



Bacchus Marsh District Trails Master Plan

Issue 2004 - 2005


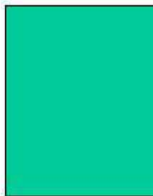
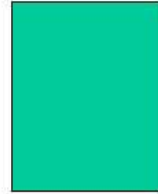





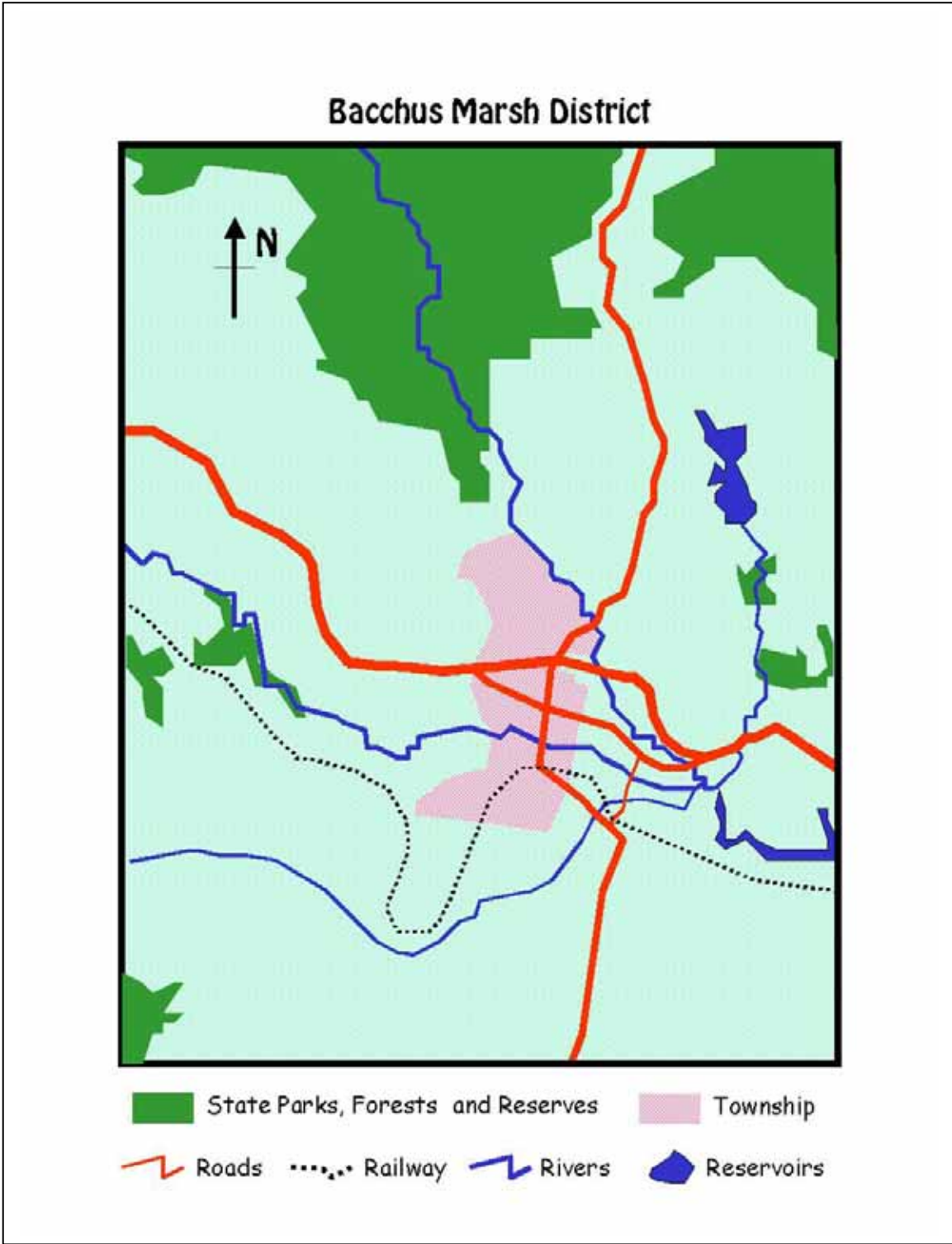
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About This Document

This document is owned by the Shire of Moorabool.

This document is prepared for the Shire of Moorabool by the Bacchus Marsh District Trails Advisory Committee (Section 68) of Council.

This document is updated annually by the Bacchus Marsh District Trails Advisory Committee as an outcome of the ongoing review and planning of trails in the Bacchus Marsh district. This update process commences in May of each year and is normally completed by August of each year.

A draft version of this document is presented to Council for consideration and review. When adopted by Council, this document is used as a reference to guide trail development over subsequent years.

About the Bacchus Marsh District Trails Advisory Committee of Council

The Bacchus Marsh District Trails Advisory Committee was established by Moorabool Shire Council under Section 86 of the Local Government Act 1989. The

Purpose and Terms of Reference of the Committee are contained in Appendix A of this document.

Meetings of the Committee are held on the first Tuesday of each month, except for November (Melbourne Cup Day) when the meeting is deferred to a suitable day, and January when no meeting is held.

The location and times of the meeting can be obtained from Council staff.

In carrying out its function the Committee consults widely with community organisations and other groups with specialised interests in trails.

Acknowledgements

The Committee acknowledges the contributions that have been made by clubs and organisations in the Bacchus Marsh community towards the production of this document. A special mention must be made of the Rotary Club of Bacchus Marsh whose Environment Committee already has a trails project underway at the Gisborne Road bridge over the Lerderderg River. The Committee has been greatly assisted in its work by Councillors and Staff of the Moorabool Shire.

Bibliography

The following documents provided valuable information and guidance during the preparation of this master plan:

Australian Standard 2156.1 –2001 Walking Tracks Part 1: Classification and signage.

Australian Standard 2156.2 –2001 Walking Tracks Part 2: Infrastructure design.

HB69.13-1995 Guide to traffic engineering practice – Pedestrians, and

HB69.14-1999 Guide to traffic engineering practice – Bicycles.

Jack's Track Notes, Jack Myers. Published by the Friends of Werribee Gorge & Long Forest Mallee Inc., Second Edition 2002.

Yarra Bend Park – Trails Strategy Master Plan April 2001, Parks Victoria.

www.parkweb.vic.gov.au .

Moorabool Strategic Bicycle Plan

1 A Quick Summary

Over many years the rivers, forests and hills of the Bacchus Marsh district have encouraged individuals and groups to develop tracks and trails that thousands of residents and visitors have enjoyed.

Until recently, the tracks in the state forests and reserves outside the township have sprung to mind when thinking of Bacchus Marsh and “trails”.

Increasingly however, pedestrian and cyclist routes within and at the edges of the township have risen in importance to residents, either as leisure, exercise or commuting facilities. It is these trails that are the current focus of the Master Plan.

Because these recent trails have largely been developed as special projects or in response to subdivision planning requirements, it is fair to say that the existing trails represent a fragmented, rather than integrated network.

This Master Plan is an attempt to ensure that future trail development occurs in such a way as to link existing routes with new trails while reducing fragmentation, thereby increasing the overall amenity of the network.

The Master Plan also recognises that unused land on which trails could be built is becoming increasingly scarce within and around Bacchus Marsh. Some specific proposals are presented to address this issue.

As funding for trails is scarce, the Master Plan also identifies work priorities so that the most important work is done first.

To assist the planning and prioritisation process for trails, the Bacchus Marsh District has been divided into zones: **Forest**, **Rural**, **River** and **Urban**. Each of these zones has some environmental and human use characteristics that differ from the other zones.

For the next four years a **high priority should be given to reducing the fragmented nature of the trail network** in the **River** and **Urban** zones. Isolated trails or trail fragments should be extended to link up with others in the same locality. This also means that a determined effort should be made to ensure that Darley can be linked with Maddingley via a non-motorised route.

A **special priority** for the next 12 months is to produce and distribute **information** about the **Peppertree Park Circuit** and the **Avenue of Honour and River Circuit**. This information is to be especially targeted at encouraging visitors from Melbourne.

This document is not in itself a compendium of detailed information about every trail in the Bacchus Marsh district. Detailed information about specific trails will be found in other identified documents, either already in existence or being developed by the Committee according to the prescriptions of this Master Plan.

2 Trails – The Vision

The Moorabool Shire Council is pursuing “the development and integration of community trails in the Bacchus Marsh district in order to promote community capacity, a healthy lifestyle and well being, and the discovery of the district’s environmental and historic assets”.¹

Walking Trails, Bicycle Paths and Horse-Riding Trails are part of the community infrastructure of the Moorabool Shire, just as much as swimming pools and sports grounds. Properly managed, they provide an amenity to the community and increase the attractiveness of living in Bacchus Marsh. They need planning and management in order to enhance and complement other infrastructure developments, especially roads and housing estates.

Trails provide alternative routes to roads carrying motorised traffic – such traffic is excluded from using trails.

This Master Plan should be used as a standard reference to guide the activities of those persons and organisations undertaking the development of trails in the Bacchus Marsh district.

2.1 Community Benefits

A list of the ways in which trails benefit the community includes:

Recreation. Trails can be used for relaxing, for taking time to observe

the sights and sounds of the countryside and the town. Sporting activities can be organised on trails.

Education. Nature walks can be undertaken by schools along trails. Points of interest can add meaning to History and Science lessons.

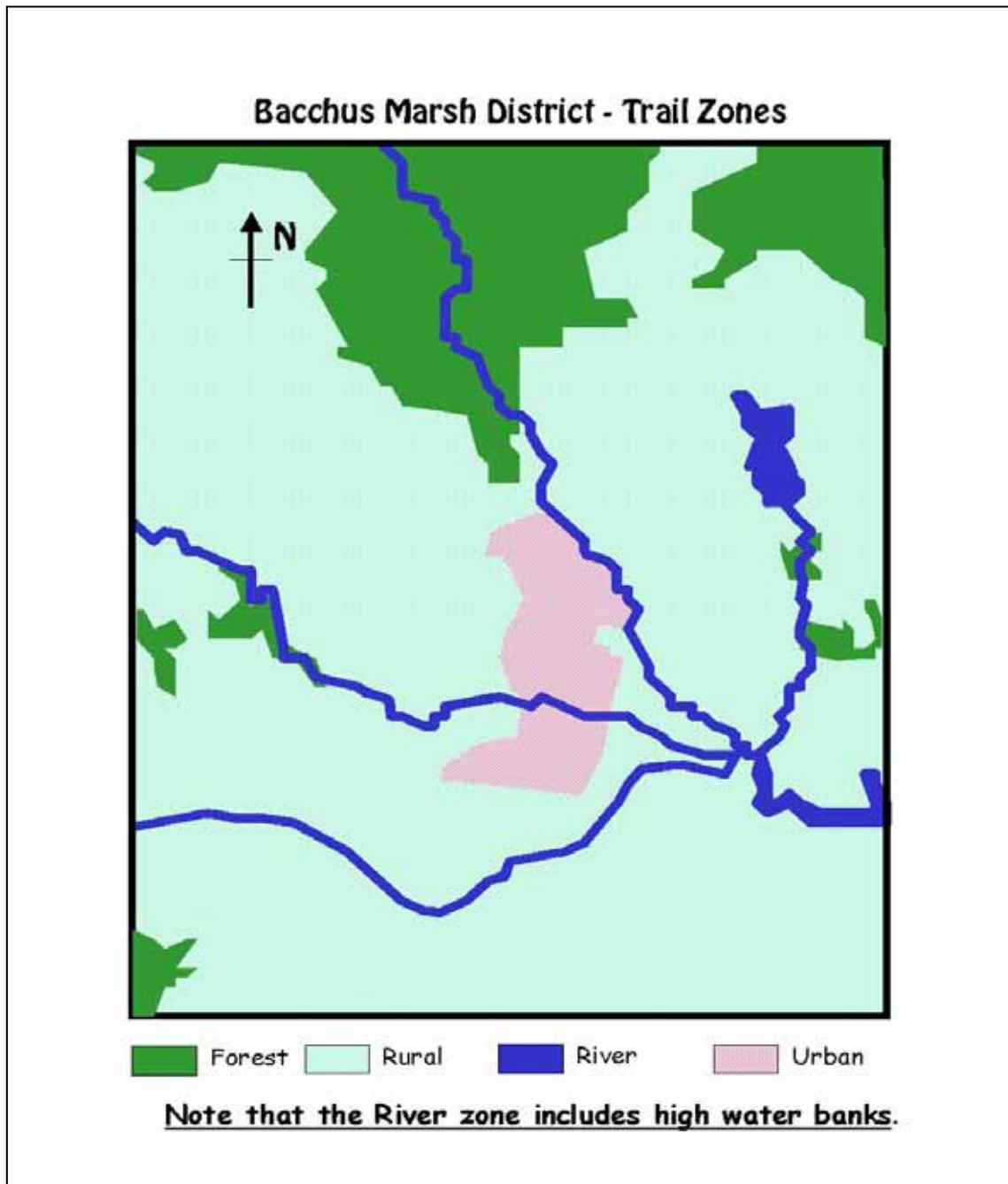
Health. The benefits of regular exercise are well documented. Trails facilitate such exercise in an enjoyable environment.

Safety. A good network of trails should reduce the risk of collisions between motor vehicles and pedestrians or cyclists.

2.2 Commercial Benefits

A good network of trails also increases the attractiveness of the town to outside visitors. Day trippers and holiday makers bring money into a community, ultimately increasing local employment opportunities.

¹ Extracted from the Bacchus Marsh District Trails Advisory Committee of Council Purpose and Terms of Reference – see Appendix 1



3 Scope of the Master Plan

3.1 Coverage

This plan concerns trails in the Bacchus Marsh district. A map of this district is shown opposite. For the purposes of this Master Plan the district has been divided into four zone types:

- Forest,
- Rural,
- River, and
- Urban.

See map of Bacchus Marsh District – Trail Zones.

3.2 Zones and Trail Planning

The trail zones shown on the map have been devised because planning issues are different from one zone to another.

For example, in the **Forest** zone “ownership” and management of the land is vested by the State Government in such organisations as Parks Victoria and the Department of Sustainability and the Environment. In the **Rural** zone the owners of the land are farmers and market gardeners.

Negotiations between the Committee and the land owners can be expected to differ in these cases as the objectives of the owners will vary from resource management and environmental concerns to commercial considerations.

The zones also enable the Committee to simply indicate where trail priorities are focussed.

Thus, this **first** issue of the Master Plan focuses on trails in the **River** and **Urban** zones. Trails in the

Forest zone are already well documented in other publications (see the bibliography).

3.3 Matters Excluded from the Master Plan

The Committee does not attempt to plan or advise Council on some matters brought into focus by this plan but which are not, in essence, concerned with trail management and planning.

For example, the content and format of signage at Points of Interest is best designed by recognised organisations and/or community groups with more knowledge of a particular site; such as the Bacchus Marsh Historical Society. **Trail markers and safety signs of course are definitely in the scope of this plan.**

Detailed planning, design, scheduling and construction of trails are beyond the particular expertise of the Committee. Such skills lie with Council’s engineering, planning and works staff and their contractors. However, this Committee will refer to appropriate standards during the planning process and recommend aspects of trail design based on the anticipated user group(s).

Accordingly, the trail details that are included in both this Master Plan and the Committee’s recommendations to Council are generally restricted to facts that an interested layperson (and committee member) can understand – the location of a trail, its purpose, length, type and number of amenities; obvious hazards to walkers, cyclists and horse-riders.

4 Terms Used in this Master Plan

The following terms are used in this document and to facilitate communication among readers.

Trail. A named corridor along tracks, paths, pavements, roadways, etc; in both rural and urban areas. Suitable for the passage of walkers, cyclists and horse-riders, though not necessarily all of these. Generally signposted for the benefit of the traveller and usually managed in some formal way.

NOTE: It is important to distinguish a “trail” from the infrastructure that supports it. A “trail” may pass along any number of streets and tracks, and in fact may share these streets and tracks with other “trails”. For example, the Great Dividing Trail will share Grant Street with at least one local trail or circuit.

Barriers. Structures crossing a trail which either prevent the traveller from proceeding, or require some additional effort on the traveller’s part to negotiate. Examples include stiles, cattle grids, footbridge, river ford, etc.

Circuit. A sequence of trails which, when followed, takes the traveller back to the starting point. An individual trail may be a Circuit in itself.

Emergency Vehicle Access Point (EVAP). A point on the trail where emergency vehicles such as ambulances can approach or enter the trail pathway.

Junction. A point on the trail where it crosses or meets a different trail.

Link. A short trail that connects two otherwise separate trails.

Managed Trail. A trail managed by Council in the sense that Council ensures that persons using the trail in accordance with approved and publicised guidelines will not come to harm from natural hazards other than “Acts of God”. Council publishes disclaimers on trail signage and in trail publications warning of the dangers of not following those guidelines. See also “**Unmanaged Trail**”. Council ensures that the start and end of managed trails are marked. Persons continuing to travel beyond the end of a managed trail do so at their own risk.

Point Of Interest. A point on the trail which offers access to some landscape feature such as a geological structure, an historic building, or some notable vegetation. Commercial ventures such as fruit and vegetable stalls could also be considered as points of interest.

Entry Station². A point on a trail, usually but not necessarily at a Termination Point, where the traveller can join the trail. An Entry Station usually provides amenities such as toilets, car parking, etc as well as comprehensive signage describing the trail.

² This is GDT nomenclature.

Track. For the purposes of this Master Plan is synonymous with **Unmanaged Trail**.

Trail Clearway. The verges on either side of the Trail Pathway which extend to natural or man-made barriers (for example: watercourse, fences, etc. Insofar as the Trail Clearway allows passage it is considered to be part of the trail. It may be used to provide temporary detours should a hazard impact on the Trail Pathway. On some trails it might provide permanent passage for horse-riders.

Trail Pathway. The prepared surface upon which pedestrians and cyclists actually travel.

Trail Code. A unique number allocated by the Committee that persists for the life of the actual trail, whether or not the name of the trail changes over time. When written in publications or signs it is

preceded by a letter that indicates the topographical continuity of the trail: 'C' indicates a circuit, 'T' indicates a linear trail and 'L' indicates that the trail is a link between two otherwise separated trails. For example 'C1' identifies the Peppertree trail; 'C2' identifies the Avenue of Honour and River trail while 'T3' identifies the Stamford Hill trail.

Trail Head. The termination of the trail toward which the user is travelling. This term is used rather than Trail Start or Trail End; these can be ambiguous depending on the direction in which the user is travelling.

Unmanaged Trail. An informal track or path for which Council takes no responsibility, and is used by persons at their own risk. Unmanaged Trails are not shown in maps prepared for public consumption in accordance with this Master Plan.

5 Trails and the Environment

In planning new trails the Committee is aware that flowing from its work are two environmental results that sometimes appear to be in conflict.

An increased awareness and respect for the benefits that the natural environment brings to the community resulting from easier access, and an increased impact of the community on the natural environment because of trail building and usage.

For example, a river crossing that joins two trails will generally provide a synergy of amenity that is greater than the amenity provided by the two separate trails. However, consideration must also be given to the impact of the crossing on the habitats of flora

and fauna living along the water course.

Another example would be that by upgrading trails and enabling easier access into nature reserves, more foot traffic is generated and the risk of “off-trail” damaging movement increased.

In an attempt to reconcile such dilemmas, the Committee explicitly includes “Expected Environmental Impact” in its planning criteria for changes to the existing trail network. The Trail Audit process envisaged in this Master Plan also provides for an “Unplanned Environmental Impact” category – this “after the event” feedback should lead to improved planning skills. The Committee notes that such impacts need not always be negative. Carefully planned changes may produce both expected and unplanned improvement to the environment.

6 Trail Users

The Committee identifies three types of trail users: Pedestrians, Cyclists and Horse Riders. Not all of the trails identified in this Master Plan are suitable for use by all types of trail users. The list of characteristics published for each trail must include specific advice about user types.

6.1 Pedestrians

The term “pedestrian” formally means anyone on foot, however the Committee also recognises that some pedestrians are assisted in their movement along a trail and includes the following devices in the meaning of pedestrian:

- Wheelchairs and motorised “Gophers”.
- Parents with Prams
- Roller Skates, In-Line Skates or Roller Blades, Skateboards.

The following are convenient categories of users within the pedestrian’s type. This breakdown is of some use when discussing suitable characteristics of surface, equipment and such. These categories have been equally applied to the other identifies trail user types.

6.1.1 COMMUTER

Pedestrians within this category use the trails to travel between home and workplace, or home and public transport facilities such as the Railway Station.

6.1.2 LEISURE

Pedestrians within this category are those out for a stroll in pleasant surrounding who take advantage of

the trails to escape motorised traffic on roadways. They may be accompanied by pets. The surface conditions of some trails may be unsuitable for these pedestrians.

6.1.3 EXERCISE

Pedestrians within this category are using the trails to maintain and improve their own wellbeing. They may be accompanied by pets. Most trails will be suitable for these pedestrians who can be expected to be wearing at least suitable footwear.

6.1.4 SPORT

Pedestrians within this category may be running in competition events. Organised use of trails for sport is subject to Council permit conditions described in the Hazards section of this Master Plan. Sport pedestrians will generally be aware of the suitability of specific trails for their purposes and be well prepared in terms of footwear and clothing.

6.1.5 HIKING

Pedestrians within this category will be undertaking long walks and can be expected to be well-equipped in terms of provisions, footwear and clothing. Use by hikers of the trails covered by this Master Plan will usually be as part of a longer journey. For example, a hiker may undertake the traversal of the Great Dividing Trail.

6.2 Cyclists

Cyclists can be expected to fall into similar categories to Pedestrians: Commuter, Leisure, Exercise, Sport and Hiking. As a group they can be expected to be able to interpret trail characteristics to

determine whether a “road” or “mountain” bike is appropriate equipment for a particular trail.

The Sport category of bicycle riders would generally be riding in groups and at speeds hazardous to pedestrians. As a result, the use of trails by this category is subject to Council permit conditions.

6.3 Horse Riders

Horse Riders will generally fall into one of two categories in terms of their trail use. The Committee identifies Leisure and Hiking as these categories. The difference between these categories is that Hiking riders, like their Pedestrian counterparts will be well equipped for long distance riding.

None of the existing or planned trails provide sporting use for horse

riders – that is where horses will be moving above a “canter” pace.

6.4 Right Of Way

Pedestrians, including those using walking or mobility aids have right of way on all trails – cyclists and horse riders must give way to pedestrians.

Cyclists must always give way to horse riders.

6.5 Traffic Separation






















The Committee refers the interested reader to the following standards:

HB69.13-1995 Guide to traffic engineering practice – Pedestrians, and
HB69.14-1999 Guide to traffic engineering practice – Bicycles.

7 Existing Trails – What’s Out There

7.1 Managed Trails in the Bacchus Marsh Township

The following list is an inventory of managed trails in the River and Urban zones of the Bacchus Marsh District as at January 2005.

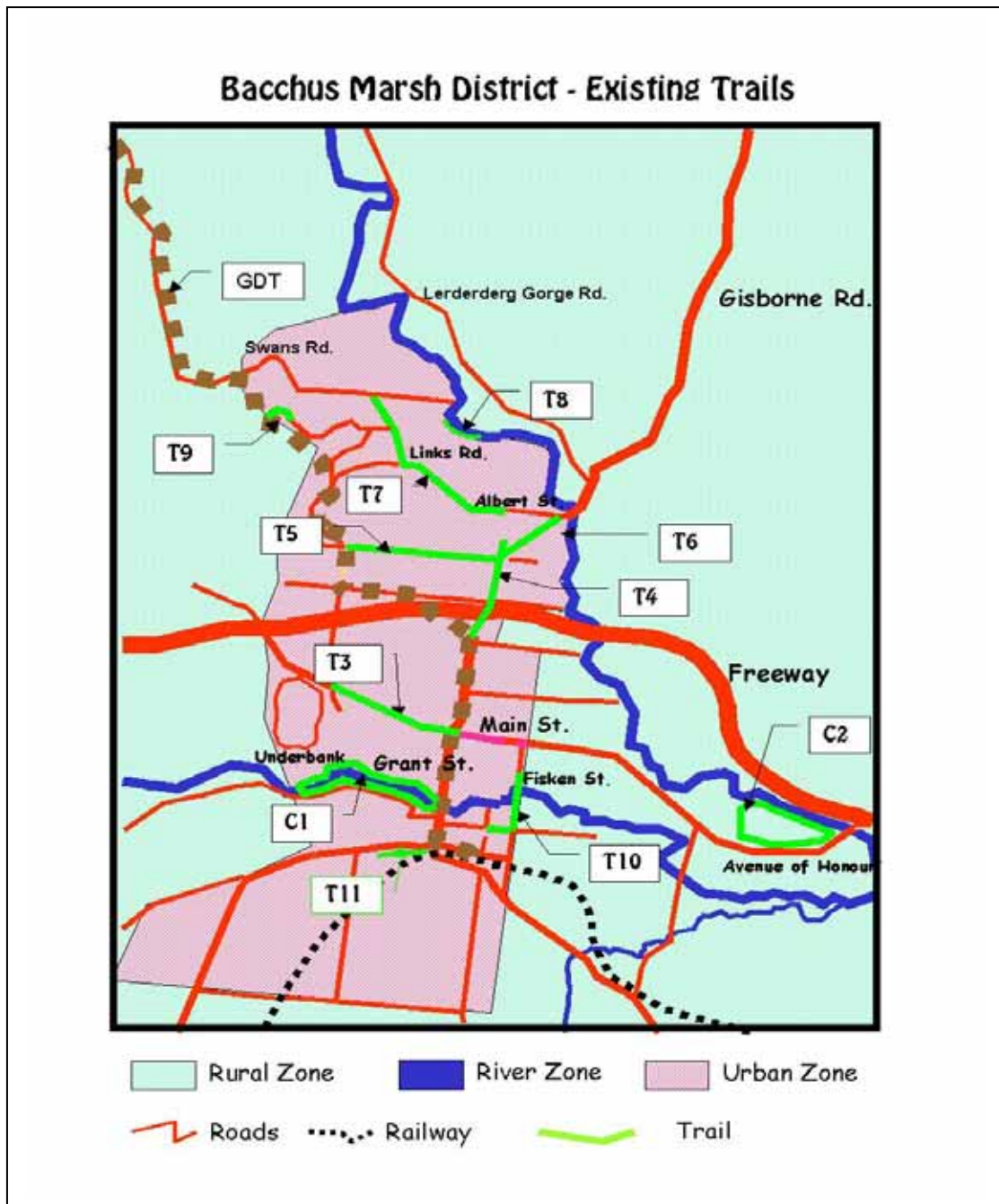
Trail Code	Name *	Distance	Intended Users
C1	Peppertree Circuit		 
C2	Avenue of Honour & River Circuit	2.7 km	 
T3	Stamford Hill		 
T4	Clifton Drive to Darley Park		 
T5	Grey Street		 
T6	Federation Avenue		 
T7	Links Road		 
T8	Lerderderg Links		 
T9	Manning Boulevard		
T10	Fisken & Taverner Streets		 
T11	Providence Path		
GDT **	Great Dividing Trail		

Key to symbols:  = Pedestrians  = Cyclists

* Where a particular trail has yet to be named the name applied here is intended as an internal reference only.

** For completeness, the Great Dividing Trail (GDT) which is strictly outside the Terms of Reference of the Committee is shown as its existence needs to be considered as new local trails are developed.

7.2 Map of Existing Trails



Note the fragmentation of existing trails and the lack of non-motorised North-South routes.

8 Trail Development Priorities

8.1 Current Priorities for Development

The Committee recommends that Council adopt the following priorities for trail development over the next four years:

Complete the Avenue of Honour and River Trail which is located at the East gateway to Bacchus Marsh. This project was commenced before the Committee commenced operations. As a very visible entrance feature of the town it is imperative that this trail is finished to a high standard and thus serve as a model for other trail development.

A reduction of the current fragmented nature of the trail network in the **River** and **Urban** zones to be achieved by developing links between existing trails.

Develop a non-motorised corridor, to the East of Grant Street between the Railway Station and Main Street. This would require the construction of a pedestrian / bicycle bridge across the Werribee River.

Enhancing the benefits that the **Great Dividing Trail** will bring to Bacchus Marsh by facilitating the integration of that trail with the Bacchus Marsh trails network. This means that local trails with exceptional river and valley views, as well as historic points of interest are linked to the GDT in such a way as to make side excursions by hikers an attractive proposition.

Develop more **North-South** routes across the township so as to provide safer passage for walkers and more especially cyclists. Motorised traffic along Grant Street and Gisborne Road can be expected to increase in volume due to continued housing development in most available areas of the town. Inevitably, the Hallet's Way overpass will be upgraded by Vic Roads and proposals for separate bicycle and walking lanes need to be prepared.³

Complete uniform trail signage of both the Peppertree Park Circuit and the Avenue of Honour & River Circuit.

Produce visitor information products and set up distribution channels for both those "flagship" trails.

8.2 Future Priorities

Once the immediate priorities have been satisfied, the Committee recommends that the planning focus move **outward** into the **Rural** zone so that trails can be developed that link up with tracks in the **Forest** zone.

Another priority for this time should be the linking of the **Avenue of Honour & River Trail** with the **Urban** zone network.

³ An excellent non-motorised route would be along **the water channel** when this eventually becomes disused. Discussions with Southern Rural Water should commence as soon as possible to ensure that the reserve is not alienated from the community by being sold to adjacent landowners. This is **not** a construction project for the foreseeable future but the work of **reserving this land** for future use is vital.

8.3 Map of Ideal Trails Network



Note that all trails link together and there are North-South routes available, including a river trail under the Ballarat-Melbourne Freeway, thus providing a non-motorised link from Holts Lane to Masons Lane.

Proposed linkages towards the Avenue of Honour and River Trail are shown as these will assume high priority when the trail network in the River and Urban zones is improved.

9 Planned Outcomes

The success of this Master Plan will be measured by the extent to which the following objectives are achieved.

9.1 Twelve Month Objectives

- Settle on a Bacchus Marsh District Trail **Logo** that will enable “brand recognition” of the products of the Committee. Such products include trail signage, information leaflets and grant applications.
- Complete the “entry station”⁴ and trail marker signage for **Peppertree Park Circuit**.
- Complete signage for the Avenue of Honour & River Circuit.
- Complete the production of, and set distribution mechanisms in place for Visitor Information Leaflets about **the Peppertree Park Circuit** and the **Avenue of Honour & River Circuit**.
- Reach a co-operative and fruitful agreement with the **Maddingley Park Committee of Management** about the place of the park in the trails network. Ideally, trails beginning or ending at the Railway Station should traverse Maddingley Park, both for trail efficiency reasons and also to allow travellers to savour the park’s environment and points of interest.
- Report and recommend action re restriction of

vehicular access to Peppertree Park Circuit.

- Investigate proposal for a path from **Bond St** to **Main St**.
- Report and recommendation regarding signage of shared pedestrian and bicycle usage paths.

9.2 Two Year Objectives

- Complete the construction and trail signage of a linear trail that extends from the parkland at the East end of **Robertsons Road** in Darley to the river end of Holts Lane next to the Ballarat-Melbourne Freeway.⁵ This project will integrate an isolated trail fragment with Centenary Park next to the Gisborne Bridge.
- Complete a **Feasibility Study** and, hopefully, initiate a project for a **pedestrian/cyclist bridge** across the Werribee River at the North end of **Bond Street** in Maddingley. This bridge would open up an attractive route for residents and visitors travelling from the Bacchus Marsh **Railway Station** to **Main Street** with its cafes, shops and tourist facilities.
- Proposal for connection of **Bond Street** and **Grant Street** along the Werribee River.
- Connect the **Fisken** and **Taverner Streets** trails with the **Peppertree Park**

⁴ See next section for glossary of terms.

⁵ The Rotary Club of Bacchus Marsh is currently planning to undertake the construction of a significant part of this trail and the Committee will support the club in its endeavours for this project.

Circuit, using the pedestrian underpass that will be made accessible as part of the VicRoads replacement of the **Grant Street bridge** across the Werribee River.

- Install trail signage at the Bacchus Marsh Railway Station to guide rail visitors towards Peppertree Park Circuit and the Main Street facilities.

9.3 Four Year Objectives

- Settle an agreement with Southern Rural Water to reserve closed water channels for trail use.

10 Current Schedule of Work

Having consulted widely with stakeholders about trails in the Bacchus Marsh District, and with the previously stated priorities in mind, the Committee has prepared an initial Schedule of Work for the next four years.

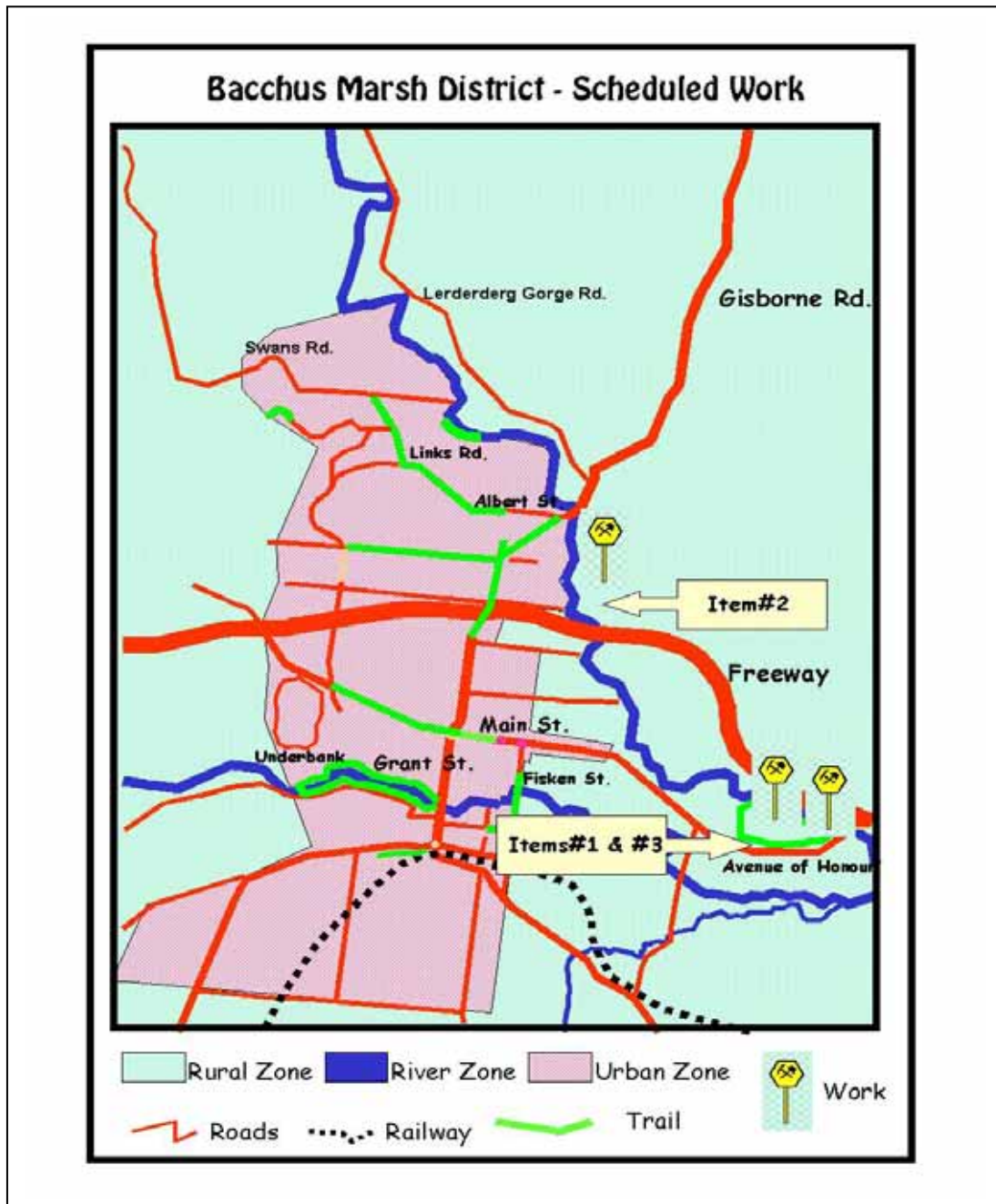
The following Schedule of Work was developed in conjunction with the Master Plan and the list of work items is thus constrained. However the development process defined in this Plan will ensure that the Schedule of Work is updated regularly as new proposals arise. Changes and additions to this Schedule of Work will be developed by the Committee as Addenda to this Master Plan and submitted to Council for adoption. The latest Schedule of Work will, in time, be included in the next issue of the Master Plan.

Work Item.	Trail Code	Activity Code	Works	Priority	Benefit	Funding Source
1	C2	Con	Grade trail pathway to complete the Avenue of Honour & River Circuit.	High	Amen	Council
2	T12	Con	Construct trail on East bank of the Lerderderg River downstream from Gisborne Rd to Freeway bridge. Construct two river crossings from East bank to West bank at places to be determined.	High	Amen	Rotary
3	C2	Sign	Obtain and install signage for the Avenue of Honour & River Circuit.	High	Amen & Risk	Grant obtained
tbd	T8	Con	Extend concrete paving into the reserve at the river end of Robertsons Road.	Medium	Amen	
tbd	T8	Con	Extend trail along the South bank of the Lerderderg River to Gisborne Rd.	High	Amen	
tbd	tbd	Res	Negotiate with Southern Rural Water about the eventual disposition of the water channel that run North-South through the town from the Lerderderg River to the Werribee River.	High	Route	N/A
tbd	tbd	Con	A pedestrian / cyclist bridge across the Werribee River at the end of Bond St.	High	Route	tbd
tbd	tbd	Res	Identify a trail route between Hillview housing estate to join up with the Providence trail in Griffith St.	High	Route	N/A
tbd	tbd	Con	Grade and surface a trail on the South side of the Werribee River between Grant St and Bond St.	Medium	Amen	tbd

Explanation of work codes:

Benefit :	Amen	Increased attractiveness to trail users
	Env	Environmental benefits
	Risk	Risk reduction
	Bus	Increase opportunities for local business
	Route	Increased trail routing opportunities
Activity Code:	Con	Constructing
	Pub	Informing (Publication)
	Res	Reserving
	Sign	Signing
Other Codes:	tbd	To Be Determined
	N/A	Not Applicable

10.1 Map Of Trail Work



Note that Item #1 relates to a trail that is not in the River or Urban zones. This is a planned exception to the general focus of this Master Plan as the trail in question is located at a gateway point and has already been given a high priority by Moorabool Shire.

The trail (The Avenue of Honour and River Circuit) is also being used as a pilot project to guide the Committee in its early days.

11 Trail Development Overview

The general sequence of a trail lifecycle is:

- Proposing
- Planning and Consulting
- Reserving
- Constructing
- Signing
- Informing
- Maintaining

Although **Construction** activity is the most visible indicator of trail development, the other activities are all necessary in order to properly develop the trail network.

11.1 Proposing

The Committee will continuously receive proposals from persons and organisations for new trails, or for upgrades and other developments of existing trails.

11.2 Planning and Consulting

Planning constitutes the bulk of the work undertaken by members of the BMDTAC – the production of this Master Plan being the prime example. Consulting with the community is a continuing activity that ensures involvement with, and commitment to, trail improvement.

11.3 Reserving

Land upon which trails can be constructed is scarce, especially within the **Urban** zone.

Council owned property such as reserves is scattered across the built up area; only in rare cases do reserves provide a contiguous “green” strip of land to join localities.

Fortunately, it is common nowadays to require recreation reserves or pedestrian pathways in planning subdivisions and developments that largely take place within and at the edges of the **Urban** zone. Ideally these requirements could be implemented in a way that results in a contiguous pedestrian / cyclist route from one side of a housing development to the other.

11.4 Constructing

It is envisaged that the actual laying down of trails will be the responsibility of the Council.

11.5 Signing

In some fortunate circumstances a trail **could** be developed to a satisfactory quality by **only adding signs to an existing track**.

A distinction is made between **Trail Marker** signage and signs at **Points of Interest** along a trail. The Trail Markers would normally be installed before the other signs. The Committee believes those **special interest groups**, when properly consulted, would happily take responsibility for the Point of Interest signage; thus relieving the Committee of a considerable burden.

11.6 Informing

Letting people, especially visitors to the town know about a trail is the key to extracting value from the trail network. A set of publications must be developed for distribution from various points, including the Bacchus Marsh Visitor Information Centre. The Railway Station is another obvious distribution point.

11.7 Maintaining

Through a regular cycle of planned Trail Audits, the Committee can

assist the Moorabool Shire to keep its trail assets in good condition.

12 Trail Development Process

This section describes the processes through which the development of the trails network is undertaken.



Any person or organisation may submit proposals for new trails or changes to existing trails at any time.

Mailed proposals should be addressed to:

**The Secretary,
Bacchus Marsh District Trails
Advisory Committee,
C/o Moorabool Shire,
PO Box 18,
Ballan, VIC 3342**

Bacchus Marsh residents may deliver their proposals, marked “Tracks & Trails”, in person to the local shire offices in Main Street.

Proposals are reviewed regularly by the Bacchus Marsh District Trails Advisory Committee and recommendations to undertake trail works may be made by the Committee to Council.

Proponents are notified by mail when the Committee receives the proposal and, subsequently, of any recommendation made to Council.

Note that all proposals are included in the Committee’s reporting to Council.

All trail proposals must be in writing and include the following minimum information:

The proponent’s full name and postal address,
The location, beginning and end of the proposed trail or proposed trail changes,
The reason/s for the proposal,
The nature of the trail: pedestrian, bicycle or horse-riding.

12.1 Handling Proposals for New Trails

The following steps are followed for each proposal:

1. The Committee Secretary informs the proponent in writing that their proposal has been received by the Committee.
2. The proposal is included as an agenda item for the next Committee meeting.
3. The proposal is discussed in committee and, if considered worthy, becomes the subject of a “**Trailblazing Survey**”. The Committee organises the services of volunteers (Trailblazers) who visit the location of the proposed trail and, as far as possible, walk or ride the route. The Trailblazers prepare a written report for the Committee and deliver this report to the Committee Secretary for inclusion as an agenda item for the next Committee meeting. The Trailblazers also determine and report on the ownership of the land over which the new trail will pass
4. The “Trailblazing Survey” is discussed in committee and a decision is taken as to whether

or not the proposed trail should be accepted for inclusion in the Committee's planning activities. The Committee Secretary informs the proponent in writing of the Committee's decision.

12.2 Handling Proposals for Changing Existing Trails

Such proposals can involve changing the route of a trail, in which case the proposal is treated in the same way as for a new trail.

Changes can also involve upgrading a trail, in which case a less intensive version of the "Trailblazing Survey" is conducted by volunteers organised by the Committee. Apart from that, the proposal is again treated in the same way as for a new trail.

12.3 Work Items

For both new trails and changes to existing trails, those proposals that are initially accepted by the Committee are referred to as a **Trail Project**.

Where appropriate, the Committee may combine two or more proposals into a single Trail Project.

For document management purposes, the Committee assigns a unique code number and a working title to each project. In the case of new trails, the working title is taken as the interim trail name.

A list of **Trail Projects**, their code numbers, working titles and status is maintained by the Committee Secretary.

The status of a **Trail Project** will be one of the following:

Active - When the Committee is preparing a recommendation on the project for Council.

Deferred - When the Committee has decided to defer planning work on the project until the following year.

Recommended - When the Committee has delivered a recommendation on the project to Council.

The documentation that embodies each **Trail Project** includes the following headings:

- Code Number
- Working Title
- Description
- Route Photographs
- Route Map
- Trail Length
- Entry Stations
- Expected Community Benefit
- Expected Environmental Impact
- Facilities
- Signage
- Surface Type
- Clearway Width
- Pathway Width
- Hazards and Risk Management
- Traffic Patterns
- Points of Interest
- Schedule of activities
- Indicative Construction Cost (provided by Council staff when information is completed for all other headings)
- Indicative Signage Cost
- Expected or confirmed funding sources.
- Trail Information Products
- Committee-Assigned Priority

Depending upon the types and sequence of activities required by the Trail Project (Reserving, Constructing, Signing, Informing, and Maintaining), not all headings may be used in the associated documentation.

12.4 Planning Consultation

In working on each **Trail Project**, the Committee consults widely with various persons and organisations in order to ensure that it can provide Council with the best recommendations.

The maxim “**Consult early, consult often**” is used by the Committee so that the community in general and adjacent landowners in particular are not surprised when a new trail passes their door.

12.4.1 CONSULTATION WITH COUNCIL STAFF

The Committee will need to take advice from Council planning staff as to whether a **Trail Project** will be affected by, or will affect, other statutory planning work undertaken by Council.

Advice can also be taken from Council engineering staff as to the feasibility of constructing or altering a trail.

Importantly, a Trail Project must be reviewed by the Council’s Risk Officer to ensure that adequate Risk Treatment actions have been specified.

Lastly, Council staff may be asked to provide an indicative cost for the trail works.

12.4.2 CONSULTATION WITH COMMUNITY GROUPS

Recognised community groups include, but are not limited to the following:

- Pony Club
- Cycle Club
- Schools
- Walking Clubs
- Hiking Clubs
- Service Clubs
- Returned Services League
- Youth Clubs
- Historical Society
- Garden Club

12.4.3 CONSULTATION WITH LANDOWNERS

Where new trails are to be developed or existing trails upgraded or extended, landowners with holdings adjacent to the trails must be advised by the Committee.

Where trail hazards originate in adjacent properties, the landowners must be consulted by the Committee in order that the hazards are contained or eliminated.

The Committee must inform Council immediately if advised by a Landowner that a trail and/or its use are causing commercial disadvantage or loss of amenity to the Landowner.

12.4.4 CONSULTATION WITH STATUTORY ORGANISATIONS

For the purposes of this Plan, statutory organisations must be treated as a Landowner in respect of holdings that are adjacent to, or crossed by a trail.

Such organisations include:

- LandCare
- Parks Victoria
- VicRoads

After the Committee completes the consultation activities of the project, it documents the knowledge and facts under the appropriate headings listed earlier.

12.5 Trails Recommendations

The completed document is circulated to Committee members and becomes an agenda item for the next Committee meeting.

At the meeting the Committee Chairman asks the members to vote on whether **Trail Project** should be recommended to Council for implementation. If the vote is in favour, further discussion takes place on the sequence and priorities of the work activities required to complete the project.

At this time, the different activity types will have been separated out as individual items to be included in an updated **Schedule of Work**.

The Committee will decide whether the updated Schedule of Work should accompany the recommendation to Council or whether it can be submitted separately at another time for adoption.

The recommendation is sent to Council, together with copies of the completed documentation for the item. Once adopted by Council, the project documentation is disseminated to the necessary Council departments for implementation.

12.6 Funding

Often, Council will agree to adopt Committee recommendations **subject to funding** being made available.

A lack of a confirmed funding source should not dissuade the Committee from submitting a recommendation to Council.

The Committee is not privy to the demands that are made on Capital Works and Maintenance budgets. It may be that Council is so impressed by a particular recommendation that it is able to allocate monies to particular items on the Schedule of Work.

However, the Committee is failing its Terms of Reference if it is not actively identifying and seeking grants and donations or sponsorships on behalf of Council.

Note that in pursuing funding activities the Committee is constrained to use only an adopted Master Plan as collateral when it approaches granting organisations.

The Committee can not include a draft Master Plan in grant submissions.

That being said, the Committee may from time to time submit an amended Schedule of Work for approval and adoption by Council. Upon adoption the amended Schedule of Work is considered to be part of the previously adopted Trails Master Plan.

13 Trails Promotion

Earlier, this Master Plan identified “Informing” as a necessary activity in the development of new trails and the upgrading or changing of existing trails.

The Moorabool Shire Council needs to ensure that trail information products are produced and channels of distribution are put in place.

The objective of this activity is to increase both community and visitor awareness of the trail network and its amenities.

13.1 Trail Branding

The use of a logo on information packages and trail signage boosts traveller recognition of the trails network as a worthy product / service to be enjoyed again and again.

13.2 Information Responsibilities

The preparation of trail information is an identified activity that must be addressed in all Trail Projects.

The Committee organises or undertakes this activity on behalf of Council and submits the information products for approval and adoption.

13.3 Information Products

Trail information products include:

- Trail Maps
- User Guides
- Promotional Material
- Education Kits

13.4 Distribution Channels

The following locations are seen as necessary to ensure sufficient

exposure of the information products:

- Tourist Information Centre
- Library
- 3APL Community Radio
- Local Newspapers
- Council Website
- Trader Premises

The Committee does not recommend that Information products be *distributed* at trail Entry Stations. There would be the risk of facilitating litter either because of leaflets, etc being discarded after use or being scattered by vandals.

However some information products can be designed as display board items and attached to Entry Station signs. See the section on trail signage in this regard.

13.5 Information Costs

For many of the printed products, a black and white presentation is the cheapest means of production and is reasonably effective, especially when combined with coloured paper. The Committee recommends this approach at present.

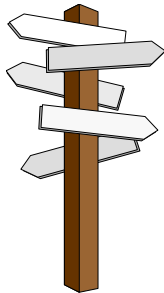
13.6 Trail Website

The Committee recommends the addition of a trails information page/s on the Moorabool Shire website. The web address will be included on all printed products as well.

14 Trail Signage

Trail signage across all trails in the Bacchus Marsh district is to be uniform so as to promote branding recognition and encourage user confidence in using the trails.

As far as possible, Australian Standards for trail signage will be followed (see the Bibliography for the appropriate references).



14.1 Logo

The logo representing Bacchus Marsh District Trails will be included on all signs.

14.2 Track Markers

Track Markers indicate the position



of a trail and the direction in which the user should proceed to stay on course.

All track markers will include a directional arrow, as per Australian Standard 2156.1-2001. The arrow is placed on a square background of minimum size 90mm by 90mm.

Immediately below the track marker background square, the assigned **Trail Code** will be displayed, right-justified on a rectangular background of minimum size 45mm

high by 90mm wide. The minimum height of the trail code letters and numerals will be 25mm.

The Logo of Bacchus Marsh District Trails will be displayed, left-justified on the same rectangular background as the trail code.

Whenever it is desired to display the distance of the marker from the **Trail Head**, or an **Entry Station**, this will be done below the rectangle displaying the logo and trail code.

14.3 Information Signs

14.3.1 AT ENTRY STATIONS

One large information sign is required, containing the following information:

A heading with the logo, trail code and the trail name.

A simplified or pictorial map of the trail.

The length, rating and types of users allowed.

A list of facilities, and their distance from the Entry Station.

A brief description of the trail features and points of interest.

14.3.2 AT JUNCTIONS

Track Markers for each intersecting trail, each sign showing the distance to the Trail Head.

14.3.3 AT POINTS OF INTEREST

The content of signs at **Points of Interest** may be delegated to an appropriate special interest group.

14.3.4 AT FACILITIES

Where facilities are at some distance, or out of sight of the **Entry Stations**, a **Trail Marker** should be placed, showing the distance to each **Trail Head**.

14.3.5 FOR EVENTS

Temporary signs or banners should be self-supporting and must not be attached to Trail Markers or Information Signs without Council Permission being given in advance of the event.

14.3.6 AT HAZARDS

Signage for hazards is described fully in the Trail Hazards and Risk Management section of this Master Plan.

14.4 Advertising Signs

The Australian Standard does not cover advertising signs. The following standards are local to Bacchus Marsh District.

14.4.1 SERVICE ORGANISATION SPONSORSHIP SIGNS

Signage on behalf of Service Organisations such as Rotary must follow existing Council regulations.

14.4.2 COMMERCIAL ORGANISATION SPONSORSHIP SIGNS

Permanent signage on behalf of commercial organisations must follow existing Council regulations. Where such regulations do not cover specific situations then signage must adhere to the regulations covering Service Organisations.

15 Trail Facilities

Trail facilities include the following:

- Seats
- Toilets
- Picnic tables
- Fireplaces & BBQs
- Water taps
- Water tanks
- Parking spaces
- Lookouts
- Boardwalks
- River crossings
- Bridges
- Gardens
- Landscaping

The particular facilities appropriate for a trail will be determined as part of the Planning and Consultation activity.

Within the **Urban Zone**:

- Seating should be installed beside the trail at intervals not exceeding 200 metres.
- Picnic tables should be installed at all Entry Stations.

As far as possible, the type and standard of facilities associated with trails should be uniform within a Trail Zone in particular, and preferably, across the Bacchus Marsh district.

Colour schemes should also be uniform.



16 Trail Maintenance

Trail Maintenance was earlier identified as a necessary activity in the trail lifecycle.

The Committee will prepare and maintain a schedule of maintenance for all trails in the Bacchus Marsh District.

Maintenance work will be included in the Schedule of Work that is included in each issue of the Master Plan and subsequently updated as required during the year.

Driving the preparations of work items will be a regular cycle of Trail Audits that is organised and reviewed by the Committee. Audits will be conducted by Committee Members, suitable volunteers, or Council staff.

16.1 Trail Audit

A Trail Audit is a formal review of a trail and assesses the state of a trail from the following points of view:

- State of Repair – Is the trail fit for purpose? Has the trail pathway deteriorated?
- Environmental Impact – Has the expected impact been realised? Is the impact greater or less?
- Hazards – Have additional hazards been identified and what is their effect on the original risk analysis/evaluation/treatment?
- Litter – Is it at a level above normal community experience?
- Signage – Is all planned signage still in place? Are

more / different signs required?

The Committee will review all Trail Audit reports to determine whether any work needs to be done on a trail. If so, items are added to the Schedule of Work that is submitted to Council for adoption.

The Committee will also consider whether or not any trail rating associated with a trail needs to be changed. In exceptional circumstances the Committee may need to recommend to Council that a trail be closed until repair work is completed.

16.2 Maintenance Funding

Funding for trail maintenance will generally be taken out of the general maintenance budget. Council will advise the Committee if additional sources of funding (e.g. grants) must be found.



17 Trail Classification And Naming

17.1 *Standard Australia Classification*

Standards Australia defines six classes of walking tracks, where Class 1 is the highest standard, allowing wheelchair access and Class 6 is the least prepared, suitable for highly experienced and well prepared walkers.

Various factors are used to determine into which class a particular track falls.

17.2 *Trail Naming*

The appropriate naming of trails is an important and non-trivial task.

A trail name must be chosen so as to avoid confusion with another trail of a similar name. Also, the name should indicate either the physical location of the trail or the **Trail Heads**, as in the case of a linking trail.

If possible and where suitable, some component of the name should also indicate the nature of the trail. For example, the “Bald Hill Climb” name provides more accurate information than the “Bald Hill Walk” as it includes the

information that some physical exertion will be required on the trail.

The Committee recommends suitable trail names to Council however names cannot be displayed on Information Signs until adopted by Council. Trail Markers displaying the Trail Code can be put in place prior to the official name being adopted.

17.3 *Naming Overlays*

For promotional or educational purposes the Committee may decide to recommend a naming overlay.

However, the Committee sees some issues with such a secondary naming convention. Initially there may be no recognition of where the trail is located, at least in the broader community.

When the overlay name is to be included on information signs it must appear below the identification header containing the logo, trail code and standard name. A different typeface must be used to emphasise the different status of the overlay name.

Over time it may occur that the overlay name falls into regular usage and then the Committee can recommend a name change to Council.

18 Trail Hazards and Risk Management

18.1 Types of Trail Hazards

All identified hazards that a person might encounter on a trail are listed and described for the sake of completeness.

18.1.1 FIRE

Owners of properties within the Shire are already required to reduce fire risk by cutting grass, removing rubbish, etc. Compliance Officers manage these risks as part of normal operations.

Fuel reduction in State Forests and National Parks is conducted according to the policies of the relevant authorities.

18.1.2 FLOOD

The Werribee and Lerderderg rivers provide locations for the most attractive of trails in Bacchus Marsh and District. Un-bridged crossings of the Werribee River in the Peppertree Trail are already marked with warning signs. Similar signs should be placed by Council in similar locations for all trails.

18.1.3 LIGHTNING

The Committee sees no need for Council to take extra precautions to warn trail users about lightning.

18.1.4 BAD WEATHER

As Bacchus Marsh is blessed with a relatively mild climate, the committee sees no need for Council to provide for hazard warnings in the case of weather conditions.

Since the trail through the Lerderderg Gorge is under the

management of the Great Dividing Trail organisation, that body is more appropriately placed to advise Council when and if weather warnings should be issued for that trail.

18.1.5 WILD ANIMALS

Magpies, snakes, spiders, bees, wasps and ants would seem to be the animal hazards most likely to be encountered by the trail user. But such encounters are likely to be rare, except perhaps for ants which seem to prefer cleared ground such as paths under which to build their nests. Experience gained from trail use would provide the best indicator as to whether any trail warnings are likely to be needed. At this time the Committee sees no need to advise Council further in respect of this hazard type.

18.1.6 UNRESTRAINED PETS

Council already has in place policies and regulations regarding pets, in particular dogs, running free in public places. The Committee proposes that Council provide signage at trail access points and ensure compliance on trails under the same conditions as for other public places.

18.1.7 FALLING TREES AND BRANCHES

Residents and frequent visitors to Bacchus Marsh will have observed warning signs erected by Council in the Avenue of Honour on high-wind days. The Committee proposes that general advisory warnings be included in trail literature published by Council. The Committee also proposes that Council maintain a

standard clearance for trails for tree species that are known to fall or drop branches suddenly; for example, River Gums.

18.1.8 FALLING ROCKS AND LANDSLIDES

There are some locations along river banks where tall rocky cliffs may be found. At other points the top of the river banks are sometimes unstable and require fencing off from the trail pathways.

18.1.9 HOLES AND CLIFFS

See Falling Rocks and Landslides.

18.1.10 POISONOUS FLORA AND FUNGI

At this time the Committee is unaware of this particular hazard. However a Trail Audit must be done for all existing trails. This assistance of suitable experts in the field of poisonous flora and fungi should be obtained for these audits.

18.1.11 PESTICIDES AND HERBICIDES

Bacchus Marsh is located in an agricultural area with orchards and market gardens. Trails located in the Rural zone must be audited for this type of hazard.

18.1.12 AGRICULTURAL MACHINERY

Tractors and motorised spraying equipment are used in the Rural zone.

18.1.13 MOTOR VEHICLES

Most of the trails in the Urban zone will follow a roadway or footpath for at least some of their length. Road crossings are also likely.

18.1.14 TRAIL BIKES

The Committee proposes that Council erect signs at trail access points warning that the use of motorcycles or “Trail Bikes” is prohibited on trails.

18.2 Hazards by Zone

The following table is a quick reference to the relevant hazards for trails according to the zone/s in which they are located. The number of crosses indicates the perceived relative (to other zones) level of risk arising from the hazard.

Hazard	Forest	Rural	River	Urban
Fire	+++	++		
Flood	++	+	+++	
Lightning				
Bad Weather	++	+	+	
Wild Animals	++	++	++	
Unrestrained Pets		+	+	++
Falling Trees & Branches	++	++	+++	
Falling Rocks & Landslides	++		+++	
Holes & Cliffs	+		+++	
Poisonous Plants & Fungi	+	+	+	
Pesticides & Herbicides		+++	+	
Agricultural Machinery		++		
Motor Vehicles		+		+++
Trail Bikes	+	+	+	

During planning for trails, the zone/s in which a trail will be located should be considered and greater attention paid to relevant hazards during Trailblazer surveys and Trail Audits.

18.3 Hazard Identification

18.3.1 TRAILBLAZING SURVEY

The possible hazards impacting on a trail need to be identified as soon as possible in the Development Process – this is one of the expected outcomes from a Trailblazing Survey.

18.3.2 TRAIL AUDIT

See the earlier section on Trail Maintenance in this Master Plan. That section describes the responsibilities for trail

maintenance, including the regular audit of trail conditions.

18.3.3 PUBLIC COMMENT

Trail users are encouraged to report hazards they have avoided or encountered while using trails. The encouragement is included in trail signage and takes the form of a telephone number. This telephone number is also advertised in all trail publications.

18.4 Risk Management

As part of the process of Trail Development the Committee needs

to seek advice from the Shire Risks Officer to identify any risks that are outside Council's Risk Management plan.

If such risks are identified the Trail Project documentation must include an analysis of the risk, an evaluation of whether the risk needs to be treated, and if so, the means by which the risk is to be treated.

All Trail Projects must be reviewed by the Shire Risks Officer and a recommendation by that officer must accompany Committee recommendations submitted to Council for adoption.

18.5 Hazard Warnings

18.5.1 RESPONSIBILITIES

Council has overall responsibility to ensure that identified hazards on or around trails are appropriately marked and contained. For some specific, intermittently occurring hazard types described below, Council can delegate this responsibility to other entities when appropriate agreements have been made between Council and those entities.

For all known hazards, Council is responsible for including warnings and disclaimers in all trail publications and, where appropriate, trail signage.

18.5.1.1 Agricultural and Mining Hazards

Hazards to trail users that arise from agricultural or mining activity must be the subject of agreements between Council and the owners of property on which such activity takes place.

For example, the application of chemicals to crops may require that users of adjacent trails are warned about the chemicals. In some cases the affected trail must be closed temporarily. The provision of on-trail warning signs and the closure of trails through the use of gates would be most effectively undertaken by the farmer or landowner.

18.5.1.2 Hazards Arising From Sporting Events

From time to time, Council may permit sporting organisations to make use of some trails for the purpose of conducting races or competitions. It is likely that such races or competition would pose some hazard to other potential users of the trails.

As part of the permit conditions, the sporting organisations would have to advertise their activities, both "on the day" and "in advance". Advance hazard warning would take the form of newspaper advertisements, as well as temporary signage at trail access points. On the day warnings would include temporary signage at trail access points and the presence of organisation officials at trail access points.

Council would need to consider whether a particular event required the temporary closing of the trail.

18.6 Hazard Signage and Barriers

18.6.1 ENDURING HAZARDS

18.6.1.1 Forewarning At Access Points

A strong metal frame, capable of holding metal warning plates, should be constructed at all Access Points to trails upon which enduring hazards may be encountered. Metal warning plates containing standard warning information as per AS2156.1 should be fastened to the frame.

18.6.1.2 At Actual Point Of Hazard

The acceptable barrier is a permanent fence, at least one metre high, surrounding the hazard. The fence should ideally be placed at the edge of the trail clearway. However, the distance between the fence and the actual hazard must such as to preclude the hazard impacting upon a person standing upon the trail pathway. If such a distance cannot be maintained then the trail must be closed on either side of the hazard where such a distance can be established.

18.6.2 INTERMITTENT OR SEASONAL HAZARDS

18.6.2.1 Forewarning At Access Points

As per Enduring Hazards - Forewarning at Access Points

18.6.2.2 At Actual Point Of Hazard

The acceptable barrier is a metal gate at least as wide as the

prepared trail surface, with permanent fencing to either side so as to completely close off the trail clearway when the hazard is in effect.

The acceptable signage is a red metal plate fixed to the gate containing these or similar words: "Do not proceed beyond this point if gate is closed. Chemical spraying of adjacent crops may be hazardous to your health. Trail will be reopened as soon as possible. By Authority: Shire of Moorabool".

18.6.3 TEMPORARY HAZARDS

18.6.3.1 Forewarning At Access Points

As per Enduring Hazards – Forewarning At Access Points.

18.6.3.2 At Actual Point Of Hazard



The acceptable minimum barrier is orange plastic webbing supported by star posts. The webbing must be in a position so as to, in conjunction with existing fixed fencing, completely surround the hazard. The distance between this barrier and the actual hazard must be in accordance with the distance

required for an Enduring Hazard (see above). If such a distance cannot be maintained then the trail must be closed on either side of the hazard where such a distance can be established.

19 Reporting to Council

The Committee delivers an annual report to Council that describes the trails activity undertaken for the past year, and planned activity for the coming year.

Minutes of all Committee Meetings are submitted to Council via the Environment / Plantation Control Officer.

Separate reports are prepared, as needed, on specific topics relevant to trails. These reports are submitted to Council via the Environment / Plantation Control Officer.

Financial and statistical indicators are used where available.

Recommendations on Work Items are forwarded to Council in accordance with the process described earlier in this document.

Appendix 1 - Purpose and Terms of Reference

- 1. Introduction** – Moorabool Shire Council is committed to a method of operation and ethos which it believes reflects the expectations of a modern community of their Council. Engagement of, and consultation with its communities of interest is a key principle in Council's method of operations.

Council is empowered under Section 86 of the Local Government Act 1989 to establish Special Committees and delegate functions, duties or powers to such Special Committees. Council therefore appoints The Bacchus Marsh District Trails Advisory Committee as a Special Committee to provide advice to Council according to the purpose established in Section 3 of this Terms of Reference document.

2. Purpose and Terms of Reference of the Committee

- 2.1 No Delegated Powers** - The Bacchus Marsh District Trails Advisory Committee has no delegated powers conferred to it by Council. The Committee is to operate in line with the purpose and terms of reference included in Schedule 1.
- 2.2 Purpose** – To advise Moorabool Shire Council on the development and integration of community trails in the Bacchus Marsh district in order to promote community capacity, a healthy lifestyle and well being, and the discovery of the district's environmental and historic assets.

Schedule 1 - Terms of Reference

1. Terms of reference

- 1.1 Role** – To advise Moorabool Shire Council on the development and integration of community trails in the Bacchus Marsh district in order to promote community capacity, a healthy lifestyle and well being, and the discovery of the district's environmental and historic assets.

Members of the Bacchus Marsh District Trails Advisory Committee have a primary responsibility to liaise and provide advice and recommendations to Council on:

- Development of a trails Master Plan
- Implementation of the Master Plan with continuous reviews.
- Annual maintenance programs.
- Development of residential amenities with respect to planning and residential development.
- Provision of amenities, signage to existing new trails and related issues.
- Promotion of existing and proposed community trails to the wider public, local community and other groups.
- Accessing and securing grants.
- Risk assessment and treatment options.

1.2 Conditions & Limitations

- The role of the group is advisory and does not have a statutory role.
- Pecuniary interest of any representative in the group must be disclosed.

- 1.3 Council's Relationship with the Bacchus Marsh District Trails Advisory Committee** - Council will value and respect the input and advice provided by the Bacchus Marsh District Trails Advisory Committee and use it, together with information from other sources, to inform its practices, policies and procedures. Council will not necessarily be bound by decisions of the Bacchus Marsh District Trails Advisory Committee, and retains the right to prioritise initiatives in accordance with budget and Community Plan processes.

2. Membership

- 2.1 Membership** - the Bacchus Marsh District Trails Advisory Committee will comprise the following members:

Community Members:

Council Members:

▪ **Cr Peter Russell**

▪ **Council Officers** - Subject to available resources (non-voting)

- 2.2 Role of the Councilor and Officers** - A Councilor may chair the Bacchus Marsh District Trails Advisory Committee to ensure that advice provided by the Bacchus Marsh District Trails Advisory Committee is presented directly to the level of authority in Council where decisions are made.

The Councilor has voting rights.

Council officers do not have voting rights.

Council officers will support the operations of the Committee through technical support and advice. Council Officers will usually comprise staff from Community Development or Environment, subject to available resources / specific requirements.

From time to time the Bacchus Marsh District Trails Advisory Committee may decide that it would be beneficial for Council officers from other areas to also attend to address specific areas of interest.

- 2.2 Term of Appointment** – Community Members will be appointed to the Bacchus Marsh District Trails Advisory Committee for a period of three years. Annually, each March, the Committee will nominate Community Members to Council for approval at Council's Statutory Meeting.
- 2.3 Selection Criteria** - The Bacchus Marsh District Trails Advisory Committee will seek to appoint people with experience, knowledge and understanding of relevant issues with the capacity to provide strategic advice to Council on access issues. Accordingly the following criteria will be used to evaluate appointments to the Committee:
- Participation from people with relevant skills, interests or qualifications.
 - Community members would either be residents of the Moorabool Shire or be regular visitors.
- 2.4 Selection Process** - The selection process will be as follows:
- Expressions of Interest will be sought through public process.
 - The Bacchus Marsh District Trails Advisory Committee will seek to appoint people with experience, knowledge and understanding of relevant issues with the capacity to provide strategic advice to Council on access issues.
 - Selection to the Bacchus Marsh District Trails Advisory Committee will be based on the selection criteria detailed above.
 - The Committee will determine an appropriate selection panel and will provide Council with its recommendations for adoption.

3. Administrative Matters

- 3.1 Council Support to the Committee** - Council will provide assistance and support to the Bacchus Marsh District Trails Advisory Committee within the resources available to it in order to enable the Committee to be able to effectively undertake its role. In order to assist members of the Bacchus Marsh District Trails Advisory Committee, the Council undertakes to provide the following support:

- The Council Officers will provide technical support and advice services to Bacchus Marsh District Trails Advisory Committee subject to specific requirements.

3.2 Frequency of meetings

- Meetings will be held at a frequency as determined annually by the Committee.
- If required, the Bacchus Marsh District Trails Advisory Committee can agree to meet out of schedule to respond to a particular issue or task.

This could be either the full Bacchus Marsh District Trails Advisory Committee or a specified working group approved by the Committee.

- A schedule of meeting dates and times for the forthcoming year will be decided at the first meeting.