



# Township Maintenance Policy

1.	<b>PURPOSE</b> .....	3
2.	<b>SCOPE</b> .....	3
3.	<b>POLICY STATEMENT</b> .....	3
4.	<b>PROCEDURES</b> .....	3
5.	<b>SUPPORTING INFORMATION</b> .....	3
6.	<b>RESPONSIBILITIES</b> .....	4
7.	<b>DEFINITIONS OF TERMS OR ABBREVIATIONS USED</b> .....	5
8.	<b>RELATED LEGISLATION AND DOCUMENTS</b> .....	5
9.	<b>APPENDICES</b> .....	6
10.	<b>HUMAN RIGHTS STATEMENT OF COMPATABILITY</b> .....	6
11.	<b>POLICY OWNER</b> .....	6
12.	<b>FEEDBACK</b> .....	6
13.	<b>DOCUMENT INFORMATION</b> .....	7
14.	<b>Appendix 1 – Service Level Standards</b> .....	8
15.	<b>Appendix 2 – Township Maintenance Maps</b> .....	10

---

### 1. PURPOSE

- 1.1 This policy maps the township maintenance extent and the service level standards to be delivered under Council's township maintenance program across the towns and localities of Golden Plains Shire.

---

### 2. SCOPE

- 2.1 This policy applies to Council township maintenance works undertaken by Council staff and contractors.

---

### 3. POLICY STATEMENT

- 3.1 This policy:
- 3.1.1 Maps the extent of current township maintenance works on Council owned or managed land and land which is not under Council ownership or management but has been traditionally maintained by Council on behalf of the community.
  - 3.1.2 Sets the service level standards for township maintenance.
  - 3.1.3 Sets the review schedule for this policy
  - 3.1.4 Sets the review stakeholder engagement for this policy

---

### 4. PROCEDURES

- 4.1 Nil

---

### 5. SUPPORTING INFORMATION

- 5.1 Council identified the extent of roadsides and reserves within townships that are maintained to an accepted standard at its meeting on 19 December 1996. The policy was reviewed 24 September 1998, 25 October 2001, 23 September 2004, 25 June 2009, 25 March 2010, 24 June 2014 and 25 June 2017. The extent and level of service was reviewed in 2017 in preparation for development of Council tender for roadside maintenance and some township maintenance services.
- 5.2 Due to the rapid development of township areas, the policy will be reviewed on an "as required basis", and at least every three (3) years to address any changes to the scope of the maintenance areas.
- 5.3 The policy review includes Council teams in the Works (Asset Management and Maintenance), Environment and Sustainability, Community Safety and Community Development areas.

- 5.4 Four (4) service level standards are applied across townships and localities in the municipality.
- 5.5 The service level standards adopted are shown in Appendix 1 – Service Level Standards.
- 5.6 The township maintenance extent adopted in townships are shown in Appendix 2 – Township Maintenance Maps.
- 5.7 Maintenance around public halls is addressed in Council Policy – Recreation Reserves, Public Halls and Buildings Maintenance although some work is encompassed by this policy. Mowing around public halls also occurs at Barunah Park, Garibaldi, Illabarook-Rokewood Junction, Ross Creek and Scarsdale. Mowing at these locations comprises a minimum of two (2) cuts per year.
- 5.8 Mowing of Recreation Reserves (e.g. ovals, soccer pitches) is addressed in Council Policy – Recreation Reserves, Public Halls and Buildings Maintenance.

---

## 6. RESPONSIBILITIES

### Compliance, monitoring and review

- 6.1 The policy owner is responsible for ensuring the policy:
  - aligns with relevant legislation, government policy and Council's requirements/strategies/values;
  - is implemented and monitored (i.e. the policy is followed, reflects the changing policy environment, and emerging issues are identified); and
  - is reviewed as required or at least every three years to evaluate its continuing effectiveness (e.g. achieving its purpose, remains relevant/current.)
  - is reviewed across Council departments including; Works (Asset Management and Maintenance), Environment and Sustainability, Community Safety and Community Development

### Reporting

- 6.2 Issues with township maintenance mowing, fire hazards on Council land and roadside slashing are recorded on Council's Customer Request Management System (CRMS). Data over the last decade has shown a slow increase in requests for township maintenance mowing. However, interpretation of this data should be qualified as they may be the result a variety of factors including improvements in the classification of customer requests, increased population and community expectation or seasonal factors leading to additional work being required.
  - It is considered that no reporting is required.

## Records Management

- 6.3 Council must maintain all records relevant to administering this policy in accordance with the Public Records Act 1973.

## 7. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

### Terms and definitions

Term	Definition
<i>Council</i>	<i>Golden Plains Shire Council</i>
<i>Council owned and managed land</i>	<ul style="list-style-type: none"> <li>• Council owned freehold land or Crown Land delegated under Council's management</li> </ul>
<i>Township Maintenance</i>	<ul style="list-style-type: none"> <li>• The works undertaken by Council to maintain areas within townships and localities to an appropriate level to provide for public amenity and safety.</li> <li>• Township maintenance works may include mowing, slashing, brushcutting, gardening, weeding, spraying, pruning/trimming, waterin, the cleaning up of leaf litter and branches and the maintenance of street furniture.</li> </ul>

## 8. RELATED LEGISLATION AND DOCUMENTS

### 8.1 Strategic Documents, Policies or Procedures

*Council Plan*

*Environment Strategy*

*Open Space Strategy*

*Paths and Trails Strategy*

*Recreation Strategy*

*Municipal Fire Management Plan*

*Road Management Plan*

*Township Structure Plans*

*Reserve Management Plans*

*Council Policy – Recreation Reserves, Public Halls and Buildings Maintenance Policy*

*Council Policy – Tree Maintenance*

*Golden Plains Street Tree Guide*

*Complaints Handling Procedure*

**Legislation**

CFA Act 1958

Road Safety Act 186

Road Management Act 2004

---

**9. APPENDICES**

- 9.1 Appendix 1 – Service Level Standards
- 9.2 Appendix 2 – Township Maintenance Maps

---

**10. HUMAN RIGHTS STATEMENT OF COMPATABILITY**

- 10.1 It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic)

---

**11. POLICY OWNER**


- 11.1 The Works Manager is the policy owner.
- 11.2 The policy owner is the individual who is given the responsibility to review, edit and maintain this policy and associated procedure. The policy owner is also the point of contact for any questions regarding this policy.

---

**12. FEEDBACK**

- 12.1 You may provide feedback about this document by emailing [enquiries@qplains.vic.gov.au](mailto:enquiries@qplains.vic.gov.au)

**13. DOCUMENT INFORMATION**

DOCUMENT TYPE:	Council Policy document
DOCUMENT STATUS:	Approved
DOCUMENT OWNER POSITION:	Works Manager
APPROVED BY:	Council
DATE ADOPTED:	15 December 2020
VERSION NUMBER:	10
REVIEW DATE:	15 December 2023
EVIDENCE OF APPROVAL:	 Signed by Chief Executive Officer
FILE LOCATION:	INT20/211B1B59
NOTES:	<p>Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the version you are using is up to date. Available at:</p> <p><a href="https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies">https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies</a></p>

**14. Appendix 1 – Service Level Standards**

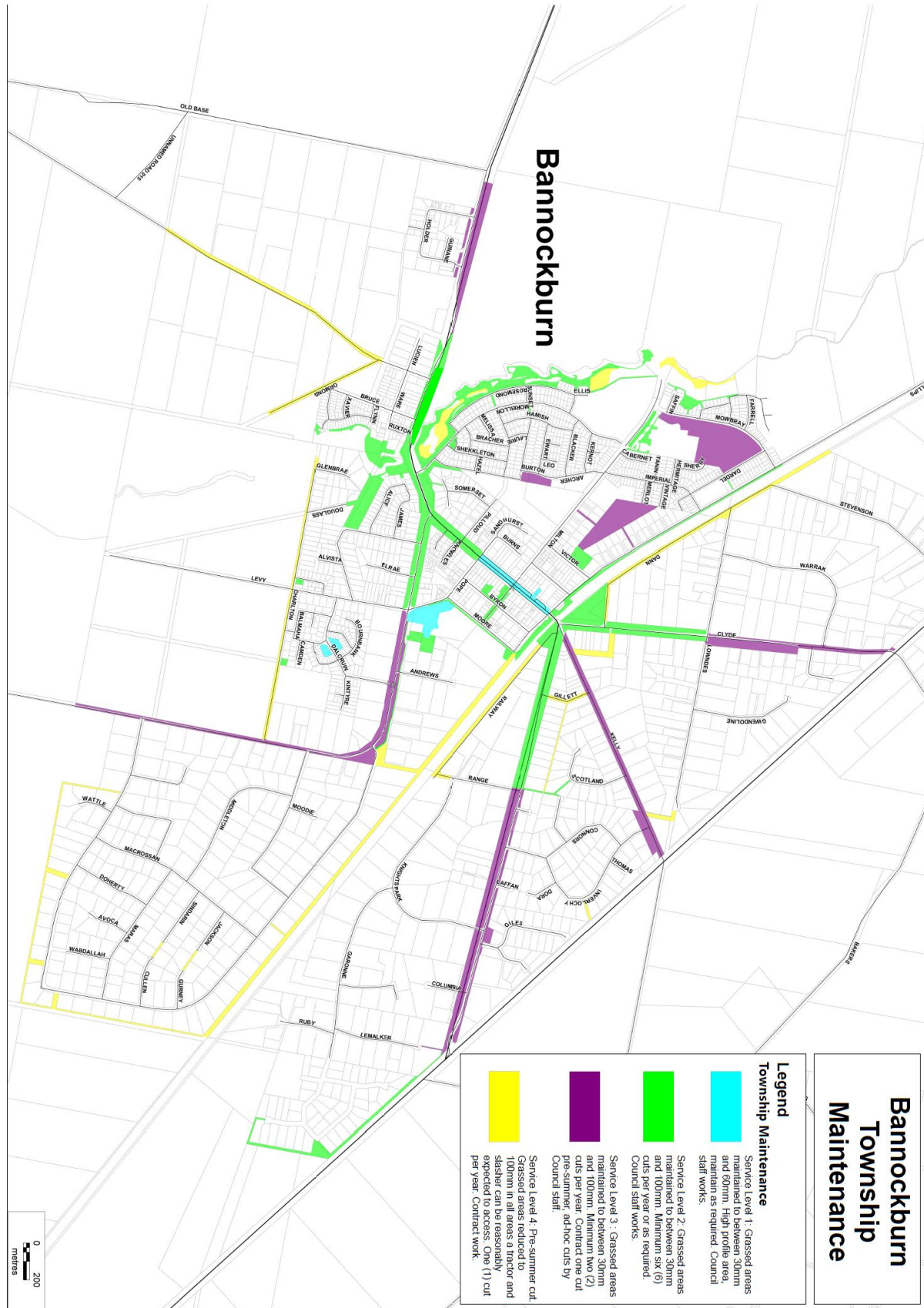
<i>Service Level 1</i>	<ul style="list-style-type: none"> <li><i>This service level applies to high profile precincts within townships.</i></li> <li><i>Grassed areas are typically maintained to heights between 30mm and 60mm and are maintained as required.</i></li> <li><i>Garden bed areas are to be weed free and where mulch is present, it is to be monitored and maintained.</i></li> <li><i>Ornamental trees are to be maintained for appearance and trimmed to provide clearance to paths and trails and sight distances for traffic using adjacent roads and streets.</i></li> <li><i>Irrigation systems, where fitted, are to be monitored and maintained for effectiveness.</i></li> <li><i>Footpaths, roadsides and drainage systems are to be regularly monitored and cleared of debris and litter.</i></li> <li><i>Street furniture is monitored and maintained.</i></li> </ul>
<i>Service Level 2</i>	<ul style="list-style-type: none"> <li><i>This service level applies to roadsides and reserves within townships that are to be maintained to a high standard.</i></li> <li><i>Grassed areas are typically maintained to heights between 30mm and 100mm with a minimum of six (6) cuts per year or as required.</i></li> <li><i>Trees and shrubs are maintained to provide clearance to paths and trails and sight distances for traffic using roads and streets.</i></li> <li><i>Footpaths, roadsides and drainage systems are to be regularly monitored and cleared of debris and litter.</i></li> <li><i>Street furniture is monitored and maintained.</i></li> </ul>
<i>Service Level 3</i>	<ul style="list-style-type: none"> <li><i>This service level applies to roadsides and reserves, usually on the approaches to townships.</i></li> <li><i>Grassed areas are typically maintained to heights between 30mm and 100mm with a minimum of two (2) cuts per year.</i></li> <li><i>Trees and shrubs are maintained to provide clearance to paths and trails and sight distances for traffic using roads and streets.</i></li> </ul>
<i>Service Level 4</i>	<ul style="list-style-type: none"> <li><i>This service level applies to the balance of roadsides and reserves in township areas not addressed under Service Levels 1, 2 and 3 but require treatment for fire hazard in the lead up to summer.</i></li> <li><i>Grassed areas are reduced to 100mm or less. These areas have one (1) treatment annually in the lead up to summer.</i></li> </ul>
<i>Nature Strips</i>	<ul style="list-style-type: none"> <li><i>Nature strips and footpaths are an important part of general urban infrastructure and are areas for underground services and safe access for the community. Residents play an important role in maintaining these areas. Nature strips are intended to provide an open space that allows open viewing for vehicles and pedestrians for driveways, property fences, intersections and curves in roads as well</i></li> </ul>

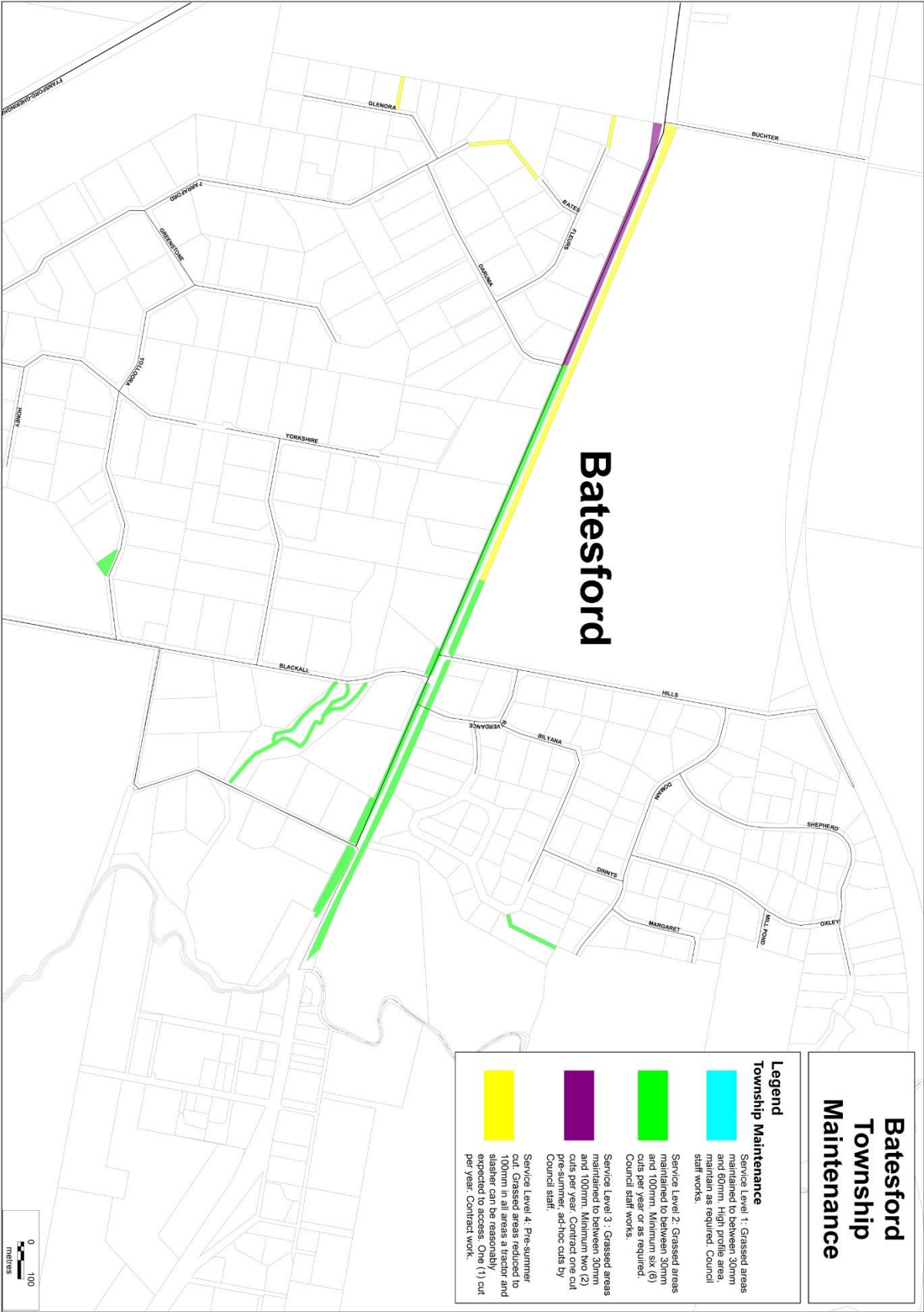


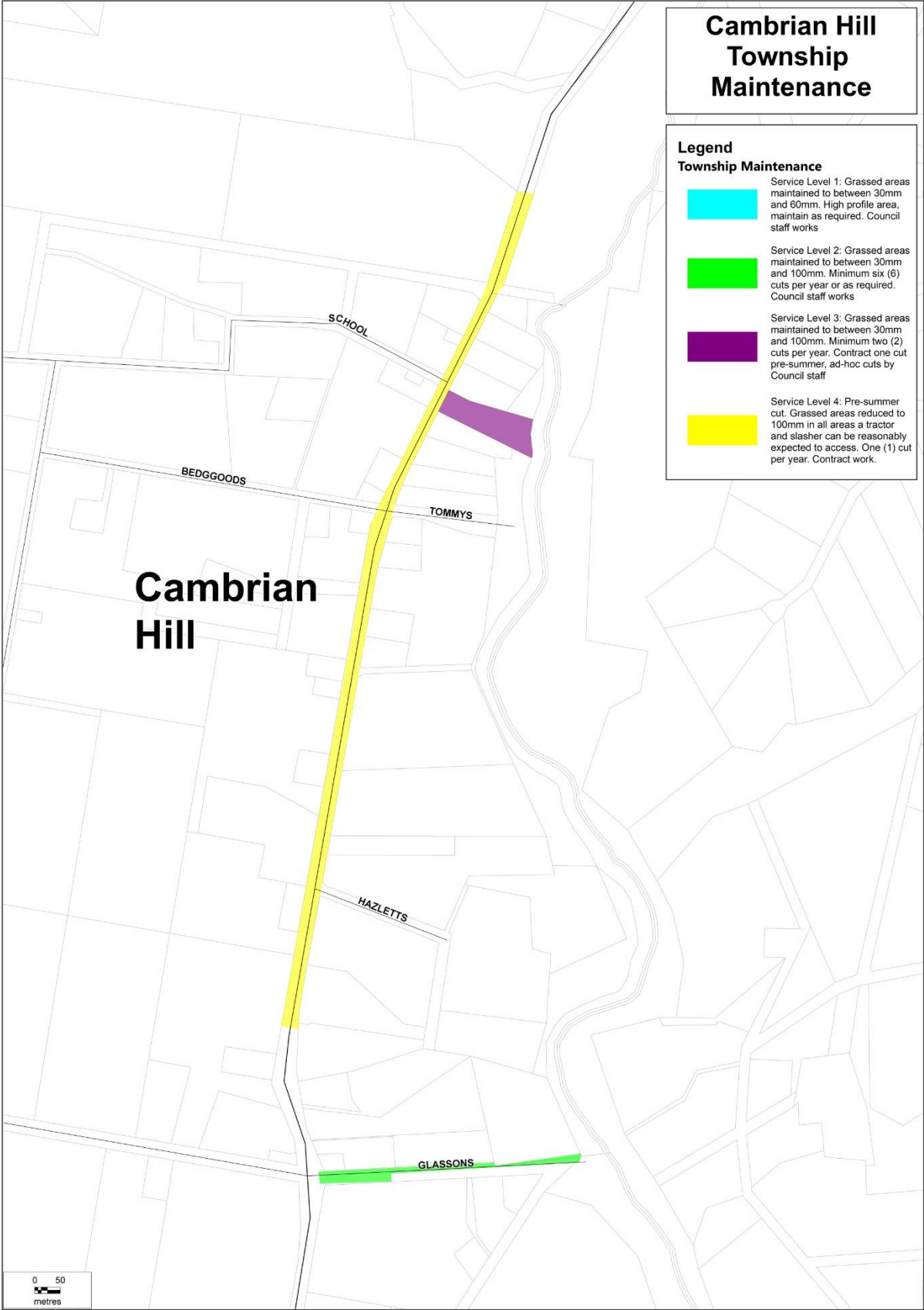
## TOWNSHIP MAINTENANCE POLICY

	<i>as an aesthetic element to our streets. Historic community and Council expectation is that residents will mow and maintain their nature strip in order to present a neat and tidy street frontage. Council do not carry out renovation or maintenance (including mowing) of nature strips. Residents within township areas must comply with Council Local Laws pertaining to nature strip maintenance.</i>
--	---

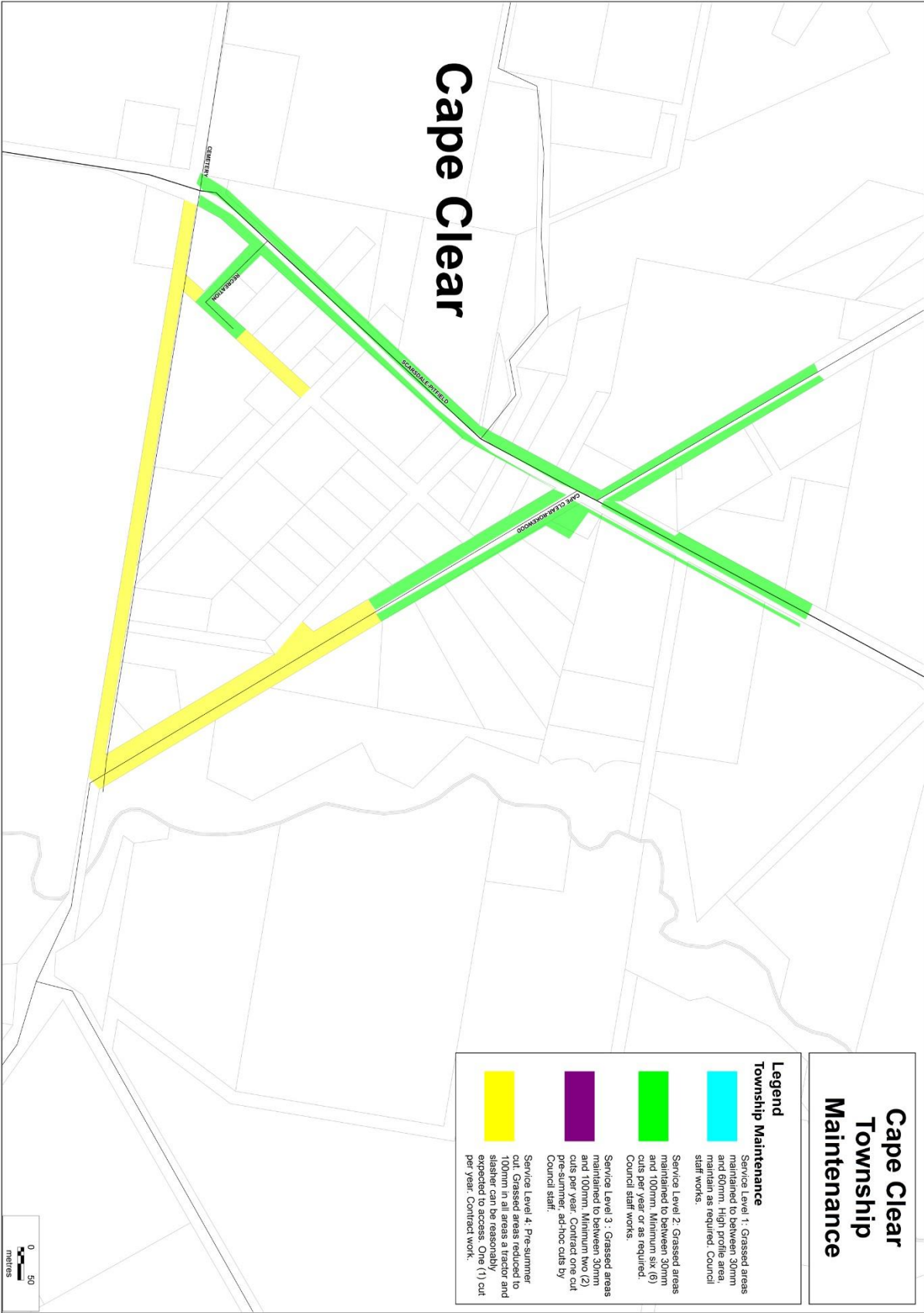
15. Appendix 2 – Township Maintenance Maps

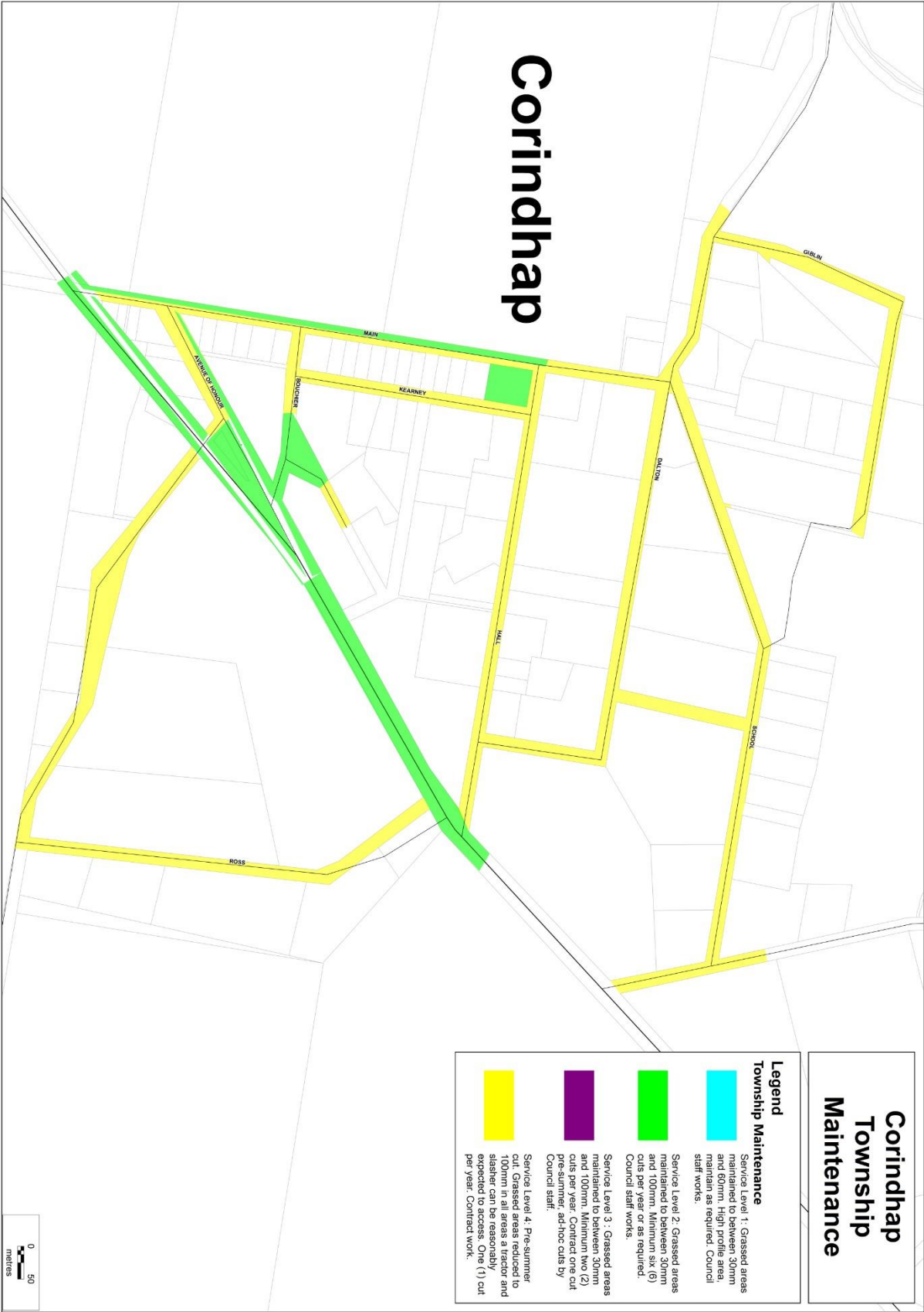


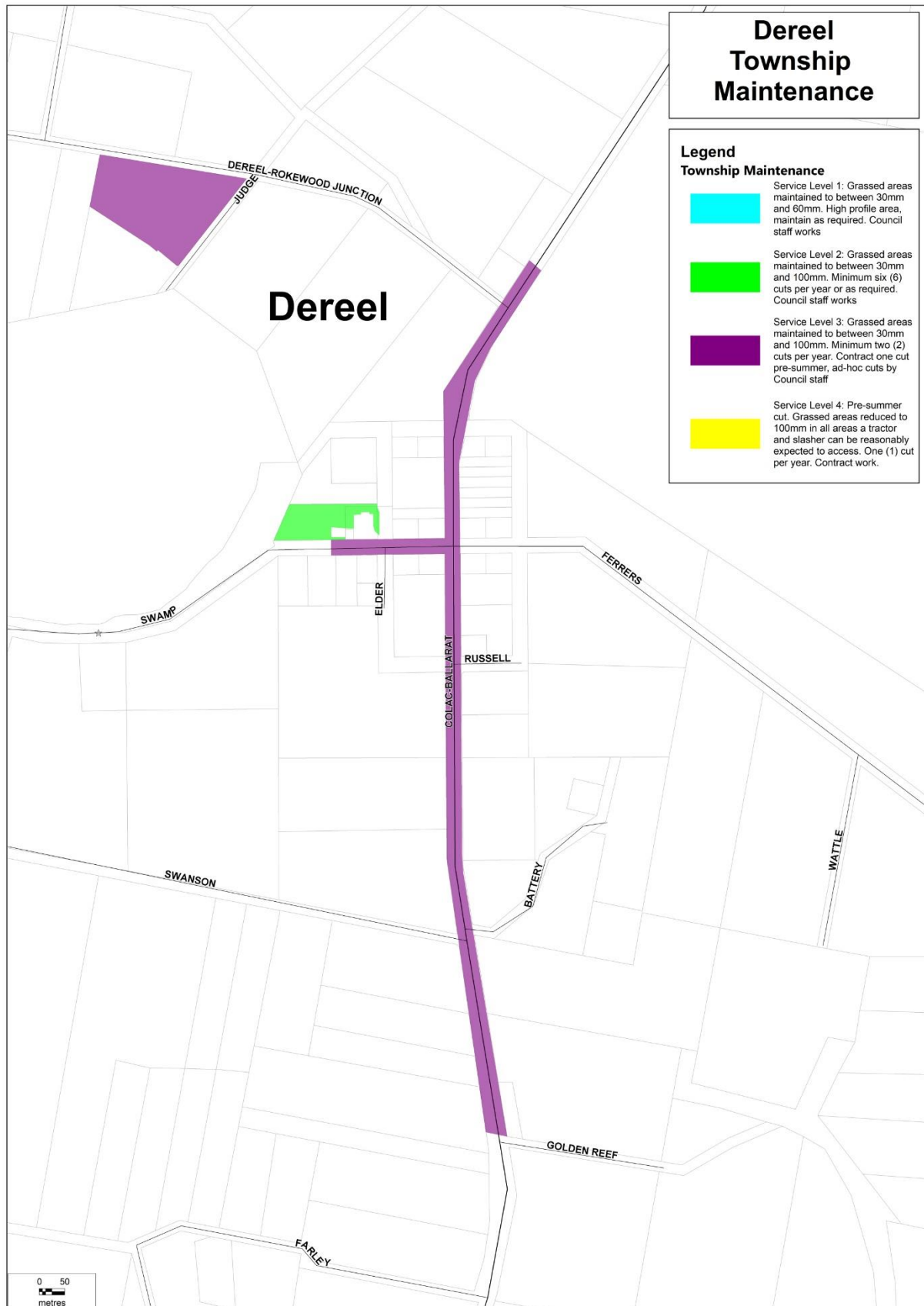


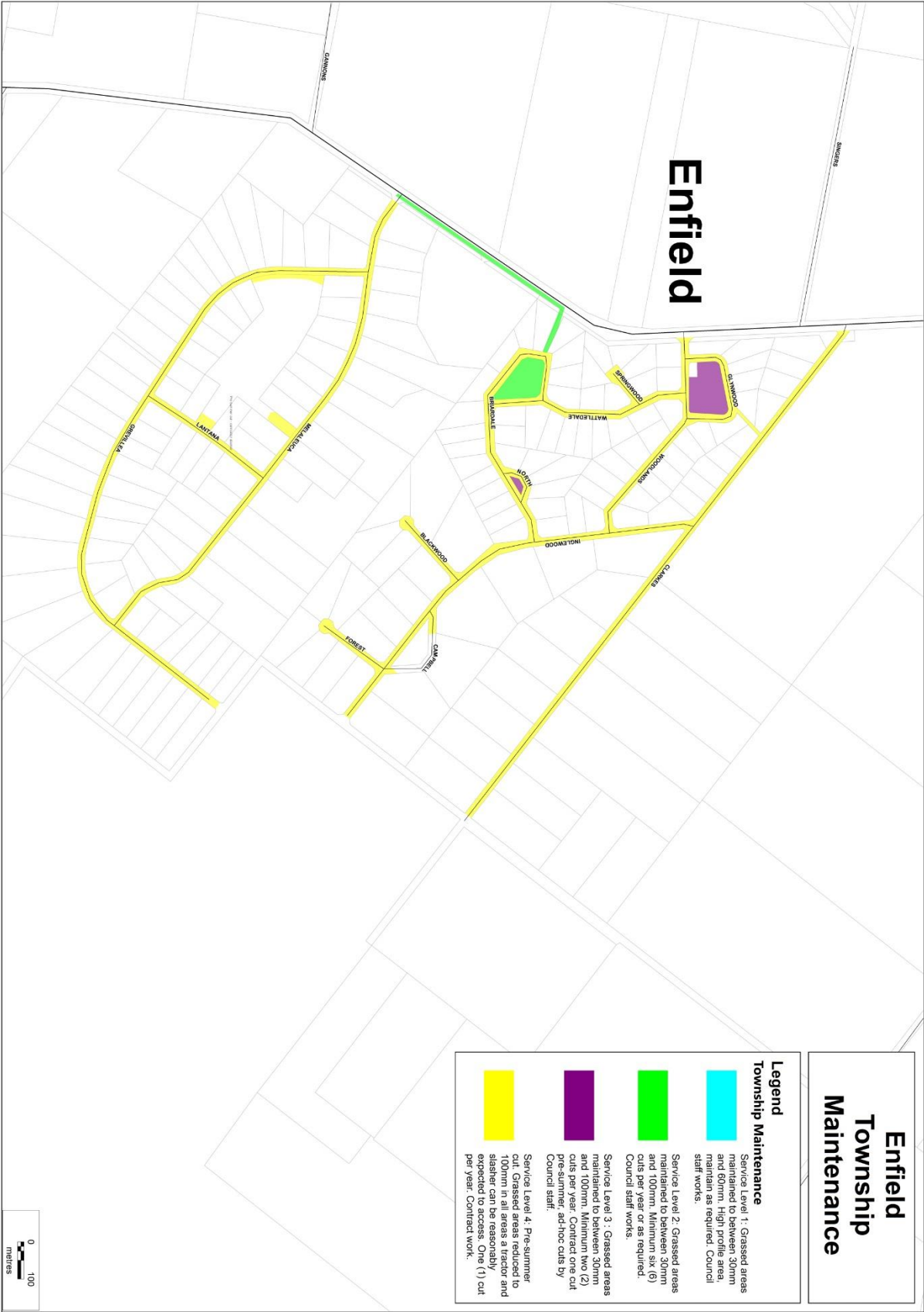




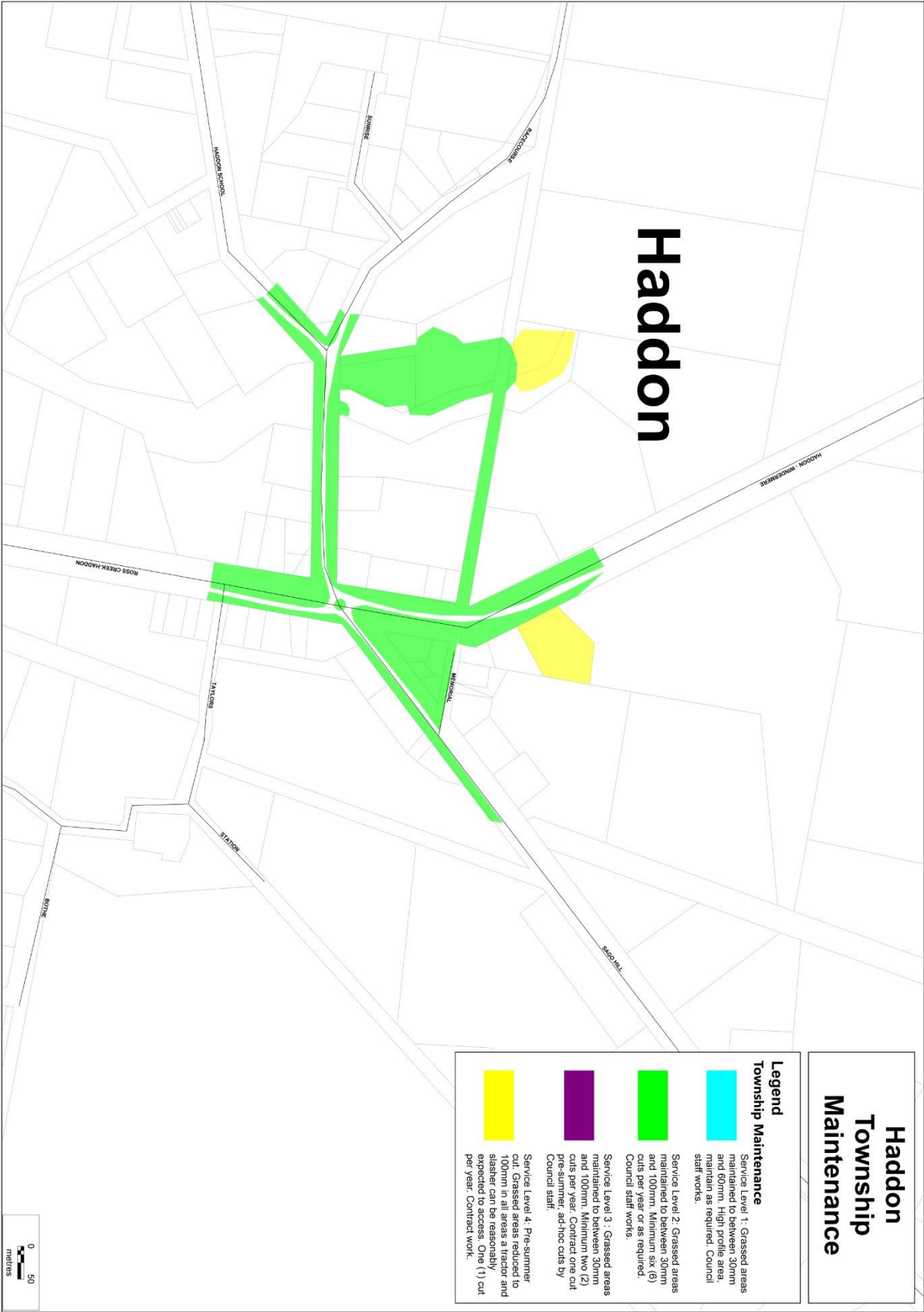


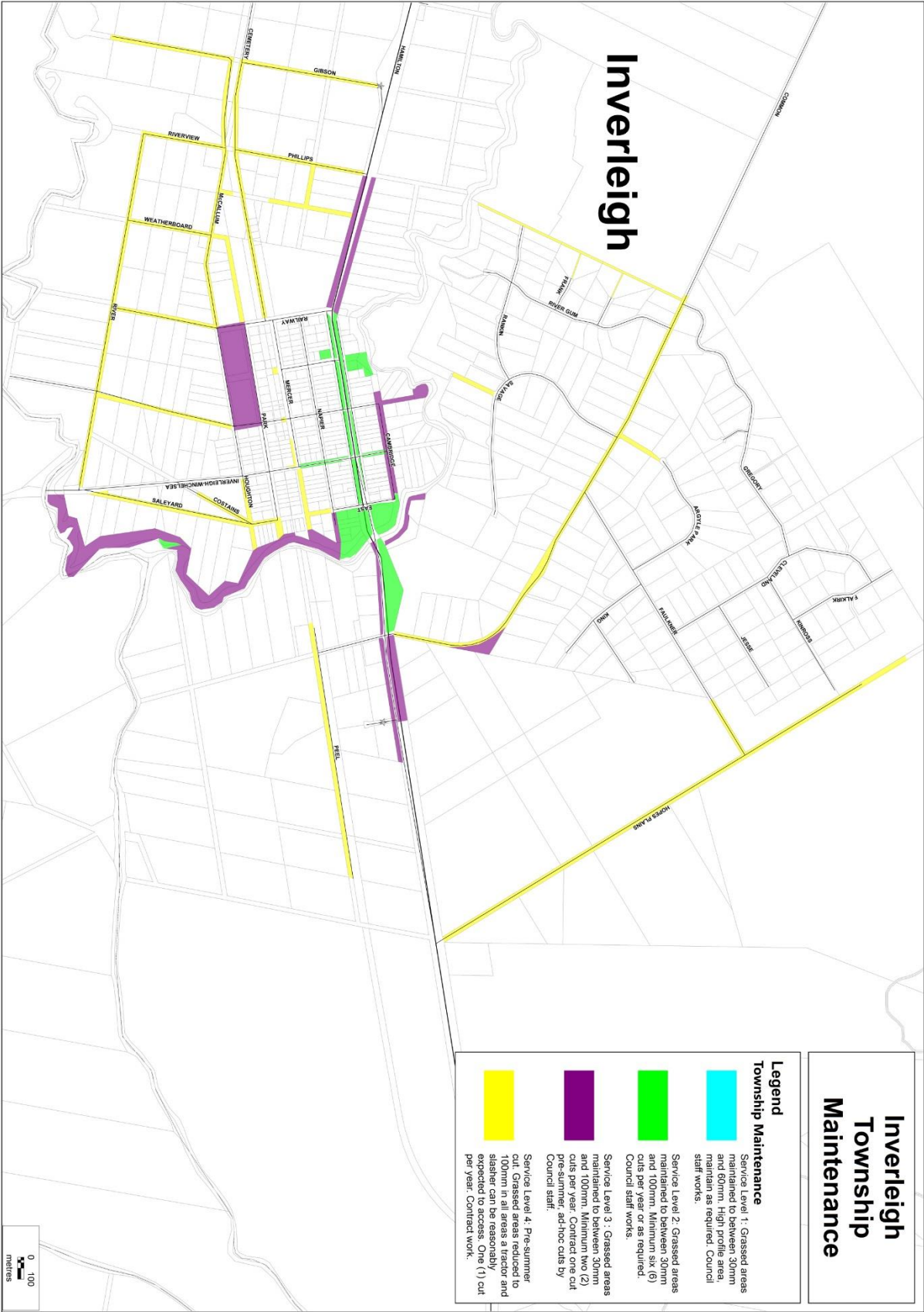


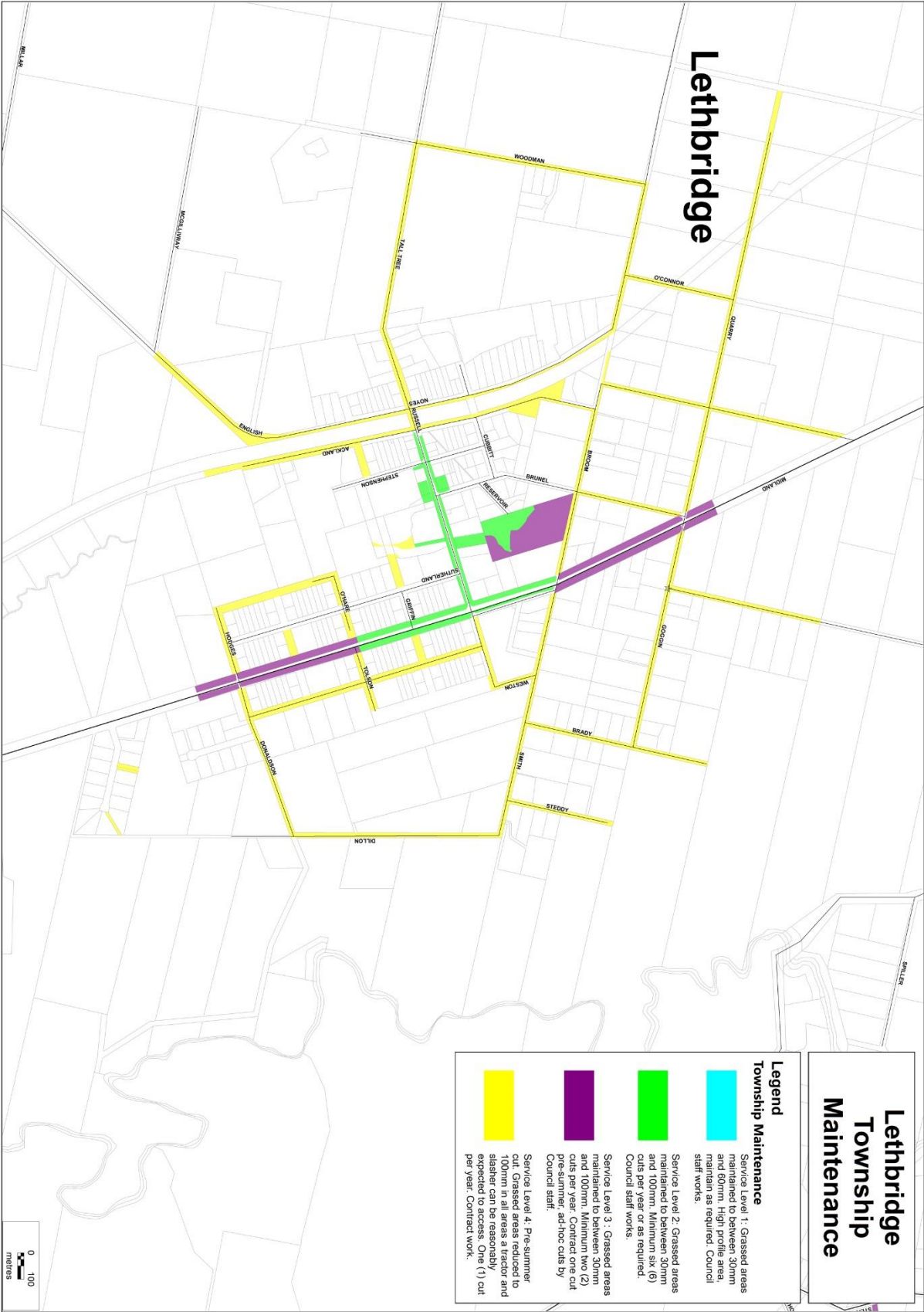




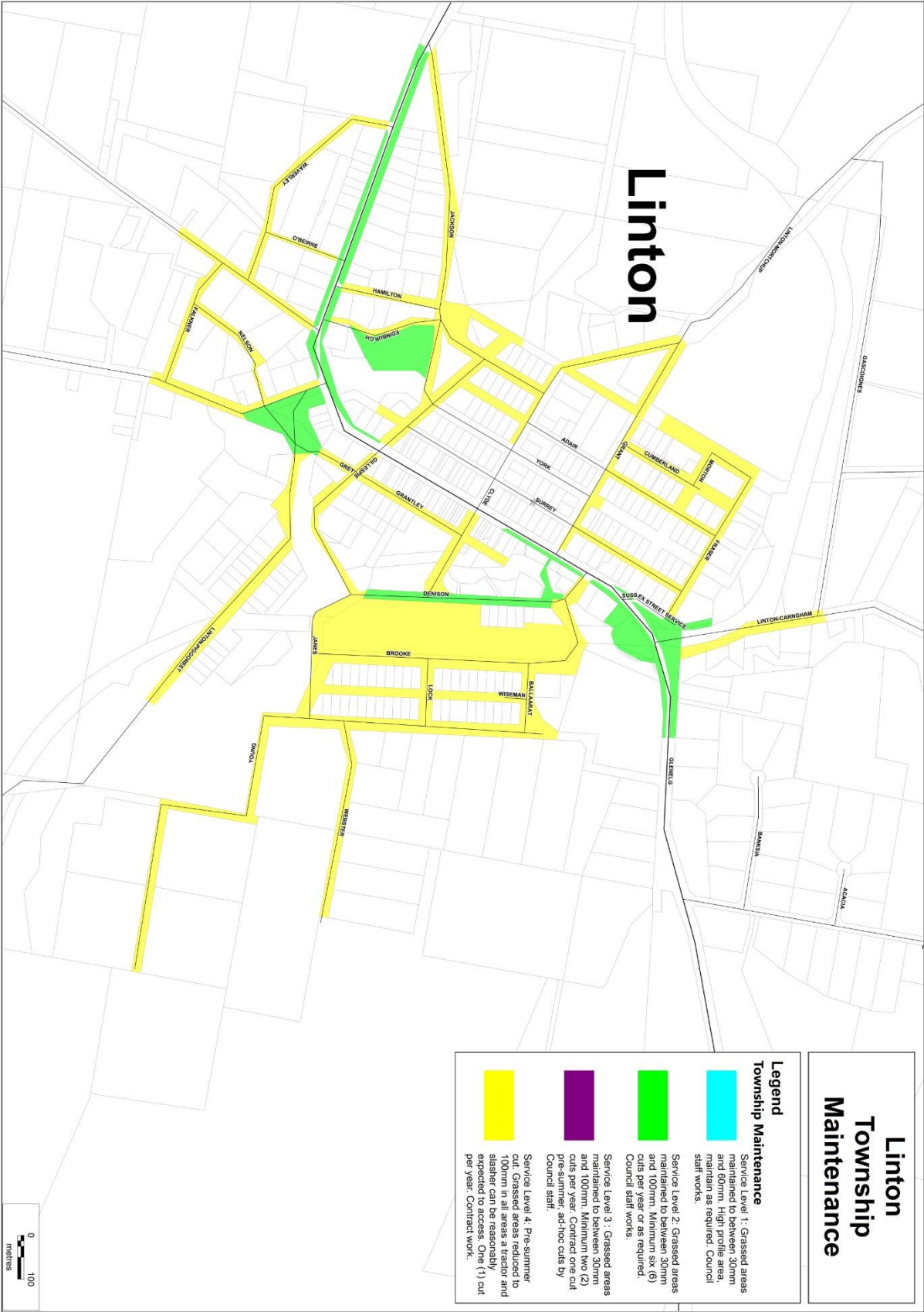


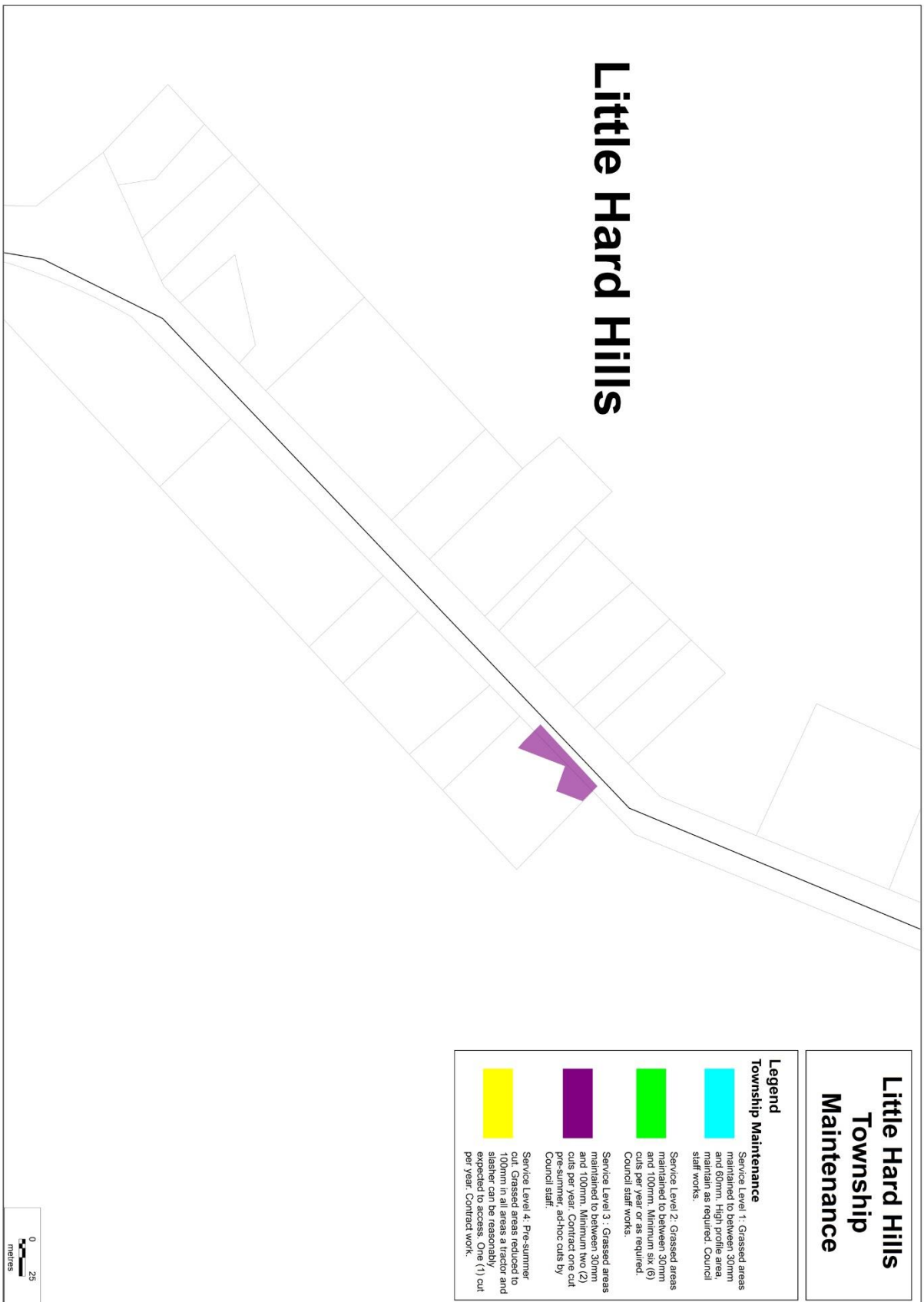


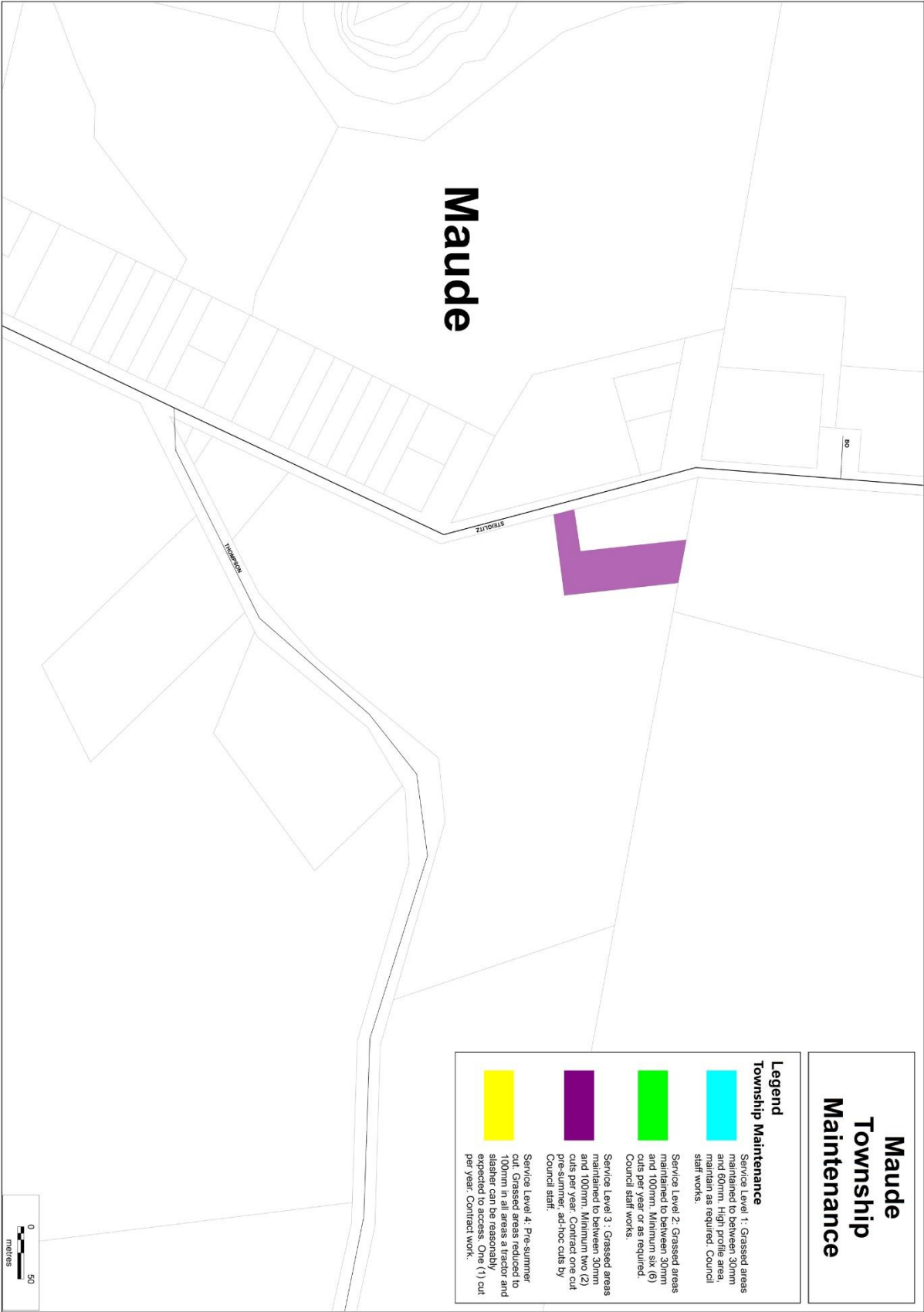


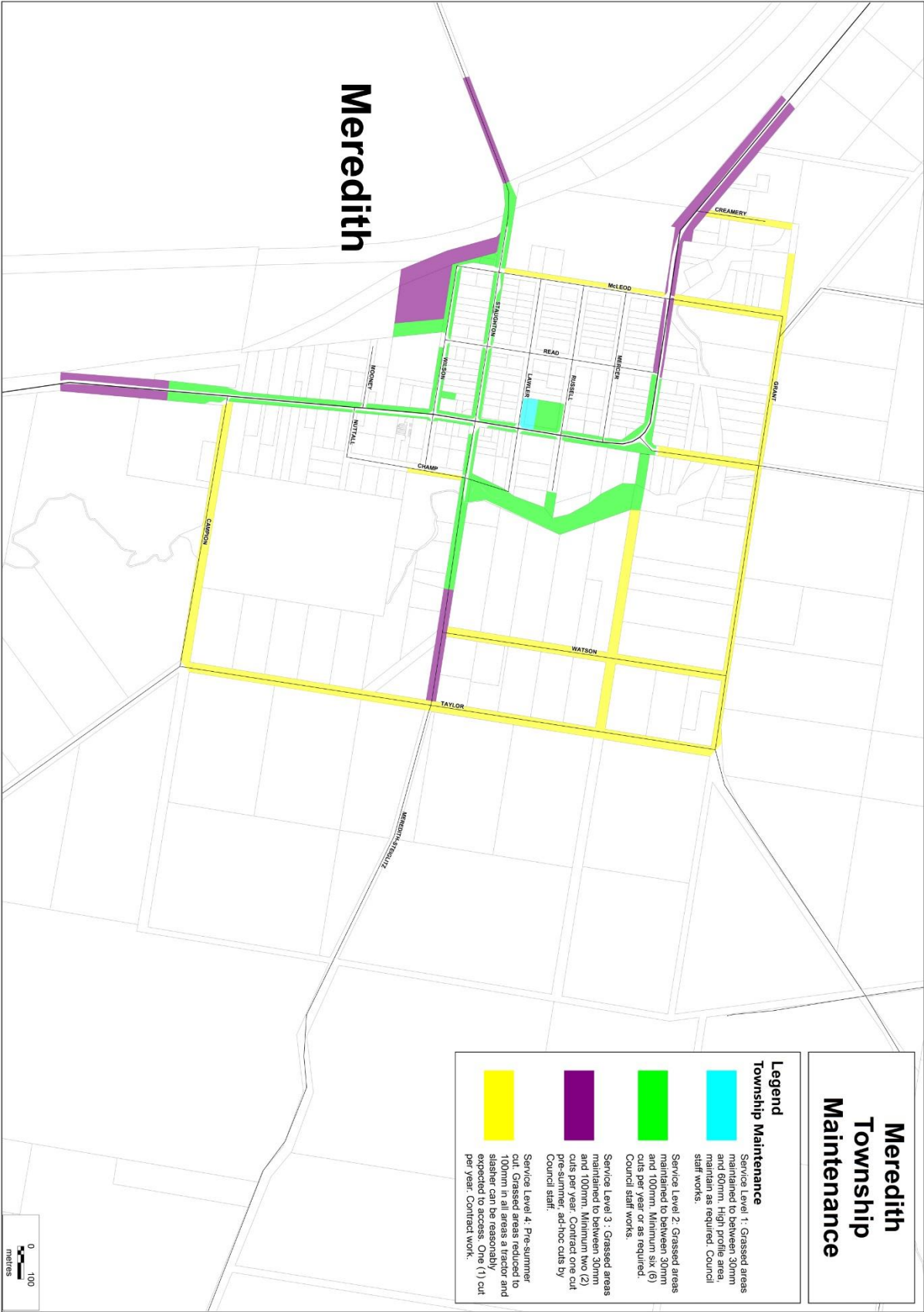


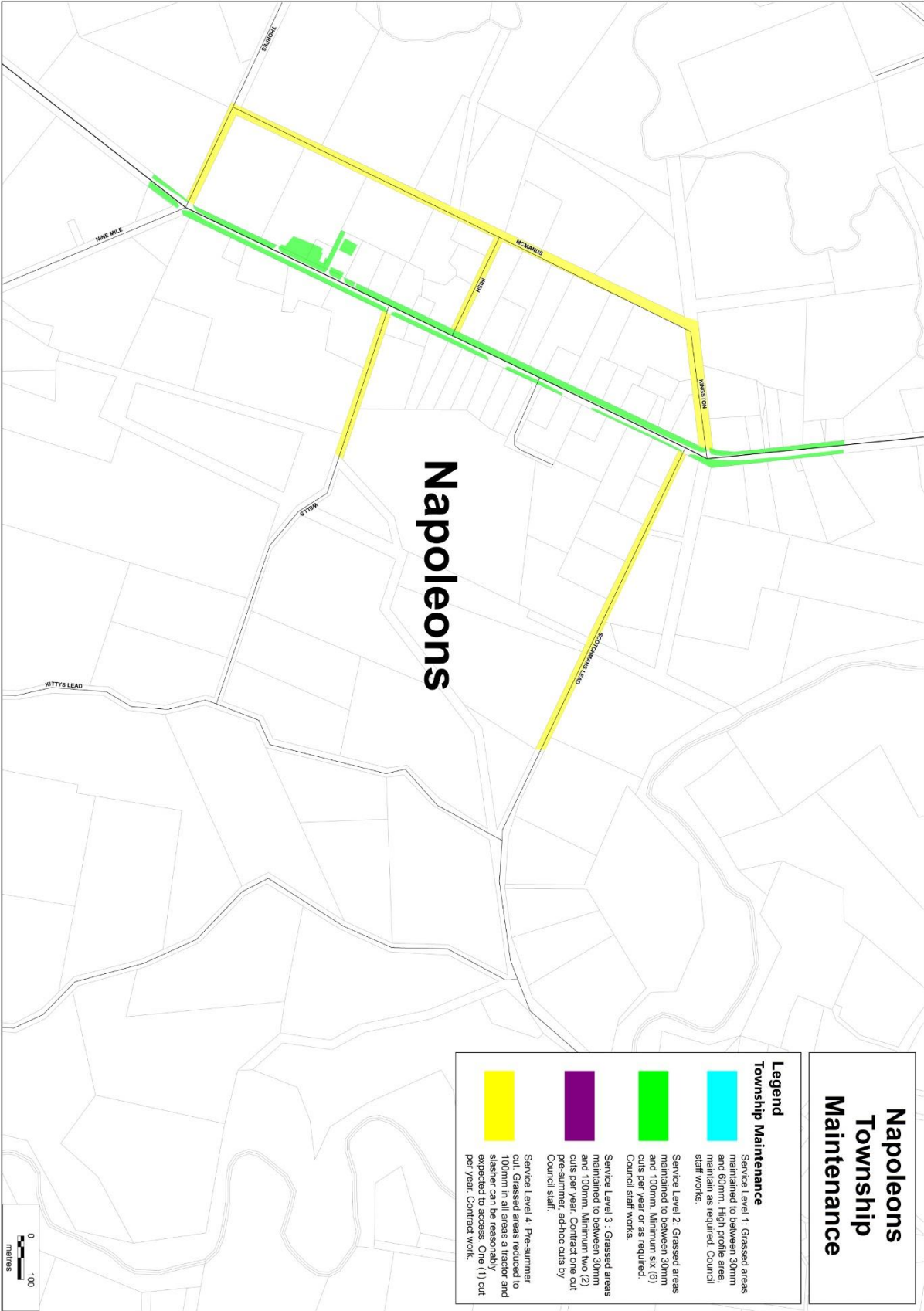








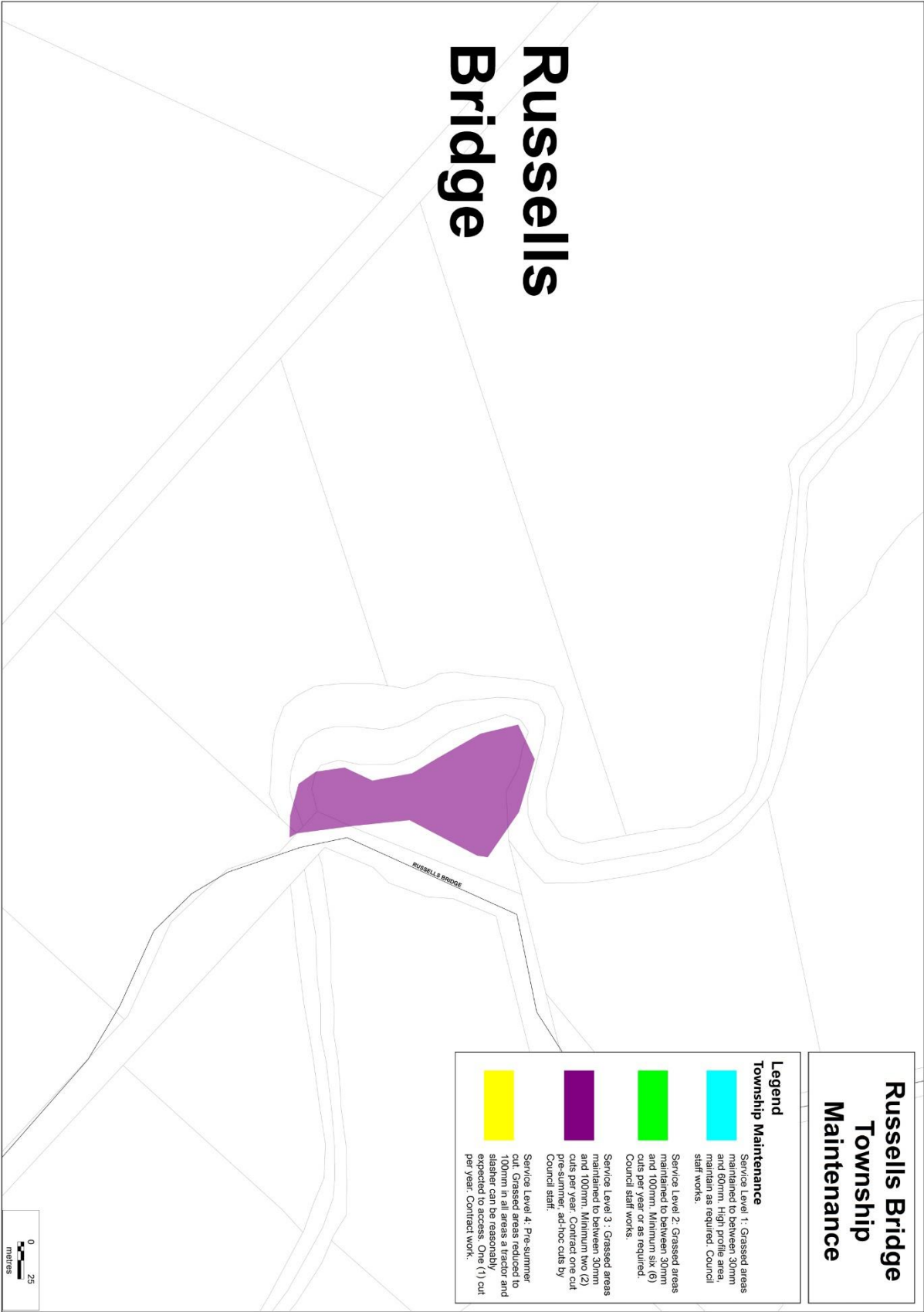


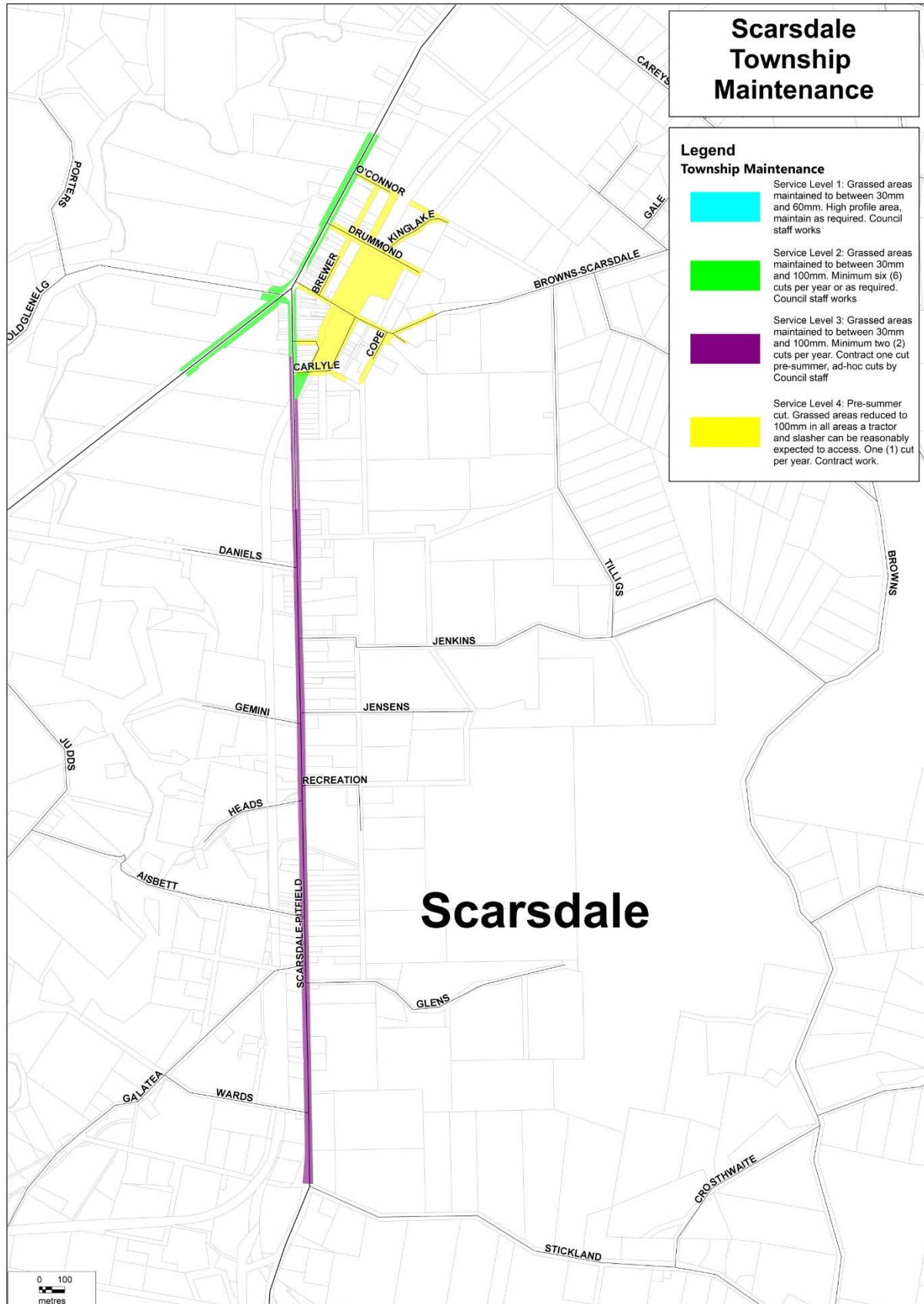






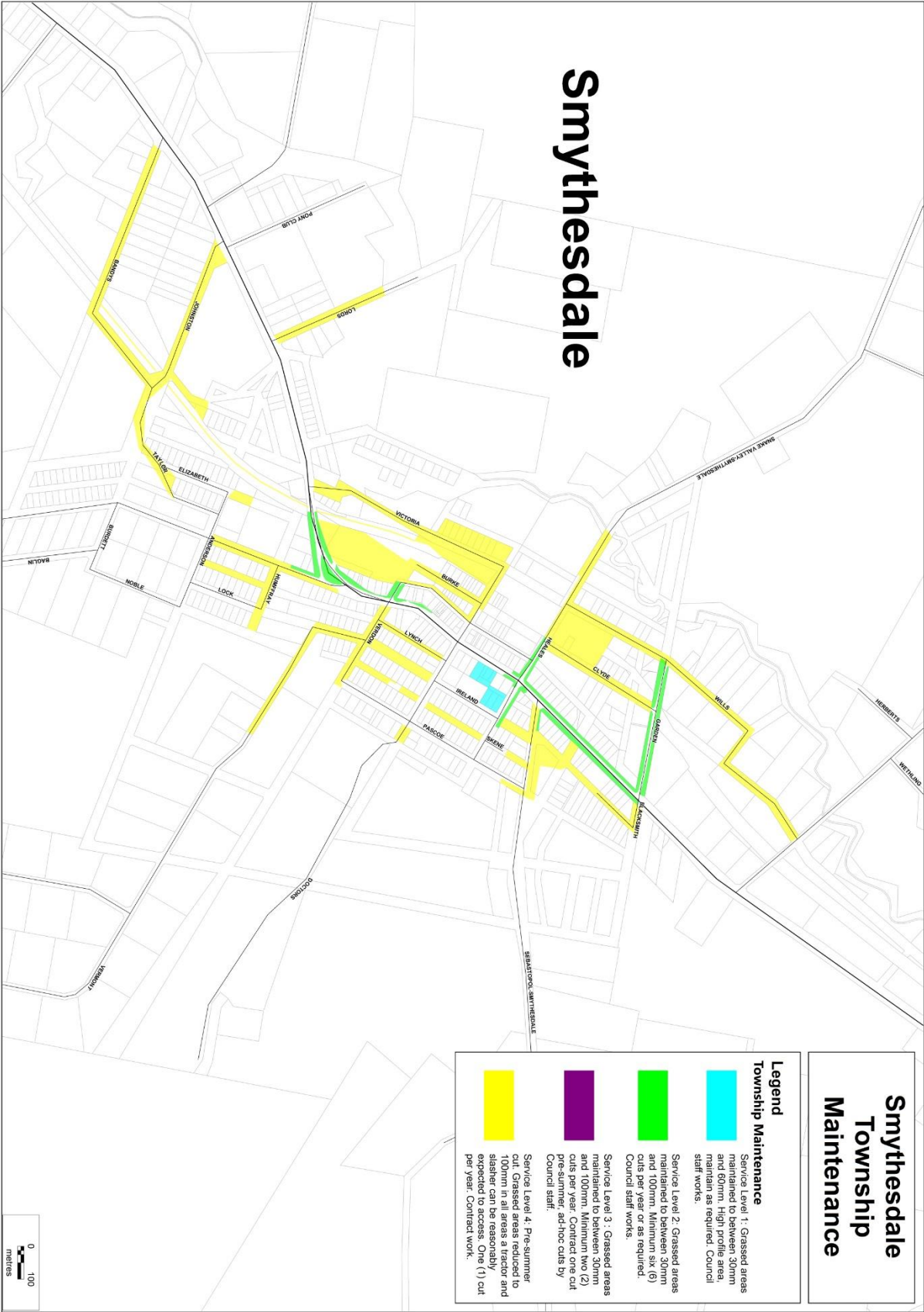














[USE THIS AS A REFERENCE TOOL]  
**POLICY AND PROCEDURE WRITING INSTRUCTIONS**

### Aligning legislation and policy documents

- Policy and procedure must align with relevant legislative, regulatory or organisational requirements, such as Council's Plan (2017-2021). Policies and procedure refer to legislation and government policies but do not duplicate their content.
- Procedures related to policies must align. Any changes in one document must also be made to related documents.

### Choosing the right language

- Council's staff and community come from diverse backgrounds and rely on policy documents for essential information, so it's important to write clearly, concisely and simply. To help you achieve this, write with the reader in mind and follow these tips:
  - use short, easy-to-read sentences in plain English
  - use language that is positive and inclusive, e.g. gender-neutral ('their' not 'he' or 'she'), gender-inclusive (e.g. chair not chairman)
  - use active voice rather than passive voice
  - use terminology consistently (i.e. consistent across the document)
  - use words that are clear about what is mandatory (e.g. must, will) and what is discretionary (e.g. may)
  - use commonly understood language rather than jargon that requires specialist knowledge
  - explain in full what acronyms mean when using them
  - use generic contact details (e.g. [enquiries@gpplains.vic.gov.au](mailto:enquiries@gpplains.vic.gov.au)) rather than specific details that date quickly.

### Writing in active voice

- Writing in active voice gives the reader a sense of action, identifies who or what is taking action, is more direct and often requires fewer words than writing in passive voice. Some examples are below.

Active voice	Passive voice
The complainant must submit a complaint in writing.	An complaint must be submitted in writing by the complainant.
Staff are responsible for implementing this policy and following the procedure.	Implementing this policy and following the procedure is the responsibly of staff.
Y must consider X.	Due consideration needs to be given to X by Y.

### Referring to legislation

- When first mentioned in the document, the full title of legislation is in italics (*Local Government Act 1989*), but not when used subsequently and shortened, e.g. 'the Local Government Act' or 'the Act'.
- When referring to a section of an Act, reference as 's.' e.g. under s.89 of the Act.