



Works Program of the Roadside Conservation Committee 2010 - 2015

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INTRODUCTION

This document is a work program for the staff of the Roadside Conservation Committee. It outlines the activity, the details of the activity, the timeframe for it to be completed by and whose responsibility it is to undertake that activity. It is extracted from the internal strategic document. This work program is a living document and so will be updated when appropriate.

COMMITTEE STRUCTURE AND FUNCTION

RCC Membership

The Roadside Conservation Committee (RCC) is made up of representatives from a number of key stakeholders relating to Western Australia's road and rail network. These stakeholders represent the interests of road and rail managers, conservationists, Government agencies with relevant involvement, and utility providers. A list of the representatives on the committee at the time of the strategic directions workshop can be found below.

Current Member (April 2012)	Organisation
Dr Ken Atkins (Chairman)	Department of Environment and Conservation
Mr Murray Limb	Main Roads WA
Ms Kelly Faulkner	Department of Environment and Conservation
Ms Jade Leask	Fire and Emergency Services Authority
Mr Damien Shepherd	Department of Agriculture and Food WA
Mr Warren Pearce	Western Australia Local Government Association
Cr Michael Norman	Local Government (City of Joondalup)
Cr Bethan Lloyd	Local Government (Shire of Toodyay)
Mr Craig Morgan	Western Power Corporation
Ms Caitlin Bridgland	WA Gas Networks
Mr Darren Trengove	WestNet Rail
Mr Jeff Anderton	Conservation Council WA
Dr Eddy Wajon	Wildflower Society of Western Australia (Inc)
No Current Representative	Telstra

The RCC is also serviced by two staff members, one Executive Officer (EO) and one Technical Officer (TO). The duties of these staff are to oversee the day to day functioning of the RCC services and products (EO) and coordinate and deliver the Roadside Conservation Value Mapping program (TO).

Terms of Reference

To coordinate and promote the conservation and effective management of rail and roadside vegetation for the benefit of the environment and the people of Western Australia.

Policies

The Roadside Conservation Committee will promote and aim to achieve the following:

- Encourage rail and road management authorities and utility providers to conserve rail and roadside vegetation where possible.
- Provide information on the importance of rail and roadside vegetation for nature conservation, for landscape protection, and as an amenity.
- Develop rail and roadside management practices that conserve the native vegetation while achieving rail and road management objectives.
- Promote model by-laws, codes of practice and roadside management plans for rail and road management authorities and utility providers to use for conserving and managing roadside vegetation.
- Encourage the rehabilitation of degraded rail and roadsides to local native vegetation communities.
- Encourage the community to be involved in all aspects of conserving and regenerating rail and roadside vegetation.
- Promote specific research programs directed toward the conservation and management of rail and roadside vegetation.
- Promote the training of road managers, contractors and workers in techniques for conserving and managing rail and roadside vegetation.
- Encourage the integration of rail and roadside vegetation into regional management (e.g. natural resources management, conservation and development) strategies by community groups, local government and government agencies.
- The RCC aims to assist key stakeholders in effective management and preservation of native vegetation values within road and rail reserves throughout Western Australia.

IMPLEMENTATION ACTION LIST

The following tables present the sub-project development, implementation, phasing and milestone and review stages of implementing the key strategies. Review of the performance and effectiveness of these sub-projects will be undertaken annually in order to identify areas in need of improvement.

Capability

Objective: To increase the internal and external capabilities of the RCC through resourcing and training.

Activity	Description	Timeframe	Review
<p>1. Grant Application</p> <p>List of potential grants for which the RCC meets the selection criteria compiled and relevant applications submitted.</p>	<p>Executive Officer (EO) to research opportunities to apply for various grants. List to be provided to committee for short listing. EO to prepare and submit grant applications.</p>	<p>List presented to RCC for consideration by September Committee meeting annually.</p> <p>Grant applications to be submitted in line with due dates on application forms.</p>	<p>Action to be reviewed by annually in the December Committee meeting.</p>
<p>2. Member/ Stakeholder contribution</p> <p>Letter requesting financial support from RCC member organizations sent.</p>	<p>EO to write to all organizations represented on the RCC to request financial support for specific projects the RCC will be undertaking for the year.</p>	<p>Letters sent to member organizations in December every two years.</p>	<p>Action to be reviewed every two years at the March Committee meeting.</p>
<p>3. Local Government Authorities</p> <p>a) Training framework and prioritization for delivery to be developed</p>	<p>EO to update the LGA training framework identifying how Shires will be trained. Priorities will be set in consultation with Native Vegetation Conservation Branch.</p>	<p>Framework to be updated as necessary e.g. after a training session.</p> <p>Schedule of training to be developed by end of July annually.</p>	<p>Action to be reviewed once per year and reported in annual report and to Committee members.</p>

Activity	Description	Timeframe	Review
b) RCC to conduct training with a minimum of five Shires in each financial year.	EO to conduct training with a minimum of five Shires covering as much of the state as feasible within a twelve month period.	Timing will be dependent on scheduling of training in any given twelve month period.	Training undertaken will be reported in annual report and reviewed at the end of each financial year.
c) Strategic Planning framework to be developed to assist LGAs in forward planning.	EO to help promote the Strategic Planning Framework, in conjunction with WALGA, to LGAs to assist in forward thinking about road reserve management.	Anticipated start date June 2012.	Action to be reviewed at December 2012 Committee meeting and again in June 2013.
4. State Government Authorities Training framework for delivery to State Government employees, including MRWA.	EO to update a training framework for delivery to state government employees to assist understanding and education about the RCC, its priorities and message.	Framework to be updated as necessary e.g. after a training session.	Training undertaken will be reported in annual report and reviewed at the end of each financial year.
5. Utility Providers and Rail Network Managers Training framework and prioritization for delivery to be developed.	EO to update the training framework for delivery to utility providers and rail manager employees to assist understanding and education about the RCC, its priorities and message.	Framework to be updated as necessary e.g. after a training session.	Training undertaken will be reported in annual report and reviewed at the end of each financial year.

Activity	Description	Timeframe	Review
<p>6. Community Members</p> <p>Increase quality and delivery of community member training.</p>	<p>Technical Officer (TO) to review training provided to community members and value add. Strategic community training sessions to be delivered with focus on the SW WA.</p>	<p>Timing will be dependent on scheduling of training in any given twelve month period.</p>	<p>Training will be reported in annual report and reviewed at the end of each financial year.</p>
<p>7. RCC Staff</p> <p>a) Increase RCC staff capacity and scope of knowledge (e.g. road engineering requirements, road building techniques and applicable regulations) through training of RCC staff or seeking access to specialist skills through other organizations.</p>	<p>RCC Committee members to extend invitations of training to RCC staff to increase scope and capacity of RCC staff. Member organizations to make specialist skilled staff available to support RCC as required.</p>	<p>Timing will be dependent on scheduling of training in any given twelve month period. Provision of specialist staff as required when the need is identified.</p>	<p>Action will be reported in annual report and reviewed at the end of each financial year.</p>
<p>b) Alternative option to employ additional RCC staff with required specialty expertise.</p>	<p>Funding obtained and decision to employ staff with road engineering expertise, and then to advertise and select person.</p>	<p>Will be dependent on funding.</p>	<p>Action to be reviewed once per year and reported in annual report to Committee members.</p>

Promotion

Objective: To increase knowledge of the RCC, its cause and services, in the political arena, amongst road and rail reserve managers and the general public.

Activity	Description	Timeframe	Review
1. Community Involvement a) RCC displays at strategic public events.	RCC displays to be set up at a minimum of two strategic public events such as the Wagin Woolarama.	Timing will be dependent on which events are attended in any given twelve month period.	Action to be reviewed once per year and reported in annual report and to Committee members.
b) RCC to participate in Local Government and Community road shows.	RCC staff to participate in Shire and/or community road shows when arranged to raise awareness of the RCC.	Timing will be dependent on bookings by RCC staff.	Action to be reviewed once per year and reported in annual report and to Committee members.
c) RCC to select and promote best practice examples of roadside vegetation retention (during road works), revegetation, and Flora Road nomination	RCC staff to explore and identify best practice examples to promote to peers (i.e. other LGAs), at Community events and to Committee members.	Examples to be presented to the next RCC meeting following identification, with recommendations of the best promotion opportunities for case study development.	Action to be reviewed once per year and reported in annual report and to Committee members.
d) RCC to investigate ways to communicate the roles, services and achievements	RCC Staff to develop a format for a current matters style newsletter, in electronic or hard copy format, for distribution to community members and other stakeholders.	Newsletter to be developed and feasibility of ongoing production considered at June 2013 meeting. Anticipate that the newsletter will be in a blog format.	Action to be reviewed by June 2013 Committee meeting.

Action	Description	Milestone	Monitoring/Review
<p>2. Publications</p> <p>Publications framework and prioritization for updating to be developed.</p>	<p>Publications framework identifying need for document revision and gaps in publication availability provided to Committee.</p>	<p>Publications framework to Committee for prioritization by January 2013. Schedule of publications to be developed/ revised by March 2013.</p>	<p>Action to be reviewed once per year and reported in annual report to Committee members.</p>
<p>3. Flora Roads Program</p> <p>Review and promotion of the Flora Roads program.</p>	<p>EO to review Flora Roads program and update database. EO to undertake active promotion of the program and to develop a framework for an LGA/MRWA Flora Road management workshop.</p>	<p>Review of the Flora Roads Program to be provided to Committee by March 2013. Committee to advise on potential changes to the program. Active promotion of the program to commence by June 2013.</p>	<p>Action to be reviewed by June 2013 Committee meeting.</p>
<p>4. Political Profile</p> <p>Increase activities which promote roadside conservation to a wider audience, including decision makers.</p>	<p>Involvement in projects i.e. WALGA NRM Pilot project to raise awareness of RCC role in conflict resolution. Increase correspondence with Minister, increase submissions to enquiries / proposals / legislation and increase media statements. Present at conference attended by road/rail managers</p>	<p>RCC EO to sit on the WALGA NRM Pilot Project Steering Committee and be involved with media releases. Ongoing</p>	<p>Action to be reviewed once per year and reported in annual report to Committee members.</p>
<p>5. Rail Reserve Awareness</p> <p>Increase RCC involvement in Rail Reserve management.</p>	<p>EO to work with Brookfield Rail and PTA to develop training programs for rail staff</p>	<p>Training Package to be developed and tabled at June 2013 Committee meeting.</p>	<p>Action to be reviewed by June Committee meeting 2013.</p>

Information and Tools

Objective: To increase the quality and extent of and access to Roadside Conservation Value (RCV) data and to integrate the data into land management practices more effectively while maintaining community engagement and development.

Activity	Description	Timeframe	Review
<p>1. Mapping Extent</p> <p>RCC to coordinate Roadside Conservation Values (RCV) mapping with a minimum of 5 Shires being approached for mapping in each financial year.</p>	<p>TO to produce a plan of Shires to target for mapping with a minimum of 5 Shires being approached to map their Shires RCV in each financial year.</p>	<p>Individual milestones after each mapping commencement. Timing will be dependant on scheduling of Shire's and volunteer availability in any given 12 month period.</p>	<p>Action to be reviewed once per year and reported in annual report to Committee members.</p>
<p>2. Hardware & Software Upgrade</p> <p>RCV survey program review undertaken and improvements to data captured through this system implemented.</p>	<p>TO to co-ordinate upgrading of software for mapping program.</p>	<p>Review carried out before each training session</p>	<p>Action to be reviewed in December 2012 Committee meeting.</p>
<p>3. Value Adding</p> <p>Value add to RCC data collected through the use of existing information databases.</p>	<p>TO to investigate ways of incorporating current information, such as vegetation type and extent, rare flora, TECs, etc. into RCC RCV rating.</p>	<p>Report on potential ways for existing data to be incorporated into RCV rating presented to Committee by March 2013.</p>	<p>Action to be reviewed in March 2013 Committee meeting.</p>

Activity	Description	Timeframe	Review
<p>4. Volunteer Training</p> <p>a) Increase training delivered to RCV survey program Volunteers.</p>	<p>RCC TO to review training delivered to RCV program volunteers. Additions to the training such as Flora ID and Weed ID are anticipated to improve the overall reliability of data captured by the volunteers.</p>	<p>Training program to be reviewed annually before the training season.</p>	<p>Action to be reviewed in December 2012 Committee meeting.</p>
<p>b) Investigate alternative means of undertaking mapping</p>	<p>RCC TO to investigate other opportunities for volunteers and means of data collection.</p>	<p>Report on potential alternatives to be provided at March 2013.</p>	<p>Action to be reviewed in March 2013 Committee meeting.</p>
<p>5. Data Accessibility</p> <p>a) Publish available RCC data on SLIP portal.</p>	<p>RCC TO to update RCV data through DEC GIS for inclusion on SLIP portal.</p>	<p>Timeframe dependant on outside sources. Updates occur after each shire has been finished being surveyed.</p>	<p>Action to be reviewed in December 2012 Committee meeting.</p>
<p>b) Publish available RCC data on RCC website.</p>	<p>RCC TO to update all available RCV data for publication on RCC website.</p>	<p>Data published when available.</p>	<p>Action to be reviewed in March 2012 Committee meeting.</p>

Conservation Initiatives

Objective: To identify opportunities for RCC research and involvement in issues impacting on conservation of rail and roadside vegetation.

Activity	Description	Timeframe	Review
<p>1. Research Opportunities</p> <p>Proposals for potential research projects to be suggested by the Committee. Projects to be available to take advantage of any funding or collaboration activity that becomes available</p>	<p>EO to develop proposals in conjunction with relevant committee members for research opportunities that may not necessarily be undertaken within the RCC.</p> <p>Universities and TAFEs should be approached for interest in students researching these proposals.</p>	<p>Project to be developed over 6 months.</p> <p>Committee members to prioritize research opportunities and funding resources.</p>	<p>Action to be reviewed in: March 2013 Committee meeting.</p>

IMPLEMENTATION ISSUES

Prioritisation

It is unlikely that substantial additional resources will be made available to the Committee in the foreseeable future, so the activities of the RCC have been prioritized.

Priority (High to Low)	Action Number	Title
1	5.1.3(b)	Capability/ LGA/ Shire training
2	5.1.7(a)	Capability/ RCC Staff Training
3	5.3.1	Information and Tools/ Mapping extent
4	5.3.2	Information and Tools/ Hardware and software upgrade
5	5.1.4	Capability/ State Government training
6	5.1.5	Capability/ Utility Providers training
7	5.2.5	Promotion/ Rail Reserve Awareness
8	5.2.1(a)	Promotion/ RCC Displays
9	5.2.2	Promotion/ Publications Framework
10	5.2.3	Promotion/ Flora Roads Program
11	5.2.4	Promotion/ Political Profile
12	5.1.1	Capability/ Grant Applications
13	5.1.2	Capability/ Member and stakeholder contributions
14	5.1.3(a)	Capability/ LGA Training Framework
15	5.3.4(a)	Information and Tools/ Volunteer Training
16	5.3.4(b)	Information and Tools/ Alternative sources of volunteers
17	5.3.5(b)	Information and Tools/ Data accessibility/ Website
18	5.3.5(a)	Information and Tools/ Data accessibility/ SLIP
19	5.1.3(c)	Capability/ LGA Strategic planning Framework
20	5.2.1(c)	Promotion/ Best Practice examples
21	5.1.7(b)	Capability / RCC engineering staff
22	5.2.1(b)	Promotion/ Road Shows
23	5.3.3	Information and Tools/ Value Adding
24	5.4.1	Conservation Initiatives/ Research Opportunities
25	5.1.6	Capability/ Community Members training
26	5.2.1(d)	Promotion/ Newsletter

KEY PERFORMANCE INDICATORS

Key performance indicators (KPIs) are used to measure the success of a program. Below are the KPIs that the RCC will use to achieve outcomes.

- More than 10 people are trained per year in the values of roadside vegetation.
 - This training includes that undertaken for shire works crews and the community.
- At least two field days or shows are attended annually.
 - There are two shows that are attended at most years – the Wagin Woolorama and the Dowerin Field Days, but this can be expanded to other shows in the south west, particularly in areas where there is little communication between the shire, community and the RCC.
- One publication per year is produced or updated.
 - The RCC has a variety of publications with some that could be updated. New publications can also be produced.
- Four Flora Roads are to be assessed or re-assessed each year.
 - The Flora Roads Program receives nominations from the community so this will need to be advertised to continue to receive these nominations. There are 38 Flora Roads currently declared and these will need to be monitored regularly to ensure they remain viable to be included in the Program.