsides all require a permit from the Department of Sustainability and Environment (DSE).

Best Practices:

- Fallen timber on roadsides should be left untouched unless it constitutes a safety or fire risk or threatens the health of existing vegetation.

17. FIRE MANAGEMENT

Objective: *To manage roadside vegetation in order that fire threat to life and property is minimised; such management to take account of the conservation of flora and fauna and other roadside values.*

Best Practices:

- Undertake all fire prevention works on roadsides in accordance with the Community Fire Safety Strategy 2000 and the Wildfire Prevention Strategy, 2002.
- The Municipal Roadside Fire Management Program to be prepared taking into consideration the Community Fire Safety Strategy, this Code of Practice and applying the principles of the Roadside Fire Management Guidelines, 2001. CFA.
- The Municipal Roadside Fire Management Program must take into account the conservation values of roadsides that have been designated as firebreaks. Fire prevention works on roadsides of medium to very high conservation values must be planned in consultation with the Council and the Department of Sustainability and Environment (DSE). Roadsides adjacent to Parks Victoria land will be managed consistent with Parks Victoria's management. PV will consult with Council on fuel reduction works.
- Sites of threatened or significant flora or fauna, or other values, to be recorded on the Municipal Roadside Fire Management Program and clearly identified and, where necessary, protected on the ground prior to any works being carried out. Burning may be acceptable.
- Evaluate and monitor annually fire prevention works in consultation between the CFA and DSE to determine the effect of works on both conservation values and fire management. Where a management program conflicts with identified conservation objectives, a site management plan must be prepared and agreed to.
- Only mown or controlled "cool burn" firebreaks are permitted. A permit is to be obtained from the Shire Municipal Fire Prevention Officer (MFPO), on behalf of Council and the CFA prior to any

burning. New ploughed or rotary-hoed firebreaks are not permitted on the road reserve. Adjacent landholders are encouraged to construct firebreaks on their own land as may be recommended in the Community Fire Safety Strategy.

- Herbicides will generally not be used for fire prevention works except where agreed to by the Shire MFPO and Environment Officer and in liaison with the CFA.

CULTURAL AND RECREATIONAL VALUES

18. REST AREAS and WAYSIDE STOPS

Objective: *To ensure that rest areas and wayside stops will enhance the enjoyment and appreciation of the area by road users as well as minimising driver fatigue while having a minimum impact on the environment.*

Best Practices:

- Select suitable locations for rest areas and wayside stops on roadsides after a site inspection and consultation with the Council, the facility designer, the Department of Sustainability and Environment (DSE) and any other relevant authority.
- Locate the facility to complement any natural, scenic, cultural or historic features on the roadside and consider the distance from one stop to another.
- Determine the type of facility suitable for the area after considering a number of factors including impact on flora and fauna, environmental issues, fire risk and road safety.
- Design and manage the facility in a manner to have the least impact on remnant vegetation and to minimise vegetation loss. Ensure that car parking does not extend around the base of mature trees and ensure that parking surfaces are free draining.
- Selective pruning of trees to maintain scenic views may be acceptable after consultation with the Department of Sustainability and Environment (DSE).
- Where required, install "Take Your Rubbish Home" signs.

19. HORSE RIDING

Objective: *To ensure the active management of horse riding to minimise any adverse impact on flora and fauna.*

Best Practices:

- Commercial trail rides wishing to use roadsides would be encouraged to consult with the Council to determine a route that causes least damage to vegetation.
- Preference will be given to locating trail rides on roadsides of Low Conservation Value.
- The maintenance of all horse riding trails must include monitoring of any adverse environmental impacts and immediate remedial work in consultation with Council.

20. VISUAL AMENITY AND LANDSCAPE VALUES

Objective: *To maintain and enhance the visual amenity and landscape value of roadsides.*

Best Practices:

- Management practices on roadsides will be considered for their long term effects on landscape quality.
- Existing landscape characteristics will be conserved in high quality landscapes and any planting / regeneration will be undertaken to reinforce the existing landscape. Indigenous species of local provenance will be planted except in significant established exotic (non-indigenous) landscapes, primarily in urban areas.
- Revegetation and rehabilitation will be in accordance with Sections 7.1 & 7.2.

21. CULTURAL AND HERITAGE VALUES

Objective: *To ensure the protection of roadside sites identified as having cultural or heritage values.*

Best Practices:

- Sites of heritage value as identified in the Surf Coast Heritage Study: Report on Stage One (1998) shall be formally recognised and protected from the adverse impact of any other uses of the road reserve.
- Any archaeological sites (of European or Aboriginal origin) known to exist in the municipality, or found, or suspected to occur, must be reported to the Victoria Archaeological Survey and if new Aboriginal sites are located, report them also to the Heritage Branch, Aboriginal Affairs.
- Prior to any works being undertaken, check if the works will affect any Aboriginal, Cultural or Heritage sites of significance. Check with the Council, Heritage Victoria (Department of Planning) and the Heritage Branch, Aboriginal Affairs.

22. REFERENCE DOCUMENTATION

- Shire of Yarra Ranges 'Code of Environmental Practice for Works on Council Controlled Land (Including Roadsides)', March 1999
- Surf Coast Shire 'Roadside Management Strategy' (2003)
- Surf Coast Shire 'Environment and Conservation Plan' (1996).
- Surf Coast 'Heritage Study: Report on Stage One' (1998).
- 'Environmental Weeds: Invaders of our Surf Coast' brochure;
- 'Remnant Roadside Vegetation of the Surf Coast Shire' (1997)
- Surf Coast 'Fire Prevention Strategy Plan' ;
- Surf Coast Planning Scheme.
- EPA 'Environmental Guidelines for Major Construction Sites' Publication 480 (Dec 1995).
- VicRoads 'Roadside Management Guide'
- VicRoads 'Roadside handbook', 1992.

23. GLOSSARY OF TERMS

WORKS	Includes the actions of conceptual development, planning, design, construction and maintenance of any project.
PROJECT	Includes any matter which will involve a physical change to the environment.
EXOTIC VEGETATION	Vegetation which does not occur naturally in Australia and has been introduced to the Surf Coast Shire.
INDIGENOUS VEGETATION	Native vegetation which occurs naturally in the Surf Coast Shire.
NATIVE VEGETATION	Vegetation which occurs naturally in Australia but has been introduced to the Surf Coast Shire. (Sometimes used in a general sense for 'indigenous vegetation').
REMNANT VEGETATION	Indigenous vegetation remaining in uncleared parts of the Surf Coast Shire.
REVEGETATION	Vegetation established by hand planting tube stock or by direct seeding .
REGENERATION	Naturally occurring growth of grasses, shrubs and trees from root stock or soil born seeds

GROUNDCOVER	Includes creepers, grasses and herbs.
HABITAT	The home of a plant or animal.
NOXIOUS WEED	Any plant declared under the Catchment and Land Protection Act 1994 as noxious to the State of Victoria. Noxious weeds degrade agricultural land but may also be environmental weeds
ENVIRONMENTAL WEED	Any plant that invades natural vegetation, usually adversely affecting regeneration and the survival of indigenous flora and fauna
STOCKPILE	A site for storage of short-term re-useable materials only as specified by Council.
DISPOSAL SITES	Those areas for the disposal of non re-useable materials as specified by Council.
WILDLIFE	Species native to Australia and indigenous to the Surf Coast Shire.
WILDLIFE CORRIDOR	A corridor of indigenous, remnant vegetation which provides habitat for wildlife.
THREATENED SPECIES	Indigenous flora, fauna, fish and invertebrates of State Significance listed under the Flora and Fauna Guarantee Act.
SIGNIFICANT SPECIES	Flora, fauna, fish and invertebrates that are of Regional or local significance which may also be listed as threatened under the FFG Act.
ROUTINE MAINTENANCE	Is that work which is of an ongoing regular nature, with each work event being generally relatively minor in nature. E.g. grading road shoulders, cleaning drains, patching potholes etc.

LEGISLATIVE CONTEXT

Many Acts of Parliament and Government Policies impact on roadside and land management, with some being a valuable tool for enforcement of the Code of Practice. They include:

<i>Local Government Act 1989</i>	Gives local government responsibility for management of undeclared roads. Gives Council power to create certain local laws relating to roadsides
<i>Planning & Environment Act 1987</i>	<p>Controls the removal of native vegetation from roadsides under local section planning provisions and the <i>Native Vegetation Retention Controls</i>, and seeks to encourage the retention of native vegetation on private and public land.</p> <p>Prior to removing, destroying or lopping an area of native vegetation on any roadside for works not exempt under the controls, the responsible authority must issue a permit. In certain circumstances, applications for permits to remove native vegetation on roadsides must be referred to the Department of Sustainability and Environment.</p>
<i>Catchment and Land Protection Act 1994</i>	Identifies responsibility for the control of noxious weeds on roadsides. Adjacent landholders must control Pest Animals and Regionally Controlled weeds from municipal-controlled roadsides (excluding highways, Declared Roads and Unleased Crown land) The Department of Sustainability and Environment is responsible for State Prohibited and Regionally Prohibited species.
<i>Conservation, Forests & Lands Act 1987</i>	Prior to works being undertaken which may disturb critical habitat a plan of works must be submitted to DSE.
<i>Country Fire Authority Act 1958</i>	Municipalities are responsible for managing roadside vegetation for fire prevention.
<i>Crown Land (Reserves) Act, 1978</i>	Gives Crown ownership rights over all vegetation on roadsides.
<i>Environment Protection Act 1970</i>	Provides for the control of polluted runoff from disturbed roads.
<i>Environment Protection and Biodiversity Conservation Act 1999</i>	Commonwealth legislation concerning projects (actions) which are likely to have an impact on a matter of national significance.
<i>Electricity Industries Act 1993</i>	<p>Code of Practice for Powerline Clearance (Vegetation), October 1996</p> <p>The objectives of the code are to:</p>

SECV Act 1958	<ul style="list-style-type: none"> • ensure public safety • establish a standard of care which must be observed when powerlines operate near vegetation • reduce vegetation related interruptions to electricity supply • ensure that management procedures balance fire safety, reliability of electricity system and community costs with conservation values. • ensure that management procedures minimise the effect of powerlines on vegetation.
Flora & Fauna Guarantee Act. 1988	<p>The code also defines clearance distances and requires that the responsible agency to prepare a management plan.</p> <p>Public authorities must have regard to flora and fauna conservation and management objectives which aim to ensure that Victoria's flora and fauna can survive, flourish and retain their potential for evolutionary development in the wild.</p> <p>The Act places a responsibility on Government, business organisations and the community to act in a way so as to conserve Victoria's flora and fauna and their genetic diversity.</p>
Forests Act 1958	<p>Gives local municipalities responsibility for managing vegetation on most roadsides</p>
Land Act 1958	<p>Allows prosecution for removal of timber from roadsides</p>
Litter Act 1964	<p>Makes it an offence to litter roadsides and other specified public places.</p>
State Conservation Strategy 1987	<p>Recognises the value of roadside vegetation and commits the government to prepare roadside management plans.</p>
Transport Act 1983	<p>VicRoads responsible for management of declared roads.</p>
'Servicing Authority' Acts	<p>Permits servicing authorities to locate assets on roadsides and gives them rights of access for maintenance works.</p>
Telecommunications Act 1997	<p>No longer exempts many overhead and underground telecommunication cables on roadsides from state planning laws.</p>
Victoria's Biodiversity Strategy (1998)	<p>Biodiversity is recognised as an important part of the Victorian Government's policy agenda. The Strategy recognises the important role of roadside vegetation and promotes its proper management as a valuable biodiversity resource.</p>