City of Albany

Guidelines

ENVIRONMENTAL LAND MANAGEMENT GUIDELINES

(Code of Conduct)

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0.2	Manager Governance & Risk	Fully reviewed, with minor formatting and suggestions made, specifically: • Fully reviewed and updated with current document style guide. • Appended with Policy Statement, Strategic Context and Review Position & Date. • Appended with detailed Table of Contents.	10/03/2022
0.3	Manager City Reserves	Change of name from Environmental Code of Conduct to Environmental Land Management Guidelines.	12/04/2022

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Policy Statement

The City of Albany is committed to protecting our beautiful, natural environment.

To minimise environmental impacts on City managed land, City Officers who conduct works or engage others to conduct works on the City's behalf are responsible for ensuring:

- work, activities or undertakings comply with this *Environmental Land Management* Guidelines, which is also referred to as a Code of Responsible Land Management (The Code);
- best practice flora and fauna management processes are implemented where possible;
- facilitate and/ or deliver appropriate training to improve staff and contractor knowledge and therefore understanding of best practice environmental protection operating procedures;
- works are actively monitored to ensure compliance in accordance with this Code; and
- breaches of the Code are reported, investigated and action is taken in accordance with the law, guided by the Council's adopted Regulatory Compliance Policy position and associated guidelines.

Legislative and Strategic Context

The *Local Government Act 1995, defines the City's role and responsibility in managing land clearing activities on City of Albany managed land, through the making and adopting of local laws.*

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the City administers this responsibility through the following local laws:

- *City of Albany Local Government Property Local Law 2011;*
- *City of Albany Activities on Thoroughfares and Public Places and Trading Local Law 2011; and*
- *Council Policy & Guideline: Regulatory Compliance.*

This Code directly supports the Communities aspirations articulated through the *City of Albany: Strategic Community Plan 2032*, being:

- **Theme:** Planet:
- **Aspiration:** We are leaders in sustainability with a shared commitment to climate action and protecting our beautiful, natural environment.
- **Outcome:** Sustainable management of natural areas; balancing conservation with responsible access and enjoyment.

Review Position and Date

This policy and associated guideline is to be reviewed by the document owner every three years.

Environmental Land Management Guidelines

Objective

The objective of the Environmental Land Management Guidelines is to minimise the environmental impacts of works and other undertakings on City of Albany managed land.

These procedures apply to everyday maintenance and minor works undertaken on City managed land by City staff or external parties, as well as to new Projects. New Projects are subject to further assessment, as per the City's Environmental Impact Assessment Procedure, where site-specific values and approval requirements are identified.

Additional procedures are developed through this process for new works occurring in environmentally sensitive areas.

Instructions

- Guidelines are provided to assist with the planning of projects to ensure the environment is considered from Project commencement.
- All planned works and activities undertaken on City managed land must adhere to the operating procedures contained in this document.
- Emergency and unpredictable situations will be managed on a case-by-case basis to protect life, property and the environment.
- The first section of this document applies to all new, upgrade and maintenance works.
- The remainder of the document is separated into the major work areas within the City, and specific practice procedures for each work area are listed.
- As part of the process to plan a Project, refer to the *Environmental Impact Assessment Procedure* to identify any additional environmental procedures to be followed including the need to complete an Environmental Impact Assessment for works. If additional information is required, contact the City Reserves Officers for guidance.
- In using this document, due regard should also be given to other policies and strategies (e.g. Planning, Building, Health, Heritage and Aboriginal Heritage).

Definitions

Acid Sulphate Soils	Are naturally occurring soils, sediments or organic substrates that form under waterlogged conditions. Are harmless when left undisturbed. However, when exposed to air the iron sulphites in the soil produce iron compounds and sulfuric acid, which can cause serious environmental harm and corrode infrastructure.
Asset Protection Zone	An area of very low fuel levels and managed vegetation close to habitable buildings.
Benthic	Refers to anything associated with or occurring at the bottom of a body of water, including plants, animals and sediment.
Clearing	Any activity that kills or damages Native Vegetation.
Construction Zone	Area clearly marked where all construction activities take place (such as the area for road construction, stockpile areas, compounds and access routes).
Declared Rare Flora	Native plants that are specially protected under the *Biodiversity Conservation Act 2016*.
Dieback	Dieback is a type of water mould (similar to a fungus) which lives in soils, and kills plants by invading and destroying root systems.
Disposal Sites	Area for the disposal of non re-usable materials as specified by the City.
Bushfire Attack Level (BAL)	Is a means of measuring the severity of a building's potential exposure to ember attack, radient heat and direct flame contact.
Best Practice	A method or technique that has been generally accepted as superior to any alternatives.
Developed Reserve	A City managed Crown land reserve usually clear of native vegetation for the purpose of a playing field, playground or garden. May also support some native vegetation.
Dieback Protectable Areas	Area free from Dieback, over 4 ha in size and positioned in the landscape where it will not be engulfed by Dieback via autonomous spread. Has controlled human vectors.
Environmental Impact Assessment	An assessment where environmental values and risks are

	identified and assessed, as per described in the City's *Environmental Impact Assessment Procedure*.
Environmental Weed	Any plant that invades natural vegetation, usually adversely affecting regeneration and the survival of native flora and fauna.
Green Card Training	Training on how to apply biosecurity hygiene in natural areas to eliminate or reduce the risk of spreading Dieback into new areas, or increasing the size of a known infestation.
Groundcover Vegetation	Includes creepers, grasses and herbs.
Habitat	The home of a plant or animal.
Habitat Tree	A tree over 50 cm DBH and/or it contains a hollow or possum drey / nest.
Living Streams	A constructed or retrofitted waterway that mimics the characteristics of a natural stream.
Maintenance Zone of a Road	The area within the outside of the drain or top of batter on each side of the road that has been legally cleared within the last 10 years. This generally correlates to the limits of any routine maintenance works. There are exceptions e.g. offshoot drains.
Native Vegetation	An area of vegetation that occurs naturally in the City of Albany. Can be remnant or regrowth vegetation.
Natural Reserve	A City managed Crown land reserve that consists of primarily native vegetation, for the purpose of bushland conservation and/or passive recreation.
No Spray List	List of local residents that have contacted the City and requested that no chemicals be sprayed near their house due to medical reasons or other justified reasons.
Noxious Weed	Any plant declared under the *Agriculture and Related Resources Protection Act 1976* as noxious to the State of Western Australia. Noxious weeds degrade agricultural land but may also be environmental weeds.
Offshoot Drain	Take runoff out of table drains or directly off the road shoulders and dispose of water in area away from roads.
Public Drinking Water Source Area	Are surface or groundwater areas that provide drinking water to cities, towns and communities.

Roadside Zone	The area from the edge of the Construction or Maintenance zone to the fence line on each side of the road. This zone is where the habitat value occurs.
Regeneration	Naturally occurring growth of grasses, shrubs and trees from root stock or soil borne seeds.
Regrowth Vegetation	Native vegetation that has grown back on a site after being cleared or distrubed.
Remnant Vegetation	Patch of natural vegetation that has not been cleared or significantly disturbed.
Revegetation	Vegetation established by hand planting or by direct seeding.
Riparian	Is the interface between land, and a river or stream.
Ripping	To mechanically break up compacted soil to allow plants to grow in an area.
Spoil	Excavated earth material which in unsuitable for reuse.
Table Drain	An excavated open channel built parallel to a road and/or track. These drains dispose of runoff further downslope.
Tree Protection Plan	A Plan that outlines what procedures will be used to minimise and manage works that might affect trees.
Tree Protection Zone (TPZ)	Calculated by multiplying the Diameter at Breast Height (DBH) by 12. DBH is measured at 1.4 m from ground level. The DBH of multi-stemmed trees is the sum of the DBH of each trunk.
Stockpile	A site for storage of short-term re-usable materials only as specified by the City.
Fauna	Animal species native to Australia and native to the City.
Walk the Route	Inspect the site, on foot if necessary, to discuss the works and any specific considerations / requirements.
Wetland	A wetland is an area of land that is either covered by water or saturated with water.
Windrow of Dirt	A long ridge of loose material, for example on the side of a dirt road or nearly graded earthworks.
Works / Project	Includes any action which involves a physical change to the environment.

All New, Upgrade and Maintenance Work

Planning

- New and upgrade Projects will be designed to minimise impacts on the environment. For example, locate new works in existing cleared or disturbed areas if possible.
- All effort will be made to avoid clearing Native Vegetation, especially Remnant Vegetation, Habitat Trees, Riparian or Wetland vegetation. Consider incorporating environmental features (e.g. wetlands and rocky outcrops) into the design of Works.
- Works will avoid the Tree Protection Zone of trees. If this is not possible, contact the City Reserves Officers to find an acceptable solution.
- Wherever possible, vegetation linkages will be maintained to allow for the continued movement of fauna through the landscape.
- Commence planning of any rehabilitation works at the planning stage of a Project to allow for the sourcing of appropriate seedlings and budget allocations.
- Determine if any material (e.g. topsoil, seed, rocks, wood chips or brushing) resulting from Works can be reused for rehabilitation purposes onsite or on a nearby site.
- Make provision for stormwater runoff during the planning stage of Projects. Design drainage to:
    - avoid environmentally sensitive areas;
    - follow natural drainage lines;
    - reduce water velocity and runoff thereby reducing erosion;
    - cause minimum disturbance to surrounding vegetation and areas further down in the catchment; and
    - minimise siltation.
- Provide for future protection of retained natural areas from maintenance works and site users such as adequate pathways, kerbing, fencing and bollards.
- A City Reserves Officer, as per the City's Environmental Impact Assessment Procedure, will undertake an Environmental Impact Assessment of all new and upgrade works.
- Prior to any works being undertaken, ensure that all necessary environmental permits have been obtained, and any conditions on the permits have been incorporated into the Project.

Staff Management

- Relevant new staff will be briefed on the procedures contained in this document as part of the induction process to becoming a City employee.

- Existing City staff (i.e. project managers, planners, designers, supervisors and road construction personnel) involved in projects will be updated on the *Environmental Land Management Guidelines* on an as needs basis.
- Supervisors, reserves officers and works staff (as required) are to "Walk the Route" of construction site works to be undertaken to ensure that there are no misunderstandings.

Contractor Management

- City contractors and their sub-contractors will abide by the *Environmental Land Management Guidelines* at all times (stated in *City's Responsibilities of Contractors Guideline*). .
- City project managers will go through the *Environmental Land Management Guidelines* with the contractor to make sure the guidelines are understood.
- The City is to prepare and communicate in writing any additional environmental conditions required for Projects located in or near areas of high conservation value, such as conditions on clearing permits.
- Walk the Route of works to be undertaken with the contractor to ensure there are no misunderstandings.
- Ensure contractors follow the *Environmental Land Management Guidelines,* e.g. inspect machinery prior to works commencing to ensure it is clean of all dirt, debris and plant material.
- The City will educate contractors (particularly vegetation management, fencing and earth moving) operating within the Albany Local Government Area on the requirement to view a permit from the City before undertaking any works on City land at the request of residents. Conditions on permits must also be noted and followed.

Vehicle and Machinery Management

- Select the type and size of machinery appropriate for the task to minimise disturbance to soil and vegetation.
- Confine machinery to the designated Construction or Maintenance Zone.
- Machines and other vehicles will be parked on cleared areas when not in use. Under no circumstances will vegetation be crushed or removed for this purpose.
- Vehicles and machinery will not be serviced on roadsides unless it is not possible to move to a more appropriate site. Great care will be taken to ensure that no spillage results from any refuelling or servicing operation. Report any spills as soon as practical to your immediate supervisor and remediated immediately.
- Work (e.g. cutting and fill) outside Tree Protection Zones to avoid damage to the roots, trunks and limbs of nearby trees.

- Fence off Native Vegetation and Tree Protection Zones that may be threatened by vehicular activity or the storage of materials or equipment (as per Tree Protection Plan if required).

Clearing and Pruning of Native Vegetation

- Remove only the vegetation required for construction and safety. No other Native Vegetation should be disturbed. Clearly demarcate (e.g. using bunting) the Construction Zone to avoid unnecessary clearing, disturbance or damage to significant trees.
- Works on sections of road marked with Declared Rare Flora markers must be undertaken in consultation with a City Reserves Officer and a Department of Biodiversity Conservation and Attractions representative.
- Clearing should be undertaken slowly and carefully to avoid injuring wildlife. If possible, clear in the direction of nearby vegetation to allow wildlife to escape. If an animal is seen in a tree, work around the tree and come back once the animal has moved out of the area. If possible, trees with active bird nests will also be avoided until chicks have fledged. Any injured wildlife will be taken to a vet or a wildlife.
- Vegetation to be removed should be felled in a direction to minimise damage to vegetation to be retained, preferably onto designated road footprint or existing disturbed areas.
- Pruning works will be undertaken with the aim of minimising the extent of wounding and callus formation on trees to be retained. Branches over 75 mm will be pruned to Australian Standard 4373-2007.
- Existing dead trees and large logs in areas of vegetation to be retained, will be left in-situ to provide habitat for wildlife, unless they pose a significant hazard.
- Potentially dangerous trees (dead or alive) will undergo a Qualified Tree Risk Assessment by a City officer. If assessed as dangerous, the tree can be removed.
- The clearing of a healthy mature tree in a road reserve will require a clearing permit as it falls within the definition of new or upgrade works under the *Environmental Protection Act 1986*.
- Limbs of dead trees located within the Roadside Zone that pose a significant hazard to road users can be carefully removed.
- Cleared vegetation must not be pushed up or dumped on existing or retained vegetation. If, for whatever reason, material has been pushed up into vegetation to be retained, a clean-up must not take place until assessed by a Reserves Officer first, as a clean-up could result in more damage occurring and may not be the preferred option.
- If assessed as appropriate by a Reserves Officer, cleared native vegetation can be chipped and spread on bare areas nearby to assist with the rehabilitation of these areas. Ensure mulch, containing weeds with the potential of spreading, is not used for this purpose.
- Cleared vegetation is not to be burnt unless the appropriate City officer grants approval.

- Vegetation, logs and stumps that are not used for rehabilitation purposes must be removed from the site and disposed of appropriately at Soil Solutions or Bakers Junction Waste Facility Site, or after consultation with a City Reserves officer and securing appropriate approvals, at the City's Mercer Road Depot green waste area or other approved location.
- Spoil not used for rehabilitation works must be removed from the site and disposed of appropriately at Hanrahan Road or Bakers Junction Refuse Waste Facilities. Do not dump any Spoil on top of Native vegetation to be retained.
- Vegetation and Spoil can also be disposed of on private property with permission from the owner. Ensure weeds with the potential of spreading are not disposed of on private property.
- The City does not provide or sell firewood to anyone unless permitted by the appropriate City officer.

Importing Soil or Other Material

- Gravel, limestone and other surfacing materials must be sourced from approved pits.
- If possible, avoid stockpiling imported material and place it directly on the Work site.
- If necessary, imported material can be stockpiled in existing cleared areas. Vegetation will not be cleared to create a stockpile area and Tree Protection Zones will be avoided.
- Consider storing materials on top of and/or covered by tarpaulins to minimise contamination of materials from nearby weeds.
- Avoid placing stockpiles of material next to seeding weeds. Monitor stockpile/dump sites for weed growth and implement necessary weed control.

Rehabilitation Works and Reusing Materials (e.g. soil and vegetation)

- Where required, rehabilitation plans will be developed at the planning stage of projects, to allow adequate time to salvage material from areas being cleared, collect seed and grow suitable plants.
- Determine if any topsoil (100-200mm) or subsoils produced by Works can be reused on site or on a nearby site for rehabilitation purposes before disposal.
- Only import soil into natural areas if authorised by a City Reserves Officer and hygiene procedures for dieback and weeds are in place. The original vegetation type and destination vegetation type also need to be assessed to determine suitability.
- Strip and stockpile the topsoil and other plant material before starting other Works. Locate stockpiles in cleared areas, away from existing drainage lines and weed sources.
- Stockpiles will be maintained, and any weed recruitment managed to ensure stockpiles are weed free prior to re-use.
- Stockpiled material will ideally be reused within 12 months to ensure seed viability.

- If necessary, soil within rehabilitation areas (e.g. resource pits) will be ripped to alleviate compacted soil before topsoil is spread over the site.
- Encourage natural regeneration as much as possible. Utilise stockpiled topsoil and mulched vegetation to promote regrowth of species that are native to the area.
- Seed and other plant material for rehabilitation works is to be collected as close as possible to the site (within 5 km if possible) and from a similar vegetation type.
- When planting near power lines, select low growing species.
- Plantings near private property should be mindful of any Bushfire Attack Level (BAL) impacts and fence line maintenance zones (1.5 m width), with taller species to be kept away from property boundaries.
- Rehabilitated sites must be monitored to determine if more seeding/planting is required and to control any weed infestations.

Weed Management

- Ensure weed management is incorporated into Projects where required.
- Weed management will be consistent with the City's *Environmental Weed Management Plan.*
- Manage large woody weeds along rural roads, as resources permit. This not only compliments the City's *Environmental Weed Management Plan*, but also reduces the ongoing costs of maintaining roadside vegetation into the future.
- Where a large area of weed is being controlled, consider any wildlife that may be using the area as habitat, and stage works to allow for fauna movement out of the area or for areas to rehabilitate before removing all the weeds.
- Ensure vehicles used for carting Spoil and weeds are clean of all soil and plant debris prior to carting clean material, to reduce the risk of spreading weeds.
- Avoid carting weeds from one site to another to reduce the risk of spread (and to reduce costs). In bushland areas, weeds should be controlled in-situ if possible.
- Weed infested material should not be stockpiled on, or next to areas of Native Vegetation.
- Manage the weeds surrounding gravel and lime pits to reduce the risk of introducing weeds to new sites when material is transported elsewhere.
- Use tarpaulins to cover truckloads containing weed seeds to prevent seeds blowing onto the roadside and infesting new areas.
- Dispose of weeds appropriately at Soil Solutions or Bakers Junction Waste Facility, or after consultation with a City Reserves Officer and securing appropriate approvals, at the City's Mercer Road Depot green waste area or other approved location.
- Control run-off and drainage around stockpiles of material to prevent the spread of weeds.

- Where possible, work from weed free (clean) areas into weed infected areas of work sites to minimise the chance of weeds contaminating clean areas.
- Where possible, materials used for construction and maintenance works should be free from weed seed or other weed plant material (some weeds can propagate from cuttings).
- Topsoil containing weed seed should only be used in areas that will be maintained and monitored (e.g. built up areas).
- When controlling vegetation with machinery, blades on slashers must be set no lower than 100 mm above the ground to avoid disturbance to the soil thus stimulating weed growth.

Herbicide Use

- Consider and implement alternatives to herbicide where appropriate to minimise impacts on non-target native plants.
- All herbicide application must be in accordance with legislative requirements with staff suitably trained in application types/methods.
- Design and implement integrated herbicide programs to be effective and minimise adverse effects.
- The herbicides used to treat weeds on roadsides will be regularly reviewed to ensure best practice management is achieved to protect adjacent Native Vegetation while ensuring effective protection of the road assets and safety of road users.
- If herbicides are to be used in areas where that is water pooling or running (e.g. drains, wetlands or waterways), use only those suitable for this purpose.
- Use of other herbicides to control specific noxious and environmental weeds (which includes exotic grass species invading Native Vegetation) is permitted only after seeking advice from the appropriate City Reserves Officer.
- Avoid herbicide runoff into watercourses, wetlands or drinking water source areas.
- Care must be taken to avoid drift on to non-target plants and waterways especially in areas of high conservation or adjacent agricultural land.
- Keep records of herbicide use, application rates, amounts used and weather conditions at the time of application.
- Maintain and implement a No Spray List, as requested by residents or ratepayers, usually due to organic farming or residence of people with allergies to herbicides.

Dieback Management

- Areas known as Dieback Protectable or potentially dieback-free will be identified during the Environment Impact Assessment. Where required, a dieback survey will be undertaken by a qualified Dieback Interpreter to ensure appropriate hygiene practices are applied during Works.

- Operating procedures that address dieback management will be developed for these sites, and may include:
  - not operating in wet conditions (i.e. when soil sticks to tyres and equipment);
  - using limestone, crushed granite or other low risk dieback material;
  - ensuring trucks used for carting materials are clean of all soil and plant material prior to carting low-risk material;
  - providing wash down facilities between infected and clean areas;
  - controlling access by the public;
  - undertaking works to reduce the risk of spreading dieback, such as raising the surface of tracks to avoid vehicles picking up infected material in wet areas; and
  - installing signs.
- Relevant City staff will be trained in basic dieback management, including completing Green Card Training.

Acid Sulphate Soil

- Sites with Actual or Potential Acid Sulphate Soils will be identified during the Environmental Impact Assessment Process. Operating procedures that address Acid Sulphate Soils will be developed for these sites.

Water Quality, Wetland and Waterway Management

- Works proposed in Public Drinking Water Source Areas will be identified during the Environmental Impact Assessment. Operating procedures that address water quality will be developed for these sites.
- Ensure hazardous materials (such as herbicides, fuels and oil) are stored, transported and used in a way that protects the environment and meets all legislative requirements.
- Take special precautions to avoid spills when working over or next to watercourses or wetlands, or in Public Drinking Water Source Area.
- Report any spills as soon as practical to your immediate supervisor. Major spills need to be reported to DWER's 24 hour Pollution Watch hotline – **1300 784 782**, and in a Public Drinking Water Source Area, the City must notify the Water Corporation immediately.
- Clean up spills according to spill kit guidelines and contact City waste operational staff to discuss disposal options.
- Minimise surplus wastewater from activities such as brick and pavement cutting and avoid runoff into area of high conservation value.

Soil Erosion

- Soil erosion and sedimentation control procedures must be included in the planning and design stage of any proposed works.

- Soil erosion can be minimised by:
  - protecting existing vegetation;
  - appropriate vegetation management;
  - minimising soil disturbance;
  - stabilising disturbed areas as works proceed;
  - not carrying out works when high rainfall or wind events are forecast;
  - not removing tree stumps; and
  - implementing actions to control erosion and runoff from construction sites.

Roads, Roadsides and Drainage

Roadside Drains and Culverts

- Any works located between Declared Rare Flora markers that affect Native Vegetation (including small groundcover plants), must be undertaken in consultation with City Reserves Officers and the Department of Biodiversity Conservation and Attractions.
- Where possible, operate from the formed road surface when undertaking drain or culvert maintenance works to avoid unnecessarily damaging Native Vegetation. If this is not possible, environmental checks must be undertaken prior to disturbing any vegetation.
- Only remove vegetation growing within the maintenance zone of a table drain (from edge of road shoulder to the top of bank on the outer edge of the drain), which interferes with the working of the drain or is a safety hazard.
- Any works (e.g. new Offshoot Drains) beyond the existing road Maintenance Zone must be planned and only undertaken with the appropriate environmental approvals. Machine operators must consult their supervisors to discuss any identified requirements.
- Keep deep excavations open for the minimum amount of time required to successfully complete the task. If not possible, install a temporary fence or ensure there is a way for fauna to escape as deep holes can entrap fauna.
- Wherever possible, avoid extra reshaping or unnecessarily increasing the size of drains. Exposed and disturbed earth and drain spoil may encourage weed establishment.
- Direct Spoil from works towards the designated road surface (i.e. do not dump on vegetation to be retained) and dispose of spoil at Hanrahan or Bakers Junctions Waste Facilities. Spoil can also be disposed of on existing cleared private property (bushland areas must not be impacted), with landowner approval.
- Control discharge flows and sedimentation caused by dewatering operations to avoid causing erosion or impacts on natural areas.

Watercourses and Drainage Channels

- Responsibilities with regard to upgrading and maintaining watercourses and drainage channels are outlined in *Upgrades and Maintenance of Watercourses and Drainage Channels* (CoA 2018).
- This policy recognises that watercourses and drainage channels and their associated vegetation should be left in as undisturbed a state as possible unless extraordinary circumstances apply. Notwithstanding this, the City recognises that there are instances in which the condition of watercourses may deteriorate as a result of erosion and/or sedimentation, weed overgrowth or dumping or accumulation of rubbish. In such cases where there is an identifiable public interest, it is recognised that maintenance and/or rehabilitation of these waterways may be required.
- Where feasible, Living Streams will be created along drainage channels (e.g. Yakamia Creek) to improve ecological processes, water quality and amenity.
- Natural watercourses and long unmaintained (i.e. not been legally cleared for over 10 years) drains and drainage channels must not be "maintained" unless an Environmental Impact Assessment has been undertaken and the necessary approvals are in place. Where identified as required, procedures will be put in place to minimise impacts on native flora and fauna and downstream environments.

Other Stormwater Management (Pipes, Drainage Basins/Ponds)

- New stormwater management works should be designed to minimise impacts on native vegetation and natural waterways. For example, works should utilise existing cleared or disturbed areas if possible. Not withstanding this, the City recognises that stormwater management works is largely dictated by where problems occur and the natural or modified topography of an area. Land ownership also plays a part in where works can be located and tenure should be confirmed prior to any works.
- New and upgrade works are subject to an Environmental Impact Assessment and may require a clearing permit.
- Where possible, drainage basins will be planted with local native species to improve aesthetics, water quality and habitat values.
- Ponds, both natural and artificial, provide important habitat for plants and animals. Ponds will only be considered for cleaning when necessary to improve functionality for drainage management.
- Major cleaning of ponds (e.g. dewatering, silt removal, vegetation control) will be subject to an Environmental Impact Assessment, where impacts on native wildlife such as water birds, turtles and frogs will be assessed and appropriate management procedures put in place. Impacts of disturbing benthic material will also be assessed.

Grading and Resheeting of Unsealed Roads

- Any works located between Declared Rare Flora markers that affect native vegetation (including small groundcover plants), must be undertaken in consultation with City Reserves Officers and Department of Biodiversity Conservation and Attractions. Roads supporting Rare Flora will be identified on City mapping when maintenance programs are being prepared.
- Road shoulders will be graded to the minimum width required to maintain the road formation and the condition of the road.
- Gravel roads should not become wider as a result of routine road maintenance. White road markers are used to demarcate the width of the running surface of the road and will be used by grader drivers to determine the maintenance zone.
- Grading operations should avoid creating a Windrow of Dirt that can result in roadside vegetation being covered, especially in areas that have Declared Rare Flora markers (such as Gull Rock Rd). In a number of cases, Declared Rare Flora is located immediately next to roads. A list of Alert Roads is available for staff to refer to when planning works.
- Vegetation beyond the Maintenance Zone should not be disturbed during grading operations, except where existing offshoot drains require cleaning. In these situations, disturbance to vegetation must be kept to a minimum and if located between Declared Rare Flora markers, works must be undertaken in consultation with City Reserves Officers and the Department of Biodiversity, Conservation and Attractions.
- New roadside drains need to be planned with environmental checks undertaken.

Roadside Vegetation (i.e. Reach Mower / Slasher)

- Works on roads marked with Declared Rare Flora markers will be undertaken in consultation with the Department of Biodiversity Conservation and Attractions.
- All works to occur within the Maintenance Zone only. Vegetation in the Roadside Zone must not be disturbed. Where the Maintenance Zone is not obvious, possibly due to the lack of a table drain, or the vegetation along the road has not been maintained for at least 10 years, a site visit between the Responsible Officer and a Reserves Officer will be undertaken to discuss the maintenance zone for that road before works have commenced.
- Weeds beyond the Maintenance Zone can be cleared using appropriate machinery.
- Avoid using the reach mower on branches over 75 mm, as branches will split causing damage to the remainder of the tree. All branches over 75 mm are to be left and pruned to Australian Standard 4373-2007 after the reach mower has gone through using a chainsaw. Any messy cuts resulting from the reach mower will also be tidied up at this stage.
- Any large pieces of cut vegetation will be mulched in-situ using the mulcher on the reach mower at the completion of the works.

- Machines used during mulching should always be parked on previously disturbed or cleared area when not in use to minimise impacts on retained vegetation.
- Pruning near power lines must comply with Western Power specifications and carried out by appropriately trained staff or contractors.
- Trees removed from the Roadside Zone for safety purposes must be cut off at or near ground level to minimise disturbance to the surrounding vegetation. Removal of trees complete with root systems causes unnecessary soil and vegetation disturbance. Stumps may be ground to further reduce a roadside hazard where this can be achieved without disturbing retained vegetation.
- Leave logs and branches that have fallen within areas of intact native vegetation. Removal of these items will cause more damage than if they remain in situ and they provide habitat for wildlife unless poses significant hazard.
- Vegetation should be cleared to a minimum height clearance of 6 m from the established road formation (road surface and shoulders) to the vegetation overhang. Limbs higher than 6 m may be removed if assessed as dangerous.
- Slash only down to a height that is necessary for road safety to retain as much cover for native wildlife as possible.

Developed Reserves

Aesthetic Plantings (i.e. parks, gardens and street trees)

- Local native plant species will be used for aesthetic plantings where suitable. Where possible, plants propagated from seed collected onsite or nearby will be used.
- Non-local native plants can be used in Developed Reserves, especially gardens. However, no plant species with the potential of invading native vegetation will be planted. (refer to the City's Environmental Weed Management Plan).
- Where potential weed species are already established in Developed Reserves, ensure that they are maintained appropriately to reduce the risk of spreading (e.g. cut seed heads off Agapanthus after flowering), if in close proximity to bushland.
- Endeavour to replace existing potential weed species in Developed Reserves with species that are unlikely to become environmental weeds.

Mowing

- Mow only what is necessary in accordance with the specifications for the particular works.
- Avoid disturbing Native Vegetation and avoid mowing which gradually encroaches on areas of Native Vegetation. Install bollards or other barriers in areas where mowing encroachment occurs or may occur.

- Edges of mowed areas may need to be sprayed using a grass selective herbicide to stop grass spreading into adjacent Native Vegetation. Where suitable, hard barriers (e.g. kerbs or paths) will be installed to help manage grass encroachment.
- Ensure that 'clippings' are not directed into existing native vegetation. Where this cannot be avoided (due to safety reasons), additional controls must be put in place to ensure Native Vegetation is not impacted.
- When mowing around a lake, ensure clippings are directed away from the lake.

Tree Pruning

- Pruning of retained Native Vegetation should only occur where it poses a risk to park users or interferes with signage or other infrastructure.
- Pruning works will be carried out to minimise the extent of wounding and enhancing callus formation. All branches are to be pruned to Australian Standard 4373-2007.
- Pruned vegetation can be chipped for mulch and spread on exposed areas nearby to assist with the rehabilitation of these areas. Ensure weeds with the potential of spreading (this can be dependent on species and on the time of year) are not used for this purpose.
- Chipped material will not to be piled / sprayed on top of Native vegetation or left in piles on City land indefinitely.
- Vegetation not used for rehabilitation purposes is to be disposed of appropriately.

Beaches

- Seaweed removal by the City from beaches is to be minimised, as seaweed is a valuable component of the environment and the process is expensive. Seaweed will only be removed from high use urban beaches and foreshores e.g. Middleton Beach.
- The number of access tracks to beaches is to be minimised and any tracks determined to be in excess of needs by the City will be closed and rehabilitated.
- New tracks will be installed in a way that prevailing winds will not blow directly through adding to wind erosion and sand transport.
- Beach users will be encouraged to stay off dune systems to protect vegetation and prevent erosion, through signage and fencing as determined by a City Reserves Officer.
- Activities on beaches, such as four-wheel-driving, will be monitored by the City to determine if any additional management actions are required to protect the dunes.

Wildlife (Fauna)

- Magpies will not be controlled or removed. Temporary signs will be erected where nesting magpies are bombing pedestrians in high use areas.
- Snakes in their natural habitat will not be controlled or removed. Warning signs will be installed in high use areas, as determined by a City Reserves Officer.

- Permanent wildlife warning signs will be installed at identified hot spots along roads, where roads are busy and prime habitat is present e.g. near lakes for ducks.
- Temporary wildlife warning signs will be installed at hot spots along roads for turtles during peak movement periods.

Bee Hives, Termite Mounds and Other Insect Pests

- Insects nesting or swarming on City controlled land that are causing a problem to users of the area or a nearby building may be removed. Requests from the public will be assessed on a case-by-case basis by a City Reserves Officer.
- Bees are not to be killed unless unavoidable. Bees must be removed or signage installed to alert pedestrians to the risk.

Resource Pits

Planning

- Avoid clearing Native Vegetation for the establishment of new resource pits, especially areas that contain habitat for State and Federally listed threatened species.
- Investigate available resources on existing disturbed areas on Crown land and freehold land to avoid the clearing of Native Vegetation.
- If Native Vegetation is to be cleared, implement the City's Environmental Impact Assessment Procedure.
- Prepare a site management plan to include the management of cleared vegetation, weeds and topsoil before any vegetation is cleared.

Removal of Native Vegetation

- Organise the collection of seed from the site by suitably qualified persons, prior to clearing, for rehabilitation purposes at a later date.
- For historic sites, seed for rehabilitation works is to be collected as close as possible to the site, and preferably within 5 km of the site.
- All vegetation will be windrowed for the rehabilitation of the site when the pit is closed. Windrows will be placed in such a way as to not impact on or pose a risk to Native Vegetation to be retained.

Weed Management

- Spray and/or remove any weed infestations prior to clearing or disturbing the area.
- Weed management of topsoil stockpiles will be carried out as required.
- Weeds in the immediate vicinity of an active resource pit will be managed to reduce the risk of the material being infected.

Low Risk Dieback Pits

- Resource pits identified as a source of low-risk material require hygienic work practices. Dieback hygiene procedures are to be developed for these sites.

Soil Management

- All topsoil removed will be stockpiled ready for rehabilitation purposes at a later date.
- If possible, weeds and associated topsoil are to be stored separate from main stockpiled vegetation and soil. This material is not to be used in rehabilitation works unless treated for weeds.

Pit Rehabilitation

- Consider incorporating any regrowth Native Vegetation into proposed rehabilitation works. In some cases, sites have not been touched for many years and there is already substantial regrowth.
- Upon completion of removing material (gravel and lime) from the site, the pit floor will be contoured in a way as to control water runoff and erosion.
- The pit floor will then be ripped on the contour at 2 m intervals and 0.5 m deep.
- The stockpiled topsoil will be evenly spread over the ripped floor, only using the stockpiled topsoil for each particular area.
- The windrowed vegetation from each particular area will be spread evenly over the topsoil, to spread retained seed, protect the new regrowth of Native Vegetation, and create habitats for insects and animals.
- Spread collected seed over the site at the appropriate time of the year (i.e. July - August) to assist in the rehabilitation of the site.
- Monitor rehabilitated sites to determine if more seeding is required and to control any weed infestations.

Tracks and Trails

- When planning new or upgraded trails, utilise existing trails where possible.
- Track widths must only be as wide as necessary for the designated use.
- Avoid environmentally sensitive areas such as wetlands, habitat trees and granite outcrops.
- Tracks and trails should, where possible, follow the contour and be located to minimise soil disturbance to reduce erosion. Cutting and filling is to be minimised. In some cases, the trail type (e.g. mountain bike trails) will require steep slopes, but these will be designed and managed accordingly.
- Where possible, vehicle tracks are not to be bare earth, to avoid erosion. Slashing or mulching is the preferred method of vegetation control along tracks.

- Maintain natural surfacing on tracks and trails wherever possible. Surfacing with limestone, gravel and crushed granite may be required in areas with soil types that are not suitable for trail use, where erosion occurs or as a dieback mitigation measure in wet areas. In special circumstances, other surfacing (e.g. rubber belting or boardwalks) may be used, but this is generally at a higher cost and higher maintenance operation, and should be carefully considered before implementation.
- Works are to be conducted in dry conditions (i.e. autumn) to minimise the risk of spreading dieback.
- Culverts, water bars and other features are to be installed to direct water off tracks and trails at appropriate intervals to avoid water sitting on tracks or causing erosion.
- Control access to tracks and trails depending on intended users. This can be determined under the City's *Local Government Property Local Law*.
- Fire access tracks are to be appropriately sign posted and locked at all times when not in use for management operations.
- Maintain tracks on a regular basis to avoid users diverting off tracks creating unapproved illegal tracks.
- Duplicated tracks or degraded areas will be closed and rehabilitated preferably whilst machinery is working nearby. Any vegetative material produced as a result of track clearing or upgrading operations should be used for erosion control, revegetation of degraded sites, or brushing of these tracks.

Fuel and Fire Management

Low Fuel Zones / Asset Protection Zones

- Where required and suitable, low fuel zones will be created in high-risk areas and adjacent to critical infrastructure, as an alternative to burning.
- The control of environmental weeds or parkland clearing (i.e. mulching understorey only) is the preferred method of achieving low fuel zones to retain large trees.

Prescribed Burns

- Environmental values of an area will be identified and considered during the planning stage of Fire Management Plans or prescribed burns. No burn, long and short rotation zones will be applied according to values and risk to life and property. Prescribed burns will be planned based on the ecological requirements and environmental values of an area.
- Ensure environmental values are clearly identified on the burn prescription and communicated to all staff/volunteers involved in the burn as part of the pre-burn briefing.
- Protect habitat trees and other values by brush cutting and/or wetting down a barrier or the immediate area before or during ignition.

- Discourage access by the public to recently burnt areas to maintain public safety and minimise impacts to the environment.
- Post burn weed management strategies will be determined in the planning stages of a burn and implemented as required.

Wildfires

- Dangerous trees on the edge of burnt areas are to be assessed by City staff before felling, unless there is imminent danger to life or property.
- Where bushland has been disturbed by machinery during wildfire suppression, assess whether assisted rehabilitation is required.
- All piles of pushed up material around the constructed fire line to be redistributed/spread ensuring no further damage to surrounding vegetation.
- Discourage access by the public to recently burnt areas where possible to maintain public safety and minimise impacts to the environment.
- Monitor and control weeds in recently burnt areas as required.

Waste Disposal Sites and Transfer Stations

- Environmental conditions of City managed waste facilities (Hanrahan Road and Bakers Junction) are to be implemented according to Department of Environment and Environmental Regulation licences.
- Protect native vegetation to be retained from day-to-day operations.
- Collect rubbish that has blown into nearby bushland areas.
- Undertake weed control on Council controlled waste disposal sites and transfer stations, including in immediate bushland areas.
- All waste will be buried daily.
- Undertake feral animal (i.e. cats, rabbits and foxes) control as required.

External Customer Activities

Leases, Licences and Permits to Use

- New and renewed leases on City land will include clauses similar to the below, where relevant:
    - No Native Vegetation or significant trees within the lease or licence area is to be cleared without prior written permission of the Landlord.
    - All fauna is to be protected and must not be harmed.
    - Native Vegetation is protected and measures must be put in place by the Tenant to prevent vegetation from unnecessarily being disturbed.

- Written approval is required from the Landowner prior to any earthworks being undertaken within the lease or licence area.
- All works on the lease or licence area are to be undertaken in accordance with the City's *Environmental Land Management Guidelines.*
- No Native Vegetation on the lease or licence area is to be deliberately burnt without prior written permission from the City.
- Firewood is not to be collected from a lease or licence area.
- The Lessee will not sell, remove or otherwise dispose of any clay, sand, gravel, timber or other materials from the leased premises.
- The Lessee will control pest animals and weeds within the lease area.

- Reserves staff may be involved in inspections of lease and licence areas that support native vegetation to monitor environmental issues, such as weeds and disturbance to vegetation. Advice and information will be provided to the Lessee on any issues identified, and mitigation procedures will be prepared or put in place if necessary.
- Any proposed works that involve the clearing of native vegetation will be subject to an Environmental Impact Assessment as per the City's *Environmental Impact Assessment Procedure*.

Events

- Proposed events, such as Mountain Bike races, to be held in Natural Reserves will be assessed by a City Reserves Officer. Mitigation procedures will be put in place to minimise impacts on the environment.

Installation of Utilities (i.e. power, communications, water, sewerage and gas)

- A City Reserves Officer will arrange an onsite inspection with the relevant utility service provider at the planning and design stage of the project, to inspect the route of proposed works.
- The City will provide advice on how to minimise the impact of proposed works on Native Vegetation. Where appropriate and possible, encourage services to be located on low conservation value roadsides or cleared land adjacent to roadsides. Consideration will also be given to locating the services within the maintenance zone of the road or consider horizontal boring under vegetation.
- When services are positioned in the road reserve, it is essential to ensure that vegetation disturbed is minimised during construction and maintenance works by identifying and marking with stakes, tape or barrier fencing:
  - 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 as indicated in the City of Albany Environmental Weed Management Plan; and
- the exact location of proposed stockpiles, plant compounds and access roads.

- In the event that major works have an impact on Native Vegetation on roadsides, rehabilitation of the site will be encouraged.

Maintaining Utility Services

- All maintenance works by a utility service provider should adhere to the procedures detailed in their own Environmental Codes of Practice.
- Where Environmental Codes of Practice do not exist, or are not considered adequate to the City of Albany, the utility service provider will be directed to implement procedures in line with those indicated in this document.
- Where significant vegetation management works are required (e.g. mulching of whole trees and new areas of vegetation), utility services are to liaise with a City Reserves Officer before undertaking the works on City managed land.
- Pruned Native Vegetation can be chipped for mulch and spread on bare areas nearby to assist with the rehabilitation of these areas. Ensure Native Vegetation to be retained is not covered, and mulch, containing weeds with the potential of spreading is not used.

Crossovers and Sightlines

- New or upgraded crossovers located on City managed land are subject to an application and permit process (see *Application for Vehicle Crossover Construction* on City website).
- The City does not support the removal of vegetation for crossovers unless there are no uncleared areas along the property boundaries that could be used for this purpose.
- Where native vegetation must be removed, the City will conduct an Environmental Impact Assessment.
- Where Native Vegetation must be removed to accommodate a crossover, the following conditions are applied:
  - clearing must be minimised;
  - retention of habitat trees encouraged;
  - cleared vegetation must be removed from City land and disposed of appropriately; and
  - vegetation to be retained must not be disturbed.
- The maintenance of existing site lines is permitted, to ensure crossovers are safe. New sight line works will need to be assessed a Reserve Officer before works are undertaken.
- Sight lines that involve the removal of Native Vegetation will be slashed and trees pruned in preference to disturbance of soil and tree removal. This allows for retention of vegetation and prevents weed invasion. Clearing for sight lines needs to be kept to a safe minimum, and pruned vegetation must be removed from City land.

- Crossovers are to be located within road reserves. Crossovers from private property directly onto a Crown land reserve other than a road reserve is to be avoided unless there is no other option to gain road access.

Verge Developments, Street Trees and Requests to Plant on City Land

- Verge Development proposals are subject to an application and permit process (see *Guidelines for Verge Development*).
- The City does not support the removal of Native Vegetation for verge developments.
- Where road verges are already clear of Native Vegetation and consist of introduced/planted grass and other low growing plants, adjacent landowners or residents are permitted and encouraged to maintain by mowing/slashing (refer to *Verge Vegetation Information Sheet*). The City mows selected urban road verges, usually associated with adjacent City Reserves and other major thoroughfares.
- Street trees are an asset of the City and must not be planted, pruned, killed or removed without City approval (refer to *Tree Management Policy*). Requests for street trees and any maintenance requirements must be made to the City.
- A Tree Protection Plan is to be in place for any works that may have an impact on any trees to be retained.
- Do not attach anything to a tree that requires screws, nails or any other method that may damage the tree.
- A person shall not plant any plant or sow any seeds on City managed land without first obtaining a permit (See *Activities in Thoroughfares and Public Places and Trading Local Law* and *Local Government Property Local Law*). Applications to plant can be made via the *Verge Development Application* Forms, or via a written request.
- In assessing an application for a permit to plant or sow seeds, the City is to have regard for:
  - existing vegetation in the area in which the planting is to take place;
  - that no environmental weed species will be planted;
  - the diversity of species and the prevalence of the species that are to be planted or sown; and
  - the local provenance of the seed or plants.

Installing and Maintaining Boundary Fence Lines

- Pruning of vegetation growing on City land and overhanging an adjacent boundary fence is permitted to the property boundary only. This is the responsibility of the adjacent property owner. Pruned vegetation must be disposed of appropriately and not left on City land.
- Clearing or pruning of vegetation (i.e. native, planted or weeds) on City managed land (beyond the boundary of the adjacent land parcel) to install or maintain a boundary fence is

subject to an application and permit process (see *Application to Clear Native Vegetation along a Fence Line*).

- Applications will be subject to an Environmental Impact Assessment. Vegetation identified as high conservation value (e.g. Habitat Trees) will be identified during a site visit and will be excluded from the permit if feasible.
- Tree pruning may also be excluded from a permit, if the subject tree will become unbalanced as a result.
- Permits will be subject to the following conditions:
  - clearing must be minimised;
  - cleared vegetation must be removed from City land and disposed of appropriately; and
  - vegetation to be retained must not be disturbed.
  - This process is for maintaining and building fences, not fire protection.

Fire Mitigation Measures for Private Property

- Fire mitigation measures (i.e. perimeter firebreaks and Asset Protection Zones) required on private property under the City's annual *Fire Management Notice* are not permitted to be implemented on City land.
- It is the landowner's responsibility to ensure they do not affect an area of high conservation value when implementing the City's *Fire Management Notice*. In these special cases, landowners need to apply to the City for a *Variation to Fire Management Requirements* to avoid areas that are likely to impact upon areas of Declared Rare Flora or environmentally sensitive areas as defined under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004.*
- City managed firebreaks on City managed land should remain cleared for access and not be used for storage or access by the adjoining landholders.

Requests to Reduce Fuel Loads adjacent to Private Property

- Refer to the City's Bushfire Attack Level (BAL) *Public Land Management Policy*.
- A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law (see *Activities on Thoroughfares and Public Places and Trading Local Law 2011*).
- A person shall not light a fire on local government property without a permit except in a facility provided for that purpose (see *Local Government Property Local Law 2011*).
- Any enquires received from the public undergo a risk assessment by an appropriate City officer and are weighed up against known fuel reduction priorities across the whole City of Albany Local Government Area. If works are required, then they must undergo a planning and Environmental Impact Assessment process and be scheduled into the City's works program.

Requests to Collect Seed or Other Plant Material

- A person shall not collect seed or other plant material from Council controlled land without first obtaining a permit from the City (see *Activities in Thoroughfares and Public Places and Trading Local Law 2011* and *Local Government Property Local Law 2011)*.
- The harvesting of native flora is not permitted on City managed land (see *Activities in Thoroughfares and Public Places and Trading Local Law 2011*). Permits will not be granted for private or commercial gain (e.g. material to be sold in a nursery).
- The City does not permit the collection of seaweed and driftwood from City managed land by the public. The City may make seaweed available to the public as a result of beach amenity works, usually at a suitable location off the beach.
- It is a requirement that the person applying for a permit to collect flora provides the City with a copy of the appropriate license from Department of Biodiversity Conservation and Attractions.
- Permits may be granted where the seed or plant material is required for a specific revegetation project within the City (preferably within 5 km of where collected), or for scientific purposes.
- Permits may also be granted for scientific and research purposes, conditional upon having a license from Department of Biodiversity Conservation and Attractions.
- Harvesting of non-native flora for private or commercial gain is not permitted on City land.

Requests to Collect Animals, Insects, Shells or Other Animal Products

- Fauna are protected under the *Biodiversity Act 2016*.
- Permits to collect animals and insects may be approved for scientific, research and cultural purposes, conditional upon the applicant having the necessary permits from the Department of Biodiversity, Conservation and Attractions.
- Permits will not be granted for commercial gain.
- Shells are classified as fish under the *Fish Resources Management Act* as they were once part of a living organism. This means that recreationally collected shells cannot be sold. Daily bag limits also apply when collecting shells from the beach. See *rules.fish.wa.gov.au*.

Requests to Collect Firewood

- The City does not permit the collection of firewood on City managed land by the public (see *Activities in Thoroughfares and Public Places and Trading Local Law 2011* and *Local Government Property Local Law 2011*).
- Wood and other wood products (e.g. wood chips) resulting from legal clearing and maintenance activities by the City may be made available to the public from specific locations, for a restricted time and under strict conditions, as authorised by the Manager of City Reserves.