



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

Tuesday 15 June 2021

Virtual Meeting
via Video Conference

6:00PM

A LIVE STREAM OF THE MEETING CAN BE VIEWED
VIA [COUNCIL'S FACEBOOK PAGE](#)

Confirmed at the Ordinary Meeting of Council held 20 July 2021

A handwritten signature in black ink, appearing to read "Lesley Hewitt".

Chair, Cr Lesley Hewitt, Mayor

MINUTES

Tuesday 15 June 2021

Virtual Meeting

via Video Conference

Commencing at 6:00PM

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BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 15 June 2021

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries.

On this land, the Jaara people have performed age old ceremonies of celebration, initiation and renewal.

We acknowledge their living culture and their unique role in the life of this region.

2 OPENING OF MEETING

COUNCILLORS PRESENT: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday, Cr Tim Drylie

OFFICERS PRESENT: Mr Bradley Thomas - Chief Executive Officer, Mr Andrew Burgess - Acting Director Community and Corporate Services, Mr Bruce Lucas - Director Infrastructure and Development Services, Mr Chris Whyte – Manager Information and Communication Technology, Ms Krysten Forte - Manager Governance and Risk, Ms Bronwyn Southee – Manager Development and Community Safety

The meeting opened at 6:03pm.

STATEMENT OF COMMITMENT

“WE THE COUNCILLORS OF HEPBURN SHIRE
DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION
TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS OF THE COMMUNITY
AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS OF THE CODE OF
GOOD GOVERNANCE
SO THAT WE MAY FAITHFULLY REPRESENT AND UPHOLD THE TRUST PLACED IN THIS
COUNCIL BY THE PEOPLE OF HEPBURN SHIRE”

3 APOLOGIES

Nil.

4 DECLARATIONS OF CONFLICTS OF INTEREST

Cr Tim Drylie declared a material interest for Item 13.3 Community Grant Program 2020/2021 - Round 4 due to an association with Creswick Amateur Theatre Group Incorporated.

Cr Tim Drylie declared a material interest for Item 14.1 Biodiversity Grant Program - Recommendations for Funding due to an association with Transition Creswick.

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 18 May 2021 and the Special Meeting of Council held on 8 June 2021 (as previously circulated to Councillors) be confirmed.

MOTION

That the Minutes of the Ordinary Meeting of Council held on 18 May 2021 and the Special Meeting of Council held on 8 June 2021 (as previously circulated to Councillors) be confirmed.

Moved: Cr Brian Hood

Seconded: Cr Tim Drylie

Carried

6 NOTICES OF MOTION

There were no Notices of Motion tabled for this meeting.

7 ITEMS OF URGENT BUSINESS

Nil.

8 COUNCILLOR AND CEO REPORTS

8.1 MAYOR'S REPORT

Councillor Lesley Hewitt, Birch Ward

No written report was presented.

8.2 COUNCILLOR REPORTS

Councillor Jen Bray, Birch Ward

Activities since Tue 18 May 2021

Fri 21 May Meeting to discuss Daylesford Waste Facility with 10 local residents, and council staff including planning team.
Discussion to understand the future EPA assessment of the site and planning requirements going forward. Group agreed to meet again for updates.

Wed 26 May Reconciliation Week Flag Raising – Creswick Hub

Sat 22 May Aquatic Strategy Pop Up – Daylesford Primary School Farmer’s Market

Sat 22 May Daylesford Skate Park Competition – A really good turn out from our local skaters, families and competitors from all over the state.
A perfect sunny day out at our Community Skate Park. Well done to Jonno and Abby our Youth Officers for organising the event.

Council activities Attended workshop to discuss options for future of Rex project
Heard Budget submissions from the community

Promoting information to the community about:

- Reconciliation week
- Youth Space Grant
- Aquatic Strategy
- Gender Equity Committee applications
- Emergency Storm updates for community

This month saw a COVID lock down and severe storms which impacted many members of our community.

Many council events were cancelled or postponed.

Thank you to all our hard working SES teams, local volunteers, Cr Brian Hood in Coliban ward, CEO Bradley Thomas, executive team and our incredible team of Hepburn Shire Council staff who set up relief centre, kept information flowing, and organised the response behind the scenes. An incredible team effort.

Councillor Tim Drylie, Creswick Ward

Some events have loomed larger than others this month and have overshadowed to some degree our more regular and routine Council processes and procedures. I want to acknowledge the tremendous level of support our council officers, the Coliban Ward Councillor, Brian Hood, and the community have given to the emergency situation that developed as a result of the extensive damage caused by the large storm that hit our shire and many parts of Victoria last week. Although the clean-up is well under way and many roads are now clear and power is being restored to most areas, the physical and emotional toll of the event will continue to unfold and impact on many people's lives, on the wellbeing of our wildlife and the diversity of our surrounding environment. As a council, we will continue to discuss, listen and respond to the needs of our community in coming months. So far, this has included such things as clearing fallen trees, establishing a relief centre in Trentham, allowing free green waste at our shire transfer stations and creating a list of community resources on our Council website. Thankfully Creswick Ward was spared the worst of the damage that is being seen in other parts of the shire.

The other major event to impact our community this month has been the reimplementation of COVID-19 lockdown restrictions which have again had a significant impact on the viability of some of our local businesses and movements of our broader community. Fortunately for those of us living in Regional Victoria we have not seen any active cases of the virus this time round in our region and restrictions have now again eased. However, the ongoing effects of COVID-19 are being widely felt in the community with the uncertainty of daily routines the underlying stresses of isolation from others and the real fear of family member, or oneself, contracting a potentially life-threatening disease. As a community we must continue to reach out and offer support and kindness to each other, to spend our dollars with our local businesses, where we can, and to look out for our neighbours, our children and elders who might be struggling with effects of isolation in their lives.

On a practical note, I was invited or involved in several events during the month, some of which were later cancelled or postponed due the COVID-19 lockdown restrictions. They are as follows:

- Creswick Youth Activation Project - Workshop #4
- Indigenous Flag Raising | Reconciliation Week at Creswick Hub
- Art Bus Tour – Pavilion Arts (cancelled)
- Creswick Honour Roll Dinner (cancelled)
- Opening | Aboriginal Peoples Memorial Avenue (Frontier Wars) - Reconciliation Week (Cancelled)
- Special Council Meeting | To hear budget submissions from the public – via Zoom
- AGM | Friends of the Avenue, Kingston (Guest via Zoom)

Councillor Tessa Halliday, Cameron Ward

No written report was presented.

Councillor Don Henderson, Creswick Ward

No written report was presented.

Councillor Brian Hood, Coliban Ward

Until the events of 9 and 10 June, a night that will be etched on our minds for quite some time, my report for this meeting would have centred on the important work we are undertaking on strategic planning for the long term benefit of the shire, financial budgeting, my participation at a flag-raising ceremony as part of reconciliation week and important safety matters such as speed limits on local roads and the scourge of dangerous dogs.

All valid and important aspects of our role and matters that will regain our full attention.

But back to the evening of 9 and morning of 10 June. The extraordinary storm event that struck our area has caused significant environmental and structural damage...not to mention the psychological hurt inflicted upon our residents. The towns of Trentham, Lyonville, Little Hampton, Bullarto, Tylden, Blackwood and Musk have been particularly hard hit. Thankfully we somehow managed to avoid serious injuries or worse. Given the extent of damage caused by thousands of large trees being uprooted and strewn across roads, fields and onto roofs that is an exceptional and fortunate outcome.

As is so often the case a devastating crisis brings out the best in people...especially in small, tight knit communities. Our communities may be relatively small in number but they are substantial in their depth, capability and spirit. Resilience, patience, understanding, cooperation and selflessness are just some of the attributes that come to mind and were on display.

The positive and determined attitude that was clearly on display at last Friday's community meeting in Trentham was inspiring. I commend each of the agencies that made themselves accountable and available to the community...providing up to date information in a direct and honest manner – Victoria Police, SES, Coliban Water, RRV, Dept. of Health, CFA and Council itself.

One notable absentee was a corporation with annual turnover of \$26bn and 19m customers who at the best of times rely on that corporation's infrastructure and services....and which are desperately needed in times of crisis. Hence there was no explanation as to how that infrastructure will be strengthened to acceptable standards and how they will support their customers in times of dire need....

On behalf of the community I also applaud the extensive efforts of Council staff who volunteered to man the relief centre on a 24 hour basis, issued numerous information bulletins through various media and the hands-on operational crews who literally did the heavy lifting. Simple steps taken by Council, timely and immediate, showed initiative and responsiveness – the creation of a dedicated webpage to disseminate information, extra

rubbish collections, the opening of the tip to receive green waste and spoiled food free of charge – are examples.

The extent of clean-up activities will be enormous. Safety must be paramount – we cannot expect ill-equipped residents to attempt to move large fallen trees from private property. The carnage on road sides must be removed in a timely manner – its presence is an unwelcome visual reminder and left unattended will create an increased fire risk. Strategies to safely address these problems must be implemented asap, in conjunction with other agencies, and communicated to all residents.

Madam Mayor – there is a saying that suggests one should not waste a crisis – so I hope that the lessons emerging from debrief sessions will guide all agencies, including Council, on how we can better protect our communities and respond to what are becoming increasingly frequent events.

I will end on a happy and positive note – the stormy night of 9 and 10 June did see Trentham’s population increase by one. Something of a miracle in itself.

Councillor Juliet Simpson, Holcombe Ward

No written report was presented.

RECOMMENDATION

That Council receives and notes the Mayor’s and Councillors’ Reports.

MOTION

That Council receives and notes the Mayor’s and Councillors’ Reports.

Moved: Cr Juliet Simpson

Seconded: Cr Tessa Halliday

Carried

8.3 CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer Report informs Council and the community of current issues, initiatives and projects undertaken across Council.

CHIEF EXECUTIVE OFFICER UPDATE

ATTACHMENTS

- Nil

On Monday 10 May we held a workshop with members of the Local Law no. 2 community reference groups in relation to firewood collection on Council land, salvaging at transfer stations and planting on nature strips. These groups will help to inform Council's policies and processes in relation to the implementation of the local law and reduce unnecessary red tape for the community. There are two more workshops planned for June and July and our aim is for Council to consider the recommendations at its meeting in September or October. We thank the reference group members for their valuable ideas, feedback and time.

On Thursday 13 May, Council Officers held a Planning Scheme community information session. There has been a lot of community interest and feedback on this scheme amendment, and the session was well attended. The formal process for Council to consider the Independent Panel report prevented us from holding an information session, so as soon as the formal process was complete, we took the opportunity to arrange this information session to update the community on the status of the amendment and to clarify what it means. We received some great questions from the community, so thank to those who attended.

On Friday 14 May, Council received confirmation that we were successful in securing \$2.062M for the Trentham Sportsground Reserve Pavilion Redevelopment. The redevelopment of the Trentham Sportsground Pavilion will be a welcoming and inclusive community sports facility that through contemporary universal access, gender equity and family-friendly design, will deliver a facility that accommodates sports club use and broader multi-purpose community meeting space needs. The project will improve the internal lay-out of the pavilion to accommodate club fundraising through social events and hiring the pavilion for broader community activities and events. It will also provide gender equitable changerooms. The total cost of the project is \$2.475M funded by \$2.062M from Sport and Recreation Victoria – Community Sport Infrastructure Stimulus Program, and \$413K by Council.

It was fantastic to return to having in person Council Meetings (well for now....), with about 15 coming out on a fresh Daylesford evening to watch live from the Town Hall, with many watching from the comfort of home via our Facebook page.

Some of the items discussed at the May Council meeting include:

- Council's position on the Western Victoria Transmission Network Project
- Update on the Hepburn Hub at the Rex
- Mayor and Councillor allowances
- Naming of two unnamed roads
- Gender Equity Advisory Committee terms of reference
- Policy 6 (C) - Revenue Collection and Financial Hardship Policy
- Policy 37 (C) – Revised Councillor Staff Interaction Policy 2021
- Declaration of special rates charge – Solar Savers Scheme
- Recommendations to Council from Audit and Risk Committee (ARC)
- Annual Plan 2021/2021 – Quarter 3 Update – January to March 2021
- Confidential items

At the May Council meeting Council awarded the kerbside collection contract to SUEZ Recycling & Recovery. The tender selection criteria included cost, service delivery, safety and sustainability, and SUEZ will start with us on 01 July 2021. We'll have more information about the new service later this month, but collection days will remain the same for residents.

In May applications opened for our Gender Equity Advisory Committee, Community Art grants, and the Youth Space Activation Grants program. The Towards Zero Community Grants Round for 2020/21 is also re-opening for 3 weeks due to the current COVID-19 lockdown causing significant challenges for applicants finalising their proposals. Applications re-open on Monday 7 June 2021 and are closing at 5pm on Friday 25 June 2021. Projects can include any activity that will save energy and reduce greenhouse gas emissions in community facilities. This might include (but is not restricted to) renewable energy systems, carbon drawdown, insulation, shading and weather proofing, energy efficient heating, cooling and lighting systems, or energy efficient hot water, kitchen and other fixed appliances.

Council is proud to be one of the 46 Victorian councils who in May, signed on to VECO, the Victorian Energy Collaboration, the largest ever emissions reduction project by local government in Australia. VECO will provide 45 per cent of all Victorian councils' electricity requirements with 100 per cent renewables, reducing greenhouse emissions by 260,000 tonnes of CO₂-e every year. Hepburn Shire will power 60 per cent of our total energy use with 100 per cent renewables, including streetlights, libraries and community buildings. We are looking to source our remaining electricity load from other renewable energy suppliers.

Following Community feedback that you would like to receive the Council newsletter via email, we created our e-newsletter, Hepburn Life. The May edition includes details on more than \$6.5 million of funding for our Shire from the Victorian State Government, an update on The Rex, Council's stance on WVTN Project, a recap of

the Hepburn Together Project and how you can have a say on the Aquatics Strategy. If you haven't signed up already, you can sign up to receive it direct to your inbox at <https://mailchimp/hepburn/sign-up>, and sign up by 12noon on Wednesday 16 June 2021 to go into the draw to win an iPad!

On National Sorry Day, May 26, the Deputy Mayor and I attended a flag raising service in Creswick. National Sorry Day offers the community the opportunity to acknowledge the impact of the policies spanning more than 150 years of forcible removal of Aboriginal and/or Torres Strait Islander children from their families. Following the release of the findings and recommendations from the Bringing Them Home Report, one of its 54 recommendations is that a national day of observance be declared. Other attendees at the flag raising event included Councillors, Reconciliation Action Plan Committee Members, staff and community members.



After enjoying more freedom as part of COVID-normal life over the past few months, unfortunately on May 26, the state of Victoria moved to circuit breaker restrictions to prevent further spread of another COVID outbreak.

This is not where any of us want to be and shows that this virus is not going away.

Applications are now open for the Victorian Governments Circuit Breaker Support Package to assist eligible small to medium businesses and sole traders. The package will support businesses unable to operate due to the necessary public health measures, including targeted support for the events industry.

If you have any questions about what you'll need to get your business ready for re-opening contact Business Victoria on 13 22 15. For all other business enquiries contact our Economic Development Team via email at business@hepburn.vic.gov.au or phone 5321 6122.

To help the community during this unexpected circuit breaker COVID lockdown, we have extended the payment deadline for the 4th instalment of rates to Friday, 18 June 2021.

Last week Hepburn Shire Council received the Highly Commended Award for its Film Series 'Peaks' Wetlands and Rivers' at the HART Awards (Helping Achieve Reconciliation Together). Congratulations to Uncle Rick Nelson and Professor Barry Golding who take us on the journey of truth telling across the landscape. The project was an initiative of Hepburn Shire Council's Reconciliation Action Plan Advisory Committee.

Cultural competency is a practical act of reconciliation. It requires commitment to ongoing learning and reflection to support inclusive practices. Councillors recently undertook this training at a recent Council Briefing as part of their ongoing training program. This activity aligns with Action 8 in our Reconciliation Action Plan: Deliver cultural learning and development opportunities within Council.

Some of the meetings I have participated in over the past month include:

- Council briefings
- Special Council meeting
- Loddon Campaspe Councils CEO's meeting
- COVID-19 relief and recovery meetings
- Project meetings for the Hepburn Hub at The Rex
- Regular meetings with Directors and direct reports
- Executive Team, Leadership Team meetings
- Quarterly Leadership & Coordinators meeting
- Meeting with Regional Development Victoria - Grampians region to discuss priority projects
- Rural Councils Victoria Summit with the Deputy Mayor
- Dept. Of Jobs, Precincts and Regions CEOs and MAV forum
- Local Government CEOs Forum - COVID restrictions
- Media interview with Channel 10 regarding regional COVID restrictions easing

RECOMMENDATION

That Council receives and notes the Chief Executive Officer's Report for June 2021.

MOTION

That Council receives and notes the Chief Executive Officer's Report for June 2021.

Moved: Cr Don Henderson

Seconded: Cr Tessa Halliday

Carried

9 PUBLIC PARTICIPATION TIME

This part of the Ordinary Meeting of Council allows for the tabling of petitions by Councillors and Officers and 30 minutes for the purposes of:

- Tabling petitions
- Responding to questions from members of our community
- Members of the community to address Council

Community members are invited to be involved in public participation time in accordance with Council's Governance Rules.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 10:00am the day before the Council Meeting.

Some questions of an operational nature may be responded to through usual administrative procedure. Separate forums and Council processes are provided for deputations or for making submissions to Council.

Questions received may be taken on notice but formal responses will be provided to the questioners directly. These responses will also be read out and included within the minutes of the next Ordinary Meeting of Council to make them publicly available to all.

BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Council's Governance Rules sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

Under the Governance Rules, members of the public present at a Council Meeting must not be disruptive during the meeting.

Respectful behaviour includes:

- Being courteous when addressing Council during public participation time and directing all comments through the Chair
- Being quiet during proceedings
- Being respectful towards others present and respecting their right to their own views

Inappropriate behaviour includes:

- Interjecting or taking part in the debate
- Verbal abuse or harassment of a Councillor, member of staff, ratepayer or member of the public
- Threats of violence

9.1 PETITIONS

No petitions have been received this month in accordance with the Governance Rules.

9.2 PUBLIC QUESTIONS

The Chair will read out responses to questions taken on notice from the last ordinary meeting, and then read and respond to new questions received in accordance with Council's Governance Rules.

No Public Questions were received.

9.3 REQUESTS TO ADDRESS COUNCIL

Members of our community who have submitted a request in accordance with Council's Governance Rules will be heard.

No requests to address Council were received.

10 STATUTORY PLANNING

10.1 PLANNING APPLICATION 2988 - TWO LOT SUBDIVISION (RE-SUBDIVISION) AT 319 DAYLESFORD-MALMSBURY ROAD COOMOORA DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Statutory Planner, I Anita Smith have no interests to disclose in this report.

ATTACHMENTS

1. Objections - PA 2988 - 319 Daylesford-Malmsbury Road Coomoora [10.1.1 - 19 pages]
2. Subdivision Plans - PA 2988 - 319 Daylesford-Malmsbury Road Coomoora [10.1.2 - 3 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to determine planning application PA 2988 for the two lot subdivision (re-subdivision) at 319 Daylesford-Malmsbury Road, Coomoora, known as Lot 1 on Title Plan 022225P and Lot 1 on Title Plan 405487X.

It is proposed to re-subdivide the two existing lots which result in a boundary extending through an existing dam to create a boundary between the two existing dwellings.

The application was notified and 9 objections were received.

OFFICER'S RECOMMENDATION

That Council, having caused notice of planning application PA 2865 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of The Act, determines to issue a Notice of Decision to Grant a Planning Permit for a two lot subdivision (re-subdivision) at 319 Daylesford-Malmsbury Road, Coomoora subject to the following conditions:

Compliance with the Endorsed Plans

1. *The development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*

Engineering

2. *Prior to the issue of a statement of compliance, each lot must be connected to a separate legal point of stormwater discharge at the cost of the owner of the land and to the satisfaction of the Responsible Authority.*
3. *No concentrated stormwater shall drain or discharge from the land to adjoining properties.*

Mandatory conditions required by Clause 66.01-1 of the Hepburn Planning Scheme

4. *The owner of the land must enter into an agreement with:*
 - a. *A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in*

- accordance with the provider's requirements and relevant legislation at the time; and*
- b. A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
- 5. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
 - a. a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
 - b. a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**
 - 6. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.*
 - 7. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
 - 8. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.*

Permit Expiry

- 9. This permit will expire if one of the following circumstances applies:
 - a. The development is not started within two years of the date of this permit.*
 - b. The development is not completed within four years of the date of this permit.*
 - c. The plan of subdivision is not certified within 2 years of the date of this permit.*
 - d. The registration of the relevant stage of subdivision is not completed within five years from the date of certification of the plan of subdivision.*The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.*

Mr Rowan Mobbs, the applicant, addressed Council in support of the application.

Mr Glenn Campbell, the owner, addressed Council in support of the application.

Ms Patrice O'Shea addressed Council in objection to the application.

MOTION

That Council, having caused notice of planning application PA 2988 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of The Act, determines to issue a Notice of Decision to Grant a Planning Permit for a two lot subdivision (re-subdivision) at 319 Daylesford-Malmsbury Road, Coomoora subject to the following conditions:

Compliance with the Endorsed Plans

1. *The development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*

Engineering

2. *Prior to the issue of a statement of compliance, each lot must be connected to a separate legal point of stormwater discharge at the cost of the owner of the land and to the satisfaction of the Responsible Authority.*
3. *No concentrated stormwater shall drain or discharge from the land to adjoining properties.*

Mandatory conditions required by Clause 66.01-1 of the Hepburn Planning Scheme

4. *The owner of the land must enter into an agreement with:*
 - a. *A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*
 - b. *A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
5. *Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:*
 - a. *a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*

- b. *a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
6. *The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.*
7. *All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
8. *The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.*

Permit Expiry

9. *This permit will expire if one of the following circumstances applies:*
 - a. *The development is not started within two years of the date of this permit.*
 - b. *The development is not completed within four years of the date of this permit.*
 - c. *The plan of subdivision is not certified within 2 years of the date of this permit.*
 - d. *The registration of the relevant stage of subdivision is not completed within five years from the date of certification of the plan of subdivision.*

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

Moved: Cr Juliet Simpson

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

Site and Surrounds

The subject site is made up of two allotments as follows:

- LOT 1 TP22225 - 20230m² / 2.023 ha
- LOT 1 TP405487 – 60800m² / 6.08 ha

The subject site currently consists of two allotments approximately 2 and 6 hectares in size, totalling 8.1 hectares in size. The site is located on the north-east corner of the intersection of Back Glenlyon Road, Daylesford-Malmsbury Road and Giacomettis Lane.

The existing internal title boundary extends through a large dam located to the north of the allotment. Two dwellings exist to the south of this site with managed gardens. The subject site is located within the Farming Zone and is subject to an Environmental Significance Overlay, Schedule 1. The land surrounding the site is predominately zoned Farming Zone. The Environmental Significance Overlay, Schedule 1 covers all surrounding land.

The surrounding character within 1 kilometre of the site is predominately large agricultural lots developed with single dwellings, and some with outbuildings. There are examples of smaller lifestyle properties within immediate proximity of the subject site.

Proposal

The application proposes the re-subdivision of the two existing allotments.

The re-subdivision will create a boundary between the two existing dwellings and create the following lot sizes:

- Lot 1 - 4062m² / 0.4 ha
- Lot 2 - 7.7ha

Both lots will retain street frontages to both Daylesford Malmsbury Road and Back Glenlyon Road

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Farming Zone (FZ)
Overlays:	Environmental Significance Overlay (ESO1)
Particular Provisions	Clause 52.06 (Car parking) Clause 55 (Two or more dwellings on a lot) - ResCode Clause 56 (Residential Subdivision) Clause 65.02 (Approval of an Application to Subdivide Land)
Relevant Provisions of the PPF	Clause 11.01-01S Settlement Clause 11.02-1S Supply of urban land Clause 12 Environmental and Landscape Values Clause 14.02-1S Catchment planning and management Clause 14.02-2S Water quality Clause 15.01-3S Subdivision design Clause 15.01-5S Neighbourhood character Clause 15.01-6S Design for rural areas Clause 15.02 Sustainable Development Clause 15.03-2S Aboriginal cultural heritage Clause 16.01-05S Rural residential development Clause 16.01-2S Location of residential development Clause 18.02-4S Car parking Clause 21.03 Vision and Strategic Framework Clause 21.04 Objectives - Strategies - Implementation

	Clause 21.05 Settlement and Housing Clause 22.01 Catchment and Land Protection	
Under what clause(s) is a permit required?	Clause 35.07-3 (FZ)	A permit is required to subdivide land.
	Clause 35.07-3 (ESO1)	A permit is required to subdivide land.
Objections?	Nine	

KEY ISSUES

The breadth of policy in relation to the subdivision of land and the establishment of properties to be used for rural residential type uses within a farming area is for them to generally be discouraged to protect land from being used for agricultural purposes. This is generally to be accomplished by reducing the amount of rural-residential development in farming areas and directing residential growth to existing settlements where physical and community infrastructure is available.

The site and the immediate surrounds are generally used for rural residential purposes and the proposed subdivision does not create any additional lots, but seeks to change the internal boundaries within the site itself. The site already contains two dwellings which will not change as part of this application. The location of the proposed 'rural residential' lot is within the corner of the site and is surrounded by roads on 2 of its 3 boundaries with the balance lot as part of this subdivision making up the third boundary.

There is not expected to be an adverse impact on agricultural production as a result of the subdivision as there is limited agricultural production currently undertaken on the site. The subdivision will result in a situation where a single dwelling would be located on a single title each that would also help to minimise the potential of a proliferation of dwellings within the surrounding area which the existing situation with a vacant parcel of land has the potential to result should an application for a dwelling on the existing vacant lot be submitted.

Environmental Significance Overlay

Each of the proposed lots will contain an existing dwelling and is connected to a septic system.

Stormwater will be able to be appropriately drained to prevent concentration or inappropriate diversion across the land.

It is not foreseen that the proposed re subdivision will impact upon water quality at a local or regional level, nor will there be any inducement of erosion or impact on soils.

The application was referred internally to Council's Engineering Unit, in addition to required external authorities being Goulburn Murray Water and the relevant flood plain manager, North Central Catchment Management Authority in accordance with the requirements of the Hepburn Planning Scheme and the Planning and

Environment Act 1987. No objections were offered to the issuing of a planning permit.

The proposal accords with the decision guidelines of the Environmental Significance Overlay.

POLICY AND STATUTORY IMPLICATIONS

This application meets Council's obligations as Responsible Authority under the Planning and Environment Act 1987.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Any application determined by Council or under delegation of Council is subject to appeal rights and may incur costs at VCAT if appealed.

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and a notice on the land. As a result, 9 objections have been received. The issues raised in the objections are addressed individually as follows.

- Out of character.

Concern has been raised in relation to the subdivision being out of character with the surrounds. It is understood that the wider character is made up of significantly larger allotments. However, in forming a position on the proposal, consideration has been given to a number of smaller allotments within close proximity of the subject site that have been developed as lifestyle properties.

In this instance, the realignment of the existing boundary is unlikely to significantly impact on character noting the site is irregularly shaped, having two significant street frontages. In addition, the boundary will be realigned between two existing buildings and due to the allotments being under the required 20 hectares, further subdivision or development of the site is unlikely to be supported by Council into the future, therefore approval of the application will not result in any physical changes to the existing character on the site.

- Not being used for farming / Loss of farmland / Negative impact on adjoining farmland.

Concerns have been identified in relation to the current non-agricultural use of the land for agricultural purposes and the potential for the proposal to result in the loss of agricultural land or impact on existing agricultural uses. These are valid considerations and have been considered in forming a position on the application.

It is noted that the subject site is currently made up of two allotments that have the ability to be sold and managed as separate parcels which would be likely to create issues in relation to the internal boundary that extends through an existing dam. The existing lot sizes are:

- 2.023 ha
- 6.08 ha

The proposal to realign the existing boundary between two existing dwellings to create lot sizes of:

- 4062m²; and
- 7.7ha

is considered to be an improved outcome ensuring the internal boundary is appropriately located.

In addition, the existing allotments are under size in relation to the required 20 hectare minimum suggested by the Farming Zone. The re-subdivision maximises the size of one of the allotments which will have no further opportunity to subdivide and is seen to be an improved outcome for the possibility of operating an agricultural use of the larger allotment.

Lastly, it is not believed that the proposal will impact on adjoining farmland or agricultural uses noting that the application seeks approval for subdivision. Each lot currently contains a dwelling, and no further development is proposed or is likely to be required as a result of the issue of a planning permit that will negatively impact on adjoining agricultural uses.

- Unacceptable precedent

It is understood there may be concern in relation to the approval of the proposal creating an unacceptable precedent in relation to the approval of smaller lots within properties zoned for farming purposes within the shire.

Whilst it is Council's preference to encourage subdivisions that adhere to the minimum land size required by the schedule to the farming zone, there are rare circumstances that require Council to consider a subdivision that involves allotments smaller than the recommended land size. In relation to creating an unacceptable precedent. Each application for subdivision must be considered on its merits with consideration of the response to relevant policy, neighbourhood character, the

existing site conditions, the views of the community and the opportunities and constraints of the site.

The Farming Zone does not prohibit the subdivision of properties under the recommended 20-hectare size where the subdivision involves a “re-subdivision of existing lots and the number of lots is not increased”. This gives Council the ability to consider re-subdivisions that may create an improved outcome which is considered to be the case in this instance.

- Inconsistent with the original permit to allow construction of a manager's residence.

Council is required to consider each planning application on the merits of the proposal against the relevant planning provisions. Consideration of the intent of a previous planning permit does not prohibit Council from considering a further application.

- Subdivision is being proposed to increase proceeds of sale.

This is not a consideration that can be considered under the relevant planning provisions that impact the site.

- Flooding Septic waste and wastewater disposal.

The application seeks approval for a re-subdivision of two existing lots to realign an internal boundary between two lots. Each lot contains an existing dwelling and approved functioning septic system. Therefore, approval of the application is unlikely to raise any concern in relation to water quality of flooding. It is noted that the application was referred to relevant water authorities who raised no concern with the application. Goulburn Murray Water identified that the re-subdivision would remove a boundary that existed through an existing dam.

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s: **Patrice O'Shea**

Property address:

[REDACTED]

Postal Address (if different to above)

[REDACTED]

Email:

[REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. **PA2988**

Proposal: **2 lot subdivision (re subdivision)**

Who has applied for the permit: **Glen and Sule Campbell**

WHAT ARE THE REASONS FOR YOUR OBJECTION?

I am objecting to this re-subdivision as it essentially does not comply with the current aims of the planning scheme in the Shire. It will approve the existence of a dwelling on a small block - one acre - in an area that is in a farming zone. As a resident who purchased a property on the understanding that this area would be protected from unsuitable development by the rules that apply to a zone of this kind I am fearful that granting planning approval of this kind sets a dangerous precedent for more applications of this kind. The preservation of valuable agricultural land is something that Hepburn Shire has espoused through its planning processes and granting approval for this variation threatens the continued use of farming land of this kind. Farming Zone policy 35.07.6 refers to dwelling issues - the potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture. Re-subdividing one of the two houses so that it is on a separate title directly contradicts the special arrangements under which the second house was built (possibly sometime in 2004). It was claimed that the double storey, dual occupancy structure

HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

I bought 345 Malmsbury Rd on the understanding that it fell within a farming zone. I have fought to preserve this particular amenity at VCAT in 2005 when the then owners of 319 Malmsbury Rd applied for planning permission to build a multi-unit convention centre on the property. The application was comprehensively rejected. If permission is granted for this re-subdivision I feel a very dangerous precedent will be set for further erosion of what is an increasingly fragile asset, rural farming land. Our property of 16 acres is divided into 3 titles and is currently used for commercial grazing and potentially commercial viticulture. We have no expectation that we could develop those blocks residentially and are fearful that development that builds on half truths will continue if the re-subdivision next door goes ahead.

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If insufficient space, please attach separate sheet

Privacy Collection Notice

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Signature: Or Tick Box Date: 21/01/2021

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Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s ANN MORGAN

Property address

Postal Address (if different to above)

Tel

Email

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no PA 2988

Proposal 2 LOT SUBDIVISION (RE SUBDIVISION).

Who has applied for the permit GLEN and SULE CAMPBELL

WHAT ARE THE REASONS FOR YOUR OBJECTION?

I am objecting to this re-subdivision broadly on the grounds that it goes against the current aim of the planning scheme in the shire. The permit would approve a dwelling on a new one-acre subdivision, and the application's claim that this would encourage the use of the property as a small hobby/farm is not well supported - the owners have not used the land for farming, despite claims made in the initial application to construct the second two-storey property. It appears that the new subdivision is being proposed only to increase the proceeds of a sale, and could be used as a precedent - see page 3.

HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

Subdivision of farmland into smaller residential blocks is the thin edge of the wedge for creeping development in the area and loss of valuable farmland. Our family (Morgan/Murphy/Collet) has worked the farm since 1855 - it is productive red soil and we have planted lucerne, oats, grapevines and farmed sheep. The land continues to be productive today, and the proposed subdivision risks creating impetus for further subdivision or zoning changes in the future.

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If insufficient space, please attach separate sheet

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You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright.

Signature: Ann M. Morgan Or Tick Box Date: 24/1/2021

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-continuation to Question 1: -

to further subdivision of farmland in the area, and lead to a proliferation of dwellings, discouraged in paragraph 21.08 of the Municipal Strategic Statement.

Am M. Morgan.

24/1/2021

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s: Ben Morgan

Property address: [REDACTED]

Postal Address (if different to above) [REDACTED]

Tel: [REDACTED] Email: [REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA2988

Proposal: 2 lot subdivision (re-subdivision)

Who has applied for the permit: Glen and Sule Campbell

WHAT ARE THE REASONS FOR YOUR OBJECTION?

I am objecting to this proposed re-subdivision because I do not believe it keeps with the planning scheme in the area, and because the new subdivision appears to contradict the terms under which the second dwelling was approved.

Farming Zone policy 35.07.6 refers to "the potential for the proposal to lead to a concentration or proliferation of dwellings in the area, and the impact of this on the use of the land for agriculture". I think a re-subdivision of this kind could set a precedent for further subdivisions of farmland in the area.

The second dwelling (constructed around 2004) was to be used as a manager's cottage, and the property for a "productive rural enterprise", but this never eventuated. The re-subdivision could arguably be a means of increasing the proceeds of a sale, and is not intended to promote agricultural use.

HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

The immediate effects on me of the grant of this permit would be limited, but would arguably set a precedent for further subdivisions and re-zoning that I am concerned might eventually cost my family the home and farm we have occupied since the 1850s, and which is still high quality farmland.

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Signature: **Ben Morgan** Digitally signed by Ben Morgan Date: 2021.02.01 17:00:30 +11'00' Or Tick Box Date: **1/2/2021**

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From: [Belinda Winter-Irving](#)
To: [Hepburn Shire Mailbox](#)
Cc: [Cr Jen Bray](#)
Subject: Objection to Permit application no 2988, 319 Malmsbury Road Coomoora
Date: Thursday, 28 January 2021 5:04:24 PM
Attachments: [PXL_20210128_052906977.jpg](#)

Sent from my iPhone

Begin forwarded message:

From: Ben Morgan [REDACTED]
Date: 28 January 2021 at 4:30:16 pm AEDT
To [REDACTED]



Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s: Finn Morgan, Halley Ross

Property address: [REDACTED]

Postal Address (if different to above) [REDACTED]

Tel: [REDACTED] Email: [REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA 2988

Proposal: Two lot subdivision (re-subdivision)

Who has applied for the permit: Glen & Sule Campbell

WHAT ARE THE REASONS FOR YOUR OBJECTION?

We are objecting to this re-subdivision on the grounds that it goes against the current aim of the planning scheme in the shire. The permit would approve a dwelling on a new one-acre subdivision, and the application's claim that this would encourage the use of the property as a small / hobby farm is not well supported—the owners have not used the land for farming, despite claims made in the initial application to construct the second, two-storey property. It appears that the new subdivision is being proposed only to increase the proceeds of a sale, and could be used as a precedent to further subdivide farmland in the area and lead to a proliferation of dwellings, discouraged in paragraph 21.08 of the Municipal Strategic Statement.

HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

Our concern is that subdivision of farmland into smaller residential blocks may be a slippery slope that leads to development in the area and loss of valuable farmland. Our family (Morgan / Murphy/ Collet) has worked this farm since 1855—it is productive red soil and we have planted lucerne, oats, grapevines, and farmed sheep. The land continues to be productive, and the proposed subdivision risks creating impetus for further subdivision or zoning changes in future.

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Signature: Or Tick Box Date: 26/01/2021

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Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s: Joy Durston

Property address: [REDACTED]

Postal Address (if different to above)

Tel: [REDACTED] Email: [REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA 2988

Proposal: 2 lot subdivision (re subdivision)

Who has applied for the permit: Glen and Sule Campbell

WHAT ARE THE REASONS FOR YOUR OBJECTION?

I am objecting to this re-subdivision as it does not comply with the current aims of the planning scheme in the shire. It will approve the existence of a dwelling on a small block - one acre - in an area that is in a farming zone.

The 900+ page document https://planning-schemes.api.delwp.vic.gov.au/.../data/assets/pdf_file/0003/463953/Hepburn_PS_Ordinance.pdf

_ga=2.165571574.898885614.1610089951-1594439468.1610089951 includes reference to needing to maintain the rural aspect of many areas along the Daylesford Malmsbury Road corridor from Coomoora to Glenlyon. (pp.159-171).

I understand that landowners have every right to sell their land. BUT an overall plan, appropriate for 2021 and beyond, is required - not the ad hoc approach currently being employed by HSC. A clear and transparent system governing permit applications, LCA's, block sizes etc. needs to be developed and the concerns of local residents

HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

The granting of this permit creates a precedent for more inappropriate planning along the rural corridor Coomoora-Glenlyon.

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Signature: Or Tick Box Date: 22/01/2021

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Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s: **Kaye Powell**

Property address: [REDACTED]

Postal Address (if different to above)

Tel: [REDACTED]

Email: [REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. **PA 2988**

Proposal: **2 lot subdivision (re subdivision)**

Who has applied for the permit: **Glen and Sue Campbell**

WHAT ARE THE REASONS FOR YOUR OBJECTION?

~~This subdivision does not comply with HSC planning scheme. The planning scheme aims to preserve farming land. Subdividing so a house is on one acre in a farming zone opens the flood gates to the gross over development of our farming land. The other block comprises a swamp area that should not be built on.~~

HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

~~This subdivision is another symptom of the rapid development in our shire.~~

~~TECHNICALLY, THIS IS NOT QUITE RIGHT. FINDING CREATIVE LOOPHOLES INSTEAD OF FOLLOWING PROPER POLICIES AND PROCEDURES.~~

~~Our shire must have development to increase the rate base but this should be done without the goings on that seem to be prevalent.~~

~~Why do we have to constantly police development?~~

~~Please, compile your policies so they all aline. Cleverly cherry picking from one,~~

which may go against another, assuming that the discrepancy will not be picked up, is frustrating to deal with and demeans you as professionals.
 I have had many excellent dealings with council but this isn't one of them.

If insufficient space, please attach separate sheet

Privacy Collection Notice

Your objection and the personal information on this form is collected by council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act). If you do not provide your name and address, council will not be able to consider your objection. Your objection will be available at the council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright. You can request access to your personal information by contacting Councils Governance Department.

Signature: Or Tick Box Date: 25/1/2021

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

1. This form is to help you make an objection to an application in a way which complies with the Planning and Environment Act 1987, and which can be readily understood by the Responsible Authority. There is no requirement under the Act that you use any particular form.
2. Make sure you clearly understand what is proposed before you make an objection. You should inspect the application at the Responsible Authority's office.
3. To make an objection you should clearly complete the details on this form and lodge it with the Responsible Authority as shown on the Public Notice – Application for a Planning Permit.
4. An objection must:
 - state the reasons for your objection; and
 - state how you would be affected if a permit is granted.
5. The Responsible Authority may reject an application which it considers has been made primarily to secure or maintain a direct or indirect commercial advantage for the objector. In this case, the Act applies as if the objection had not been made.
6. Any person may inspect an objection during office hours.
7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
8. To ensure the Responsible Authority considers your objection, make sure that the Authority received it by the date shown in the notice you were sent, or which you saw in a newspaper, or on the site.
9. If you object before the Responsible Authority makes a decision, the Authority will tell you its decision.
10. If despite your objection the Responsible Authority decided to grant the permit, you can appeal against the decision. Details of the appeal procedures are set out on the back of the Notice of Decision which you will receive. An appeal must be made on a prescribed form (obtainable from the Victorian Civil and Administrative Tribunal) and accompanied by the prescribed fee. A copy must be given to the Responsible Authority. The closing date for appeals is 21 days of the Responsible Authority giving notice of its decision.
11. If the Responsible Authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.

► OBJECTION TO A PLANNING APPLICATION

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s: MARGRET LOCKWOOD

Property address: [REDACTED]

Postal Address (if different to above)

Tel: [REDACTED] Email: [REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA 2988

Proposal: realignment of boundary 319 Daylesford Malmesbury Rd For 2 lot subdivisi

Who has applied for the permit: Rowan Mobbs of Walsh-Mobbs for Glen & Sule Campbell

WHAT ARE THE REASONS FOR YOUR OBJECTION?

The purpose of the subdivision is to allow 2 houses on the current property to be on separate titles. This will increase the ~~sa~~ overall sale value to the current owner. However the land is FARM ZONE so should not be subdivided for to allow houses to be sold separately. This will set a dangerous precedent of inappropriate development of the rural corridor between Glenlyon and Coomoora.

In addition the planning application states that this is very good agricultural land. Subdivision into smaller lots will in no way support agricultural use of this land. Rather it will turn it into 2 "lifestyle" properties and the land will be lost to agriculture.

See over page >

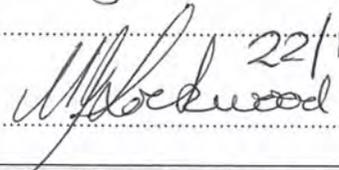
▶ OBJECTION TO A PLANNING APPLICATION

HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

Sub division will shatter what little faith I already have in Hep. Shire Council Process.
 I am a resident of Hepburn Shire who believes the Planning Scheme should be enforced not debased to allow creeping urban sprawl / peri-urban development from Daylesford through to Glenlyon. The proposed subdivision sets a dangerous precedent.

If insufficient space,
 please attach separate sheet

Signature: Date: 22/1/21

 22/1/21

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In 2020, the Hepburn Shire Council approved a 19 lot development at 764 Daylesford-Malmsbury Road, The Hamlet, based on the plans for Glenlyon from the 1860s. Subsequently there have been six applications for subdivisions within the 19 lot development which, if approved would bring the number of allotments to 26.

The development will require the upgrading of the Spring Street road reserve between Collins Road and Gooches Lane to form a road suitable for up to eight property driveways with culverts. This will be at considerable expense to the Hepburn Shire Council and its rate payers as well as to the significant old trees in the road reserve.

The Glenlyon Plan from the 1860s, were it to be implemented, i.e. all Crown allotments be made available for residential use, would increase the size of Glenlyon by about 180 lots within the town boundaries. This development would be known as 'infill'. Many town zone allotments are actually used as farming land at the moment, but with the current popularity of Glenlyon as a destination, and with the rate of houses being built and transported in, the infill is likely to happen at a rate faster than our infrastructure can cope. There is every reason for current landowners to take advantage of a property market that is heating up due to city people realising during the COVID-19 lockdowns that rural living has much to offer.

There are a number of reasons to object to the extensive development of Glenlyon, the most important being that the infrastructure of Glenlyon in 2021 has not changed much since the 1860s, apart from the electricity grid and a tarred road down Barkly Street and Dysart Street. We have in fact lost churches, a police station, a garage/petrol station, Post Office, a number of hotels, blacksmith, butcher shop, cobbler, a primary school and various other services. More importantly, Glenlyon still does not have a reticulated water supply and a town sewage system is not available. The gold standard used to be long drop dunnies and wells. In 2021, the era of flushing toilets, multiple bathrooms and extensive gardens, potable water and waste water disposal are still the responsibilities of the landowners, subject to regulation by Goulburn-Murray water, which supplies permits for bores and waste water management on individual blocks.

The proposed subdivisions within the 764 Daylesford-Malmsbury Road development are problematic because, although each separate subdivided block may have a Land Capability Assessment to indicate that it is capable of disposing of 600 litres of waste water per day on site, it doesn't appear that anyone is looking at the big picture of The Hamlet or indeed of Glenlyon Town Zone. Congestion, loss of neighbourhood character, neighbours living cheek and jowl is not why people want to come to Glenlyon. Potable water from rainwater tanks is not what many tree changers would be accustomed to, or desire. If all the vacant allotments in Glenlyon are allowed to be developed that could result in an extra 108,000 litres of waste water to be disposed of within the town zone on top of the current waste water disposal permits.

We need to consider the effect of development not only on ground water supplies (bores) but also on possible contamination from waste water disposal of the valuable farming land adjacent to the developments which grows food. Increased settlement means increased traffic congestion on gravel roads. It means more school buses stopping to pick up more school children to take them to school elsewhere. It means greater demand on the current electricity grid which is well known for its outages. The current grid may not be able to support more sustainable development such as solar pv because it cannot accept additional feed-in. When I applied to Powercor to put solar pv on the Glenlyon Fire Station so we would be doing our bit for the environment, Powercor would only allow solar pv with batteries and would not allow any surplus to be fed into the grid.

While each of the subdivisions proposed may in themselves be sustainable, no one is looking at the consequences of 21st development inappropriately based on a town plan developed in the 1860s.

Margret Lockwood for Glenlyon District news, January Edition 2021.

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: re -subdivision Coomoora
Date: Thursday, 21 January 2021 8:51:28 PM

Application PA 2088

319 Daylesford Malmsbury Road Coomoora

I wish to express concern with the proposed re-subdivision to take place opposite our home in regard to the septic waste and waste water disposal. Previously we have had effluent seepage and offensive odour from the septic tank at this address and we think it was addressed by diverting waste to the new tank at the larger house and this would need to be rectified as part of the re alignment of the properties. There appears to be no arrangement for the waste water disposal unless the septic tank has been replaced as the original tank did not allow for waste water but just sewerage received from the toilet. The new subdivision seems to be very small for this rural farming area and also for the disposal of the waste from the house with regard to current building conditions that will be compromised by this action .

Regards Suzanne Cooper

[REDACTED]

PROPOSED PLAN OF RE-ALIGNMENT

319 DAYLESFORD - MALMSBURY ROAD COOMOORA



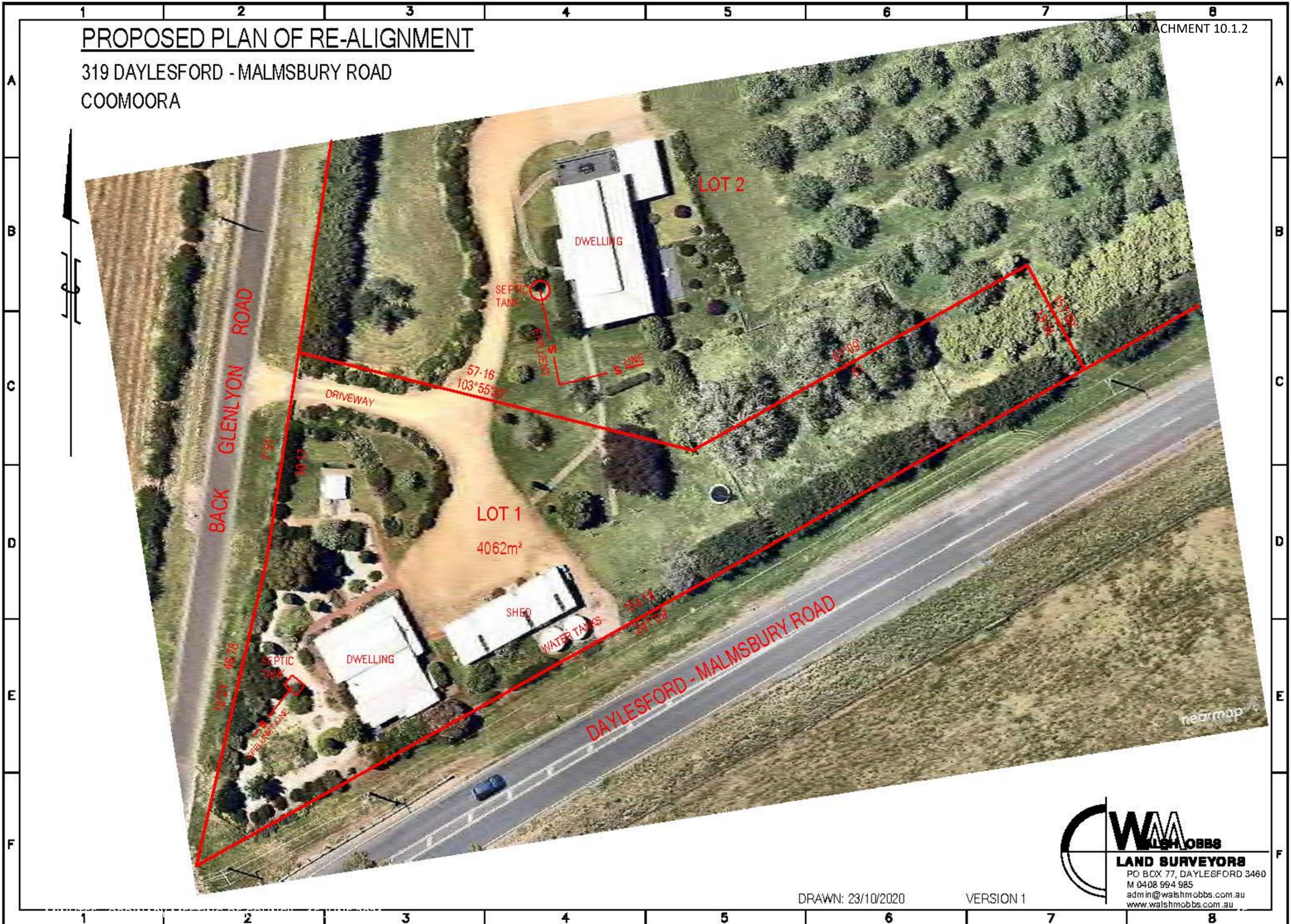
WALSH MOBBS
LAND SURVEYORS
 PO BOX 77, DAYLESFORD 3460
 M 0408 994 985
 admin@walshmobbs.com.au
 www.walshmobbs.com.au

ORIGINAL SHEET SIZE A3	LICENSED SURVEYOR (PRINT) REF 3558	_____ ROWAN MOBBS	VERSION 1	DRAWN: 22/10/2020
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PROPOSED PLAN OF RE-ALIGNMENT

319 DAYLESFORD - MALMSBURY ROAD
COOMOORA

ATTACHMENT 10.1.2



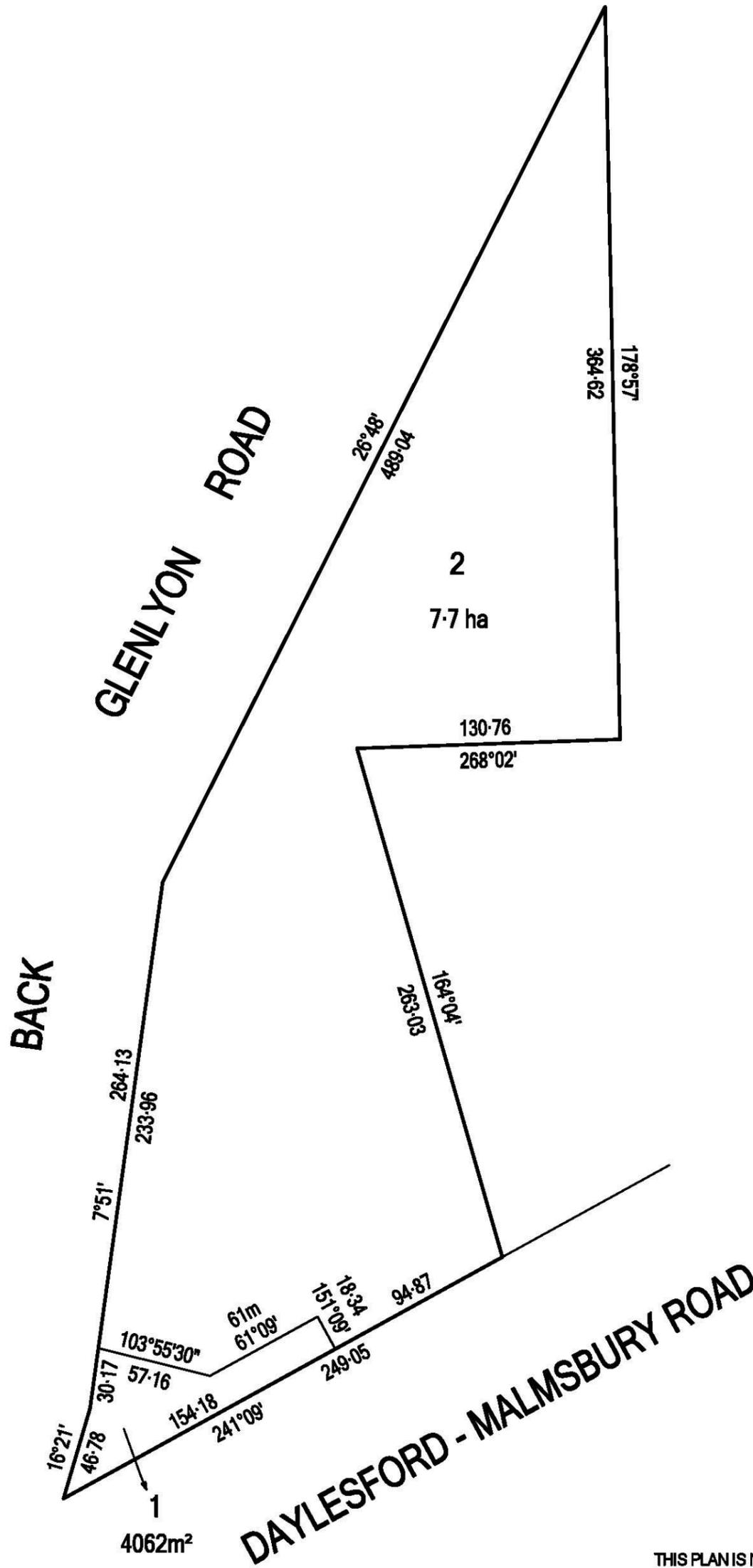
DRAWN: 23/10/2020

VERSION 1

WALSHOBBS
LAND SURVEYORS
PO BOX 77, DAYLESFORD 3480
M 0408 994 985
admin@walshobbs.com.au
www.walshobbs.com.au

PROPOSED PLAN OF RE-ALIGNMENT

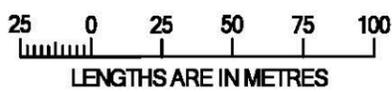
319 DAYLESFORD - MALMSBURY ROAD
 COOMOORA



THIS PLAN IS NOT BASED ON SURVEY.

WALSH MOBBS
LAND SURVEYORS
 PO BOX 77, DAYLESFORD 3460
 M 0408 994 985
 admin@walshmobbs.com.au
 www.walshmobbs.com.au

SCALE
 1:2500



ORIGINAL SHEET SIZE: A3

SURVEYORS REF: 3558

ROWAN MOBBS L.S. VERSION 1

10.2 PA 1977.01 - AMEND EXISTING PERMIT FOR USE AND DEVELOPMENT OF LAND FOR GROUP ACCOMMODATION, FUNCTION CENTRE, HEALTH RETREAT AND ASSOCIATED WORKS, REMOVAL OF NATIVE VEGETATION AND ALTERATION OF ACCESS TO ROAD ZONE CAT. 1 - 254 DAYLESFORD-TRENTHAM ROAD DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Acting Coordinator Planning, I Katy Baker have no interests to disclose in this report.

ATTACHMENTS

1. Application Documentation - PA 1977.01 - 254 Daylesford-Trentham Road Daylesford [**10.2.1** - 45 pages]
2. Draft conditions - PA 1977.01 - 254 Daylesford-Trentham Road Daylesford [**10.2.2** - 12 pages]

EXECUTIVE SUMMARY

The application seeks approval for a number of amendments to the existing Planning Permit PA 1977. The amendments sought include a reduction in the size of both the approved conference centre and 'wellness centre' including minor modifications to their siting. The number of standalone accommodation units, or pods, are also proposed to be reduced from 86 to 23 with an additional 8 accommodation units provided in more conventional buildings adjacent to the proposed conference centre. It is proposed to also include a new entertainment pavilion and tennis court, guest house, boat shed and other rearrangements to car parking and access arrangements.

The application was notified and referred to all relevant authorities with the authorities providing their conditional consent to the amendments. No objections were received.

OFFICER'S RECOMMENDATION

That Council, having caused notice of planning application PA 1977 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of The Act, determines to issue a Notice of Decision to Grant an amended Planning Permit for the following; reduction of group accommodation developments, relocation and modification to function centre and health retreat developments, addition of tennis court and entertainment pavilion development, and reduction of car parking at 250 and 254 Daylesford-Trentham Road, Daylesford subject to the following conditions:

- (1) *Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three*

copies must be provided. The plans must be generally in accordance with the application plans but further modified to show:

(a) Deletion of reference of any buildings not to be developed as part of the proposal.

No alterations to plans

(2) The layout of the use(s) and the development, including the extent of vegetation removal, as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.

General Amenity

(3) No amplified music, announcements or broadcasts are to be audible beyond the property boundary of the land.

(4) The use must be managed so that the amenity of the area is not detrimentally affected through the:

(a) transport of materials, goods or commodities to or from the land;

(b) appearance of any buildings, works or materials;

(c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and

(d) the presence of vermin.

to the satisfaction of the Responsible Authority.

(5) Construction activities must be managed so that the amenity of the area is not detrimentally affected through the:

(a) transport of materials, goods or commodities to or from the land;

(b) inappropriate storage of any works or construction materials;

(c) hours of construction activity;

(d) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and

(e) presence of vermin.

to the satisfaction of the Responsible Authority.

(6) No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the buildings unless otherwise agreed in writing by the Responsible Authority

Noise restrictions

(7) Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise from Industry in Regional Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority.

Patron Restriction

- (8) *No more than 200 patrons in association with the use of the land as a function centre may be permitted on the land at any one time unless otherwise agreed in writing by the Responsible Authority.*
Service of alcohol
- (9) *The sale and consumption of liquor on the premises associated with this permit must only occur between the following hours:*
(a) *8:00am to 12 midnight Monday to Saturday (excluding ANZAC DAY and Good Friday)*
(b) *8:00am to 10:00pm Sunday (Excluding ANZAC Day)*
Where trading occurs on ANZAC Day or Good Friday (or for any other reason), the most restrictive hours in relation to the sale and consumption of liquor set out above or by VCGLR must be observed.
- (10) *The consumption of liquor must only occur within the areas designated on the endorsed plans*
Waste management conditions
- (11) *Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.*
- (12) *All waste material not required for further onsite processing must be regularly removed from the land. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.*

Lighting to be baffled

- (13) *External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.*

Delivery restrictions

- (14) *Deliveries to or from the land must only occur between the hours of 8.00 am and 8.00 pm, unless otherwise agreed in writing by the Responsible Authority.*

Car parking areas

- (15) *Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:*
(a) *fully constructed*
(b) *properly formed to such levels that may be used in accordance with the plans*
(c) *surfaced with an all weather surface or seal coat (as appropriate)*

- (d) drained and maintained in a continuously usable condition*
- (e) line marked to indicate each access lane*
- (f) clearly marked to show the direction of traffic along access lanes and driveways*

all to the satisfaction of the Responsible Authority.

- (16) Car spaces, access lanes and driveways must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.*
- (17) The loading and unloading of goods from vehicles must only be carried out on the land or within designated car parking spaces and must not disrupt the circulation and parking of vehicles on the land.*
- (18) The discharge of water from the land must be controlled around its limits to prevent any discharge onto any adjacent property or streets other than by means of an approved drainage system discharged to an approved outlet in a street or to an underground pipe drain to the satisfaction of the Responsible Authority.*

Council Engineering

Stormwater Drainage

- (19) Before construction starts, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed before the use commences.*
- (20) All buildings must be provided with drainage outfall (house connection) connected to the underground drainage system to the satisfaction of the Responsible Authority. House drainage connection shall be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 520.*
- (21) Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.*
- (22) Before the use starts, all drainage easements deemed necessary by the Responsible Authority must be provided by the Permit Holder to protect and facilitate existing and future drainage infrastructure. Easements shall also be provided through properties between the development site and the nominated legal point of discharge. Minimum width of drainage easements shall be a minimum of 2.0m for stormwater.*
- (23) If the proposed stormwater drainage system includes any works to be undertaken during house construction stage, the Owner must enter into a Section 173 Agreement with the responsible Authority under section 173 and 174 of the Planning and Environment Act, requiring that such works shall be constructed and completed during house/building construction stage.*

- (24) The Owner must pay all of the costs and expenses including Responsible Authority's lawyers checking fees in relation to preparation, execution, registration, enforcement and cancellation of this Agreement including costs for obtaining necessary consents if required by the Land Titles Office before registration of this Agreement*
- (25) It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established. The Stormwater Strategy Plan shall identify any staging of stormwater construction.*

New Intersection and Road Creation

- (26) All Roads and drains designs and constructions shall be based on sound engineering practice following the general principles of The Planning Scheme, the Austroads Guidelines, the Co-ordination of Streetworks Code of Practice, Relevant Australian Standards, VicRoads Road Design Guidelines, Infrastructure Design Manual [IDM] and to the satisfaction of Responsible Authority.*
- (27) Professionally prepared plans are to be submitted to the Responsible Authority for approval prior to construction.*

Access and Mobility

- (28) Prior to the development for stage 4, a footpath from the development to councils footpath network on Daylesford Trentham Road shall be constructed to the satisfaction of the Responsible Authority.*
- (29) All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.*
- (30) Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail or similar sealed all weather footpath*

Landscaping on Road Reserves

- (31) Prior to construction, the Developer is to prepare and submit a landscaping plan for road reserves to the satisfaction of Responsible Authority for review and approval. These plans are to comply with the Code of Practice for Management of Infrastructure in Road Reserves and shall provide following information:
 - (a) Plant selection, layout and planting density**

(b) Landscaping design intent

Linemarking and Signage

- (32) Appropriate signage and linemarking shall be provided to the satisfaction of the responsible authority*

Street lighting

- (33) Energy efficient LED street lighting shall be provided in accordance with the current issue of Australian standard AS/ANZ 1158 – Lighting for Roads and Public Spaces and to the satisfaction of the Responsible Authority.*

- (34) New lighting must be located outside the clear zones and meet the standards for category P lighting.*

Carparking

- (35) Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with Planning Scheme Clause 52.06 and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.*

- (36) Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:*

- (a) Designed for residential parking to meet Planning Scheme Clause 52.06*
- (b) Designed for Commercial parking to meet Planning Scheme Clause 52.06*
- (c) Designed for Accessible parking to meet Planning Scheme Clause 52.06*
- (d) Surfaced with an fully sealed asphalt or concrete pavement;*
- (e) Drained in accordance with an approved drainage plan;*
- (f) Provision for vehicles to pass on driveways and*
- (g) Linemarked in accordance with plans*
- (h) Compliant to AS2890.1, AS2890.2*
- (i) Constructed and completed to the satisfaction of the Responsible Authority.*

- (37) Where the boundary of any car space, access lane or driveway adjoins a footpath or a garden area, a kerb or a similar barrier shall be constructed to the satisfaction of Responsible Authority*

Prior to Construction

- (38) Before any road, drainage and/or landscaping works associated with each development stage start, the following items must be satisfied:*

- (a) Approval of the constructions plans by the Responsible Authority*

- (b) *A pre-construction meeting must be held with the Responsible Authority the Contractor and the Developer/Developer's Consultant Engineer to discuss and agree on hold point inspections, roadside management, traffic management and any other construction related matters.*

Completion of Construction Works

- (39) *Prior to the issue of the Statement of Compliance for the relevant stage, the developer must construct and complete road works, drainage and other civil works in accordance with endorsed plans and specifications approved by the Responsible Authority and in accordance with Infrastructure Design Manual. Road works, drainage and other civil works to be constructed must include:*
- *street and drainage in accordance with the approved construction drawings*
 - *road reserve landscaping in accordance with the approved landscape plans*
 - *construction of footpaths*
 - *underground drainage and water treatment*
 - *intersection and traffic control/mitigation measures*
 - *street lighting*
 - *signage and linemarking; and*
 - *high stability permanent survey marks*
 - *Lot access*

As Constructed Drawings

- (40) *Before the development works start, the Developer must provide as constructed plans for all infrastructure created by this development and vested to the ownership and control of the Responsible Authority. Such plans shall be prepared by a registered surveyor and/or qualified Engineer and endorsed by the Developer's Consultant Engineer and the Contractor. Information to be presented in pdf. and dwg. formats, unless otherwise agreed in writing by the Responsible Authority.*

Defects and Maintenance Bonds

- (41) *Before works start, the developer must enter into an agreement with the Responsible Authority regarding responsibilities for maintenance and correction of defects of all infrastructure works. Agreement must include the defects liability period, the amount of bond and on how the date of practical completion occurs.*
- (42) *Before works start, the developer must provide the Responsible Authority with a maintenance bond(s) of \$5,000 or 5% of the total cost of infrastructure, whichever is greater.*
- (43) *The bond(s) shall be an unconditional bank guarantee or cash for the predetermined amount. The Responsible Authority will hold the bond(s) until any and all defects notified to the developer before and/or during the liability period have been made good to the satisfaction of the Responsible Authority. A*

request must be made to the Responsible Authority for the release of maintenance bond(s) after the defects maintenance period.

(44) The Defects Liability Period for civil works shall be 12 months from the date of practical completion.

(45) The Defects Liability Period for landscaping shall be 24 months from the date of acceptance.

(46) All costs incurred in complying with the above engineering conditions shall be borne by the permit holder.

Country Fire Authority / Fire Rescue Victoria

Bushfire Management Plan

(47) Before the development starts, a bushfire management plan must be submitted to and endorsed by the Responsible Authority. The plan must show the following bushfire mitigation measures, unless otherwise agreed in writing by the CFA and the Responsible Authority:

(a) Defendable Space

Show an area of defendable space for a distance of 32 metres around the proposed residential units (23), guest house, wellness centre and conference centre (wings only), 70 metres around the central part of the function centre (proposed for shelter-in-place) and 10 metres around the entertainment pavilion, maintenance / laundry shed and boat house where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

- Grass must be short cropped and maintained during the declared fire danger period.*
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.*
- Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.*
- Plants greater than 10 centimetres in height must not be placed within 3 metres of a window or glass feature of the building.*
- Shrubs must not be located under the canopy of trees.*
- Individual and clumps of shrubs must not exceed 5 square metres in area and must be separated by at least 5 metres.*
- Trees must not overhang or touch any elements of the building.*
- The canopy of trees must be separated by at least 5 metres.*
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.*

(b) Construction Standard

Nominate a minimum Bushfire Attack Level of BAL 29 that the residential units, guest house, wellness centre and conference centre will be designed and constructed.

There are no construction requirements for the entertainment pavilion, maintenance / laundry shed and boat house.

(c) Water Supply

Show the following effective water supply: 3 x 10,000 litres for the residential units, 10,000 litres for the guest house, 10,000 litres for the wellness centre, 40,000 litres for the conference centre, 10,000 litres for the entertainment pavilion, 10,000 litres for the maintenance / laundry shed and 10,000 litres for the boat house for firefighting purposes which meets the following requirements:

- Be stored in an above ground water tank constructed of concrete or metal.*
- Have all fixed above ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.*
- Include a separate outlet for occupant use.*
- Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.*
- Be located within 60 metres of the outer edge of the approved building.*
- The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.*
- Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).*
- Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).*

(d) Access

Show the access for firefighting purposes which meets the following requirements:

- All-weather construction.*
- A load limit of at least 15 tonnes.*
- Provide a minimum trafficable width of 3.5 metres.*
- Be clear of encroachments for at least 0.5 metres on each side and at least 4 metres vertically.*
- Curves must have a minimum inner radius of 10 metres.*

- *The average grade must be no more than 1 in 7 (14.4%) (8.1°) with a maximum grade of no more than 1 in 5 (20%) (11.3°) for no more than 50 metres.*
- *Dips must have no more than a 1 in 8 (12.5%) (7.1°) entry and exit angle.*
- *Incorporate a turning area for firefighting vehicles close to the building.*
- *Incorporate passing bays at least every 200 metres which must be at least 20 metres long and have a minimum trafficable width of 6 metres.*

(48) Bushfire Emergency Plan

At all times the site must be managed in accordance with a bushfire emergency plan (BEP). The BEP must clearly describe the emergency management arrangements that will be implemented to reduce the risk of bushfire and unless agreed in writing by the CFA address the following matters:

- *Describe property and business details.*
- *Identify the purpose of the BEP stating that the plan outlines procedures for:*
 - o *Closure of premises by 10am on day forecast to have Fire Danger Rating (FDR) of 'extreme' or above and days declared as 'Code Red'.*
- o *Evacuation (evacuation from the site to a designated safer off-site location).*
- o *Shelter-in-place (remaining on-site in a designated building).*
 - *Review of the BEP*
- o *Outline that the plan must be reviewed and updated annually prior to the commencement of the declared Fire Danger Period.*
 - *Include a Version Control Table.*
 - *Roles & Responsibilities*
- o *Detail the staff responsibilities for implementing the emergency procedures in the event of a bushfire and the triggers for acting. For example, when the facility will be closed and the circumstances under which guests and patrons will shelter in place or evacuate.*
 - *Emergency contact details.*
 - *Bushfire monitoring procedures*
 - o *Details the use of radio, internet and social networks that will assist in monitoring potential threats during the bushfire danger period.*
 - *Describe and show (include a map) the area to be monitored for potential bushfire activity.*

Department of Environment, Land, Water & Planning

(49) *Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.*

Native vegetation permitted to be removed, destroyed or lopped

(50) The native vegetation permitted to be removed, destroyed or lopped under this permit is comprised of:

- (a) 3.066 hectares of native vegetation,*
- (b) including five (5) large trees,*
- (c) with a strategic biodiversity value of 0.503.*

Protection of retained vegetation

(51) Before works start, a plan to the satisfaction of the responsible authority identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.

(52) Except with the written consent of the responsible authority, within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use and/or development, the following is prohibited:

- (a) vehicular or pedestrian access*
- (b) trenching or soil excavation*
- (c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products*
- (d) entry and exit pits for the provision of underground services*
- (e) any other actions or activities that may result in adverse impacts to retained native vegetation.*

Native Vegetation offsets

(53) To offset the removal of 3.066 hectares of native vegetation, the permit holder must secure a native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), as specified below:

A general offset of 2.010 general habitat units must meet the following criteria:

- (a) located within the North Central Catchment Management Authority boundary or Hepburn Shire Council municipal area.*
- (b) with a minimum strategic biodiversity score of at least 0.503, and*
- (c) The offset(s) secured must also protect five (5) large trees.*

Offset evidence

- (54) *Before the commencement of works approved by this permit, evidence that the required offset by this permit has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:*
- (a) *an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing*
 - (b) *management of the site, and/or credit extract(s) allocated to the permit from the Native Vegetation Credit Register.*
- (55) *A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Planning Approvals at the Department of Environment, Land, Water and Planning - Grampians regional office via email: grampians.planning@delwp.vic.gov.au.*

Goulburn Murray Water

- (56) *All construction and ongoing activities must be in accordance with sediment control principles outlined in EPA Publication 275, Construction Techniques for Sediment Pollution Control (May 1991). No polluted or sediment laden run-off is to be discharged off-site either directly or indirectly to any waterways.*
- (57) *All wastewater from the development must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of Central Highlands Water.*

VicRoads / Department of Transport

- (58) *Before any on-site physical works approved by this permit commence, the following roadworks at the northern access point to Daylesford-Trentham Rd. must be completed at no cost to and to the satisfaction of the Head, Transport for Victoria:*
- (a) *Left turn lane (AUL)*
 - (b) *Right turn lane (CHR)*
 - (c) *Public lighting*
- (59) *Before occupation of Stage 4 of the development approved by this permit commences, creation of the Southern access point to the Daylesford-Trentham Rd must be completed at no cost to and to the satisfaction of the Head, Transport for Victoria. The access crossover shall be constructed generally in accordance with the attached drawing GD4010, using set-out dimensions for a 12.5m single unit vehicle as identified in table 2 therein.*
- (60) *The Southern access point to Daylesford-Trentham Rd shall have physical barriers in place to prevent regular access outside of its intended use as an emergency access point only.*

(61) *Prior to the works on the Daylesford-Trentham Rd commencing, the applicant must enter into a works agreement with the Head, Transport for Victoria, confirming design plans and works approvals processes, including the determination of fees and the level of the Head, Transport for Victoria's service obligations. Contact: western.mail@roads.vic.gov.au*

Expiry

(62) *This permit will expire if one of the following circumstances applies:*

- (d) *The development is not started within five years of the date of this permit.*
- (e) *The development is not completed within seven years of the date of this permit.*
- (f) *The use is not started within seven years of the date of this permit.*
- (g) *The use is discontinued for a period of two years.*

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

Mr Phil Gleeson, the applicant, addressed Council in support of the application.

Mr Robert Caulfield, the applicant, addressed Council in support of the application.

MOTION

That Council, having caused notice of planning application PA 1977.01 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of The Act, determines to issue a Notice of Decision to Grant an amended Planning Permit for the following; reduction of group accommodation developments, relocation and modification to function centre and health retreat developments, addition of tennis court and entertainment pavilion development, and reduction of car parking at 250 and 254 Daylesford-Trentham Road, Daylesford subject to the following conditions:

(1) *Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the application plans but further modified to show:*

- (a) *Deletion of reference of any buildings not to be developed as part of the proposal.*

No alterations to plans

- (2) *The layout of the use(s) and the development, including the extent of vegetation removal, as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*

General Amenity

- (3) *No amplified music, announcements or broadcasts are to be audible beyond the property boundary of the land.*
- (4) *The use must be managed so that the amenity of the area is not detrimentally affected through the:*
- (a) transport of materials, goods or commodities to or from the land;*
 - (b) appearance of any buildings, works or materials;*
 - (c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and*
 - (d) the presence of vermin.*

to the satisfaction of the Responsible Authority.

- (5) *Construction activities must be managed so that the amenity of the area is not detrimentally affected through the:*
- (a) transport of materials, goods or commodities to or from the land;*
 - (b) inappropriate storage of any works or construction materials;*
 - (c) hours of construction activity;*
 - (d) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and*
 - (e) presence of vermin.*

to the satisfaction of the Responsible Authority.

- (6) *No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the buildings unless otherwise agreed in writing by the Responsible Authority*

Noise restrictions

- (7) *Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise from Industry in Regional Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority.*

Patron Restriction

- (8) *No more than 200 patrons in association with the use of the land as a function centre may be permitted on the land at any one time unless otherwise agreed in writing by the Responsible Authority.*

Service of alcohol

- (9) *The sale and consumption of liquor on the premises associated with this permit must only occur between the following hours:*
- (a) *8:00am to 12 midnight Monday to Saturday (excluding ANZAC DAY and Good Friday)*
 - (b) *8:00am to 10:00pm Sunday (Excluding ANZAC Day)*

Where trading occurs on ANZAC Day or Good Friday (or for any other reason), the most restrictive hours in relation to the sale and consumption of liquor set out above or by VCGLR must be observed.

- (10) *The consumption of liquor must only occur within the areas designated on the endorsed plans*

Waste management conditions

- (11) *Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.*
- (12) *All waste material not required for further onsite processing must be regularly removed from the land. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.*

Lighting to be baffled

- (13) *External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.*

Delivery restrictions

- (14) *Deliveries to or from the land must only occur between the hours of 8.00 am and 8.00 pm, unless otherwise agreed in writing by the Responsible Authority.*

Car parking areas

- (15) *Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:*
- (a) *fully constructed*
 - (b) *properly formed to such levels that may be used in accordance with the plans*
 - (c) *surfaced with an all weather surface or seal coat (as appropriate)*
 - (d) *drained and maintained in a continuously usable condition*
 - (e) *line marked to indicate each access lane*

- (f) *clearly marked to show the direction of traffic along access lanes and driveways*

all to the satisfaction of the Responsible Authority.

- (16) *Car spaces, access lanes and driveways must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.*
- (17) *The loading and unloading of goods from vehicles must only be carried out on the land or within designated car parking spaces and must not disrupt the circulation and parking of vehicles on the land.*
- (18) *The discharge of water from the land must be controlled around its limits to prevent any discharge onto any adjacent property or streets other than by means of an approved drainage system discharged to an approved outlet in a street or to an underground pipe drain to the satisfaction of the Responsible Authority.*

Council Engineering

Stormwater Drainage

- (19) *Before construction starts, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed before the use commences.*
- (20) *All buildings must be provided with drainage outfall (house connection) connected to the underground drainage system to the satisfaction of the Responsible Authority. House drainage connection shall be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 520.*
- (21) *Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.*
- (22) *Before the use starts, all drainage easements deemed necessary by the Responsible Authority must be provided by the Permit Holder to protect and facilitate existing and future drainage infrastructure. Easements shall also be provided through properties between the development site and the nominated legal point of discharge. Minimum width of drainage easements shall be a minimum of 2.0m for stormwater.*
- (23) *If the proposed stormwater drainage system includes any works to be undertaken during house construction stage, the Owner must enter into a Section 173 Agreement with the responsible Authority under section 173 and 174 of the Planning and Environment Act, requiring that such works shall be constructed and completed during house/building construction stage.*
- (24) *The Owner must pay all of the costs and expenses including Responsible Authority's lawyers checking fees in relation to preparation, execution, registration, enforcement and cancellation of this Agreement including costs for*

obtaining necessary consents if required by the Land Titles Office before registration of this Agreement

- (25) *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established. The Stormwater Strategy Plan shall identify any staging of stormwater construction.*

New Intersection and Road Creation

- (26) *All Roads and drains designs and constructions shall be based on sound engineering practice following the general principles of The Planning Scheme, the Austroads Guidelines, the Co-ordination of Streetworks Code of Practice, Relevant Australian Standards, VicRoads Road Design Guidelines, Infrastructure Design Manual [IDM] and to the satisfaction of Responsible Authority.*
- (27) *Professionally prepared plans are to be submitted to the Responsible Authority for approval prior to construction.*

Access and Mobility

- (28) *Prior to the development for stage 4, a footpath from the development to councils footpath network on Daylesford Trentham Road shall be constructed to the satisfaction of the Responsible Authority.*
- (29) *All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.*
- (30) *Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail or similar sealed all weather footpath*

Landscaping on Road Reserves

- (31) *Prior to construction, the Developer is to prepare and submit a landscaping plan for road reserves to the satisfaction of Responsible Authority for review and approval. These plans are to comply with the Code of Practice for Management of Infrastructure in Road Reserves and shall provide following information:*

- (a) *Plant selection, layout and planting density*
- (b) *Landscaping design intent*

Linemarking and Signage

- (32) *Appropriate signage and linemarking shall be provided to the satisfaction of the responsible authority*

Street lighting

- (33) *Energy efficient LED street lighting shall be provided in accordance with the current issue of Australian standard AS/ANZ 1158 – Lighting for Roads and Public Spaces and to the satisfaction of the Responsible Authority.*
- (34) *New lighting must be located outside the clear zones and meet the standards for category P lighting.*

Carparking

- (35) *Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with Planning Scheme Clause 52.06 and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.*
- (36) *Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:*
 - (a) *Designed for residential parking to meet Planning Scheme Clause 52.06*
 - (b) *Designed for Commercial parking to meet Planning Scheme Clause 52.06*
 - (c) *Designed for Accessible parking to meet Planning Scheme Clause 52.06*
 - (d) *Surfaced with an fully sealed asphalt or concrete pavement;*
 - (e) *Drained in accordance with an approved drainage plan;*
 - (f) *Provision for vehicles to pass on driveways and*
 - (g) *Linemarked in accordance with plans*
 - (h) *Compliant to AS2890.1, AS2890.2*
 - (i) *Constructed and completed to the satisfaction of the Responsible Authority.*
- (37) *Where the boundary of any car space, access lane or driveway adjoins a footpath or a garden area, a kerb or a similar barrier shall be constructed to the satisfaction of Responsible Authority*

Prior to Construction

- (38) *Before any road, drainage and/or landscaping works associated with each development stage start, the following items must be satisfied:*
- (a) *Approval of the constructions plans by the Responsible Authority*
 - (b) *A pre-construction meeting must be held with the Responsible Authority the Contractor and the Developer/Developer's Consultant Engineer to discuss and agree on hold point inspections, roadside management, traffic management and any other construction related matters.*

Completion of Construction Works

- (39) *Prior to the issue of the Statement of Compliance for the relevant stage, the developer must construct and complete road works, drainage and other civil works in accordance with endorsed plans and specifications approved by the Responsible Authority and in accordance with Infrastructure Design Manual. Road works, drainage and other civil works to be constructed must include:*
- *street and drainage in accordance with the approved construction drawings*
 - *road reserve landscaping in accordance with the approved landscape plans*
 - *construction of footpaths*
 - *underground drainage and water treatment*
 - *intersection and traffic control/mitigation measures*
 - *street lighting*
 - *signage and linemarking; and*
 - *high stability permanent survey marks*
 - *Lot access*

As Constructed Drawings

- (40) *Before the development works start, the Developer must provide as constructed plans for all infrastructure created by this development and vested to the ownership and control of the Responsible Authority. Such plans shall be prepared by a registered surveyor and/or qualified Engineer and endorsed by the Developer's Consultant Engineer and the Contractor.*

Information to be presented in pdf. and dwg. formats, unless otherwise agreed in writing by the Responsible Authority.

Defects and Maintenance Bonds

- (41) *Before works start, the developer must enter into an agreement with the Responsible Authority regarding responsibilities for maintenance and correction of defects of all infrastructure works. Agreement must include the defects liability period, the amount of bond and on how the date of practical completion occurs.*

- (42) *Before works start, the developer must provide the Responsible Authority with a maintenance bond(s) of \$5,000 or 5% of the total cost of infrastructure, whichever is greater.*
- (43) *The bond(s) shall be an unconditional bank guarantee or cash for the predetermined amount. The Responsible Authority will hold the bond(s) until any and all defects notified to the developer before and/or during the liability period have been made good to the satisfaction of the Responsible Authority. A request must be made to the Responsible Authority for the release of maintenance bond(s) after the defects maintenance period.*
- (44) *The Defects Liability Period for civil works shall be 12 months from the date of practical completion.*
- (45) *The Defects Liability Period for landscaping shall be 24 months from the date of acceptance.*
- (46) *All costs incurred in complying with the above engineering conditions shall be borne by the permit holder.*

Country Fire Authority / Fire Rescue Victoria

Bushfire Management Plan

- (47) *Before the development starts, a bushfire management plan must be submitted to and endorsed by the Responsible Authority. The plan must show the following bushfire mitigation measures, unless otherwise agreed in writing by the CFA and the Responsible Authority:*
- (a) *Defendable Space*

Show an area of defendable space for a distance of 32 metres around the proposed residential units (23), guest house, wellness centre and conference centre (wings only), 70 metres around the central part of the function centre (proposed for shelter-in-place) and 10 metres around the entertainment pavilion, maintenance / laundry shed and boat house where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

- *Grass must be short cropped and maintained during the declared fire danger period.*
- *All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.*
- *Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.*

- *Plants greater than 10 centimetres in height must not be placed within 3 metres of a window or glass feature of the building.*
- *Shrubs must not be located under the canopy of trees.*
- *Individual and clumps of shrubs must not exceed 5 square metres in area and must be separated by at least 5 metres.*
- *Trees must not overhang or touch any elements of the building.*
- *The canopy of trees must be separated by at least 5 metres.*
- *There must be a clearance of at least 2 metres between the lowest tree branches and ground level.*

(b) Construction Standard

Nominate a minimum Bushfire Attack Level of BAL 29 that the residential units, guest house, wellness centre and conference centre will be designed and constructed.

There are no construction requirements for the entertainment pavilion, maintenance / laundry shed and boat house.

(c) Water Supply

Show the following effective water supply: 3 x 10,000 litres for the residential units, 10,000 litres for the guest house, 10,000 litres for the wellness centre, 40,000 litres for the conference centre, 10,000 litres for the entertainment pavilion, 10,000 litres for the maintenance / laundry shed and 10,000 litres for the boat house for firefighting purposes which meets the following requirements:

- *Be stored in an above ground water tank constructed of concrete or metal.*
- *Have all fixed above ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.*
- *Include a separate outlet for occupant use.*
- *Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.*
- *Be located within 60 metres of the outer edge of the approved building.*
- *The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.*
- *Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).*
- *Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).*

(d) Access

Show the access for firefighting purposes which meets the following requirements:

- All-weather construction.
- A load limit of at least 15 tonnes.
- Provide a minimum trafficable width of 3.5 metres.
- Be clear of encroachments for at least 0.5 metres on each side and at least 4 metres vertically.
- Curves must have a minimum inner radius of 10 metres.
- The average grade must be no more than 1 in 7 (14.4%) (8.1°) with a maximum grade of no more than 1 in 5 (20%) (11.3°) for no more than 50 metres.
- Dips must have no more than a 1 in 8 (12.5%) (7.1°) entry and exit angle.
- Incorporate a turning area for firefighting vehicles close to the building.
- Incorporate passing bays at least every 200 metres which must be at least 20 metres long and have a minimum trafficable width of 6 metres.

(48) Bushfire Emergency Plan

At all times the site must be managed in accordance with a bushfire emergency plan (BEP). The BEP must clearly describe the emergency management arrangements that will be implemented to reduce the risk of bushfire and unless agreed in writing by the CFA address the following matters:

- Describe property and business details.
- Identify the purpose of the BEP stating that the plan outlines procedures for:
 - o Closure of premises by 10am on day forecast to have Fire Danger Rating (FDR) of 'extreme' or above and days declared as 'Code Red'.
 - o Evacuation (evacuation from the site to a designated safer off-site location).
 - o Shelter-in-place (remaining on-site in a designated building).
- Review of the BEP
- Outline that the plan must be reviewed and updated annually prior to the commencement of the declared Fire Danger Period.
- Include a Version Control Table.
- Roles & Responsibilities
- Detail the staff responsibilities for implementing the emergency procedures in the event of a bushfire and the triggers for acting. For

example, when the facility will be closed and the circumstances under which guests and patrons will shelter in place or evacuate.

- *Emergency contact details.*
- *Bushfire monitoring procedures o Details the use of radio, internet and social networks that will assist in monitoring potential threats during the bushfire danger period.*
- *Describe and show (include a map) the area to be monitored for potential bushfire activity.*

Department of Environment, Land, Water & Planning

(49) Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.

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- (52) Except with the written consent of the responsible authority, within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use and/or development, the following is prohibited:*
- (a) vehicular or pedestrian access*
 - (b) trenching or soil excavation*
 - (c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products*
 - (d) entry and exit pits for the provision of underground services*

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A general offset of 2.010 general habitat units must meet the following criteria:

- (a) located within the North Central Catchment Management Authority boundary or Hepburn Shire Council municipal area.
- (b) with a minimum strategic biodiversity score of at least 0.503, and
- (c) The offset(s) secured must also protect five (5) large trees.

Offset evidence

- (54) Before the commencement of works approved by this permit, evidence that the required offset by this permit has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:
 - (a) an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing
 - (b) management of the site, and/or credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
- (55) A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Planning Approvals at the Department of Environment, Land, Water and Planning - Grampians regional office via email: grampians.planning@delwp.vic.gov.au.

Goulburn Murray Water

- (56) All construction and ongoing activities must be in accordance with sediment control principles outlined in EPA Publication 275, Construction Techniques for Sediment Pollution Control (May 1991). No polluted or sediment laden run-off is to be discharged off-site either directly or indirectly to any waterways.

(57) *All wastewater from the development must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of Central Highlands Water.*

VicRoads / Department of Transport

(58) *Before any on-site physical works approved by this permit commence, the following roadworks at the northern access point to Daylesford-Trentham Rd. must be completed at no cost to and to the satisfaction of the Head, Transport for Victoria:*

- (a) Left turn lane (AUL)*
- (b) Right turn lane (CHR)*
- (c) Public lighting*

(59) *Before occupation of Stage 4 of the development approved by this permit commences, creation of the Southern access point to the Daylesford-Trentham Rd must be completed at no cost to and to the satisfaction of the Head, Transport for Victoria. The access crossover shall be constructed generally in accordance with the attached drawing GD4010, using set-out dimensions for a 12.5m single unit vehicle as identified in table 2 therein.*

(60) *The Southern access point to Daylesford-Trentham Rd shall have physical barriers in place to prevent regular access outside of its intended use as an emergency access point only.*

(61) *Prior to the works on the Daylesford-Trentham Rd commencing, the applicant must enter into a works agreement with the Head, Transport for Victoria, confirming design plans and works approvals processes, including the determination of fees and the level of the Head, Transport for Victoria's service obligations. Contact: western.mail@roads.vic.gov.au*

Expiry

(62) *This permit will expire if one of the following circumstances applies:*

- (d) The development is not started within five years of the date of this permit.*
- (e) The development is not completed within seven years of the date of this permit.*
- (f) The use is not started within seven years of the date of this permit.*
- (g) The use is discontinued for a period of two years.*

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

Moved: Cr Don Henderson

Seconded: Cr Brian Hood

Carried

BACKGROUND

Site and Surrounds

The site is an 18.5ha parcel of land that is provided with access from Daylesford – Trentham Road approximately 4km west from the main commercial centre of the township of Daylesford. The site is located adjoining Council’s Daylesford Depot. (see Attachment)

The site includes a significant lake within a central location on the site. The lake encompasses an area of approximately 5.5ha.

The site is partially vegetated within other areas on the site, specifically along the western portion of the site. Land surrounding the site to the north includes the Council Daylesford Depot to the east and south is generally heavily vegetated while land to the west includes land that is used for small scale cattle grazing.

Proposal

The application seeks to reduce the scope of the development that originally gained Council approval through Planning Permit PA 1977.

The amendments sought include but are not limited to the following:

- Conference Centre (Reduced in size to 1,800sqm, previously 2,216sqm)
- Wellness Centre (Reduced in size to 510sqm, previously 2,400sqm)
- Tennis Court and Entertainment Pavilion (new) (to be located where car parking is approved as part of the original permit)
- Guest House (new) (proposed where previous accommodation units were approved within the northern portion of the site)
- The number of standalone accommodation units, or pods, are also proposed to be reduced from 86 to 23 with an additional 8 accommodation units.
- Boat House (new) (proposed where previous accommodation units were approved within the northern portion of the site)
- Reduction in the number of car parking spaces on the site from 300 to 105.
- Design changes to all buildings
- Reduction in maximum patrons associated with the function centre used from 400 to 200.
- Modified access arrangements
- Amendments to original condition requirements including matters such as surface finishes to car parking areas.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Farming Zone	
Overlays:	Environmental Significance Overlay Schedule 1 Bushfire Management Overlay	
Particular Provisions	Clause 52.06 – Car parking	
	Clause 52.17 – Native Vegetation	
	Clause 52.27 – Licensed Premises	
	Clause 52.29 – Land Adjacent to a Road Zone, Category 1	
	Clause 52.34 – Bicycle Facilities	
	Clause 53.02 – Bushfire Planning	
Relevant Provisions of the PPF	<ul style="list-style-type: none"> • 11.01-1S – Settlement • 12.01-1S – Protection of biodiversity • 12.01-2S – Native vegetation management • 12.05-2R – Landscapes – Central Highlands • 13.02-1S – Bushfire planning • 13.07-1S – Land use compatibility • 14.01-1S – Protection of agricultural land • 14.02-1S – Catchment planning and management • 15.01-2S – Building design • 17.01-1R – Diversified economy – Central Highlands • 17.01-1S – Diversified economy • 17.02-1S – Business • 17.02-2S – Out-of-centre development • 17.04-1S – Facilitating tourism • 21.05 – Settlement and housing • 21.05 – Economic development • 21.08 – Rural land use and agriculture • 21.09 – Environment and heritage • 22.01 – Catchment and Land Protection • 22.04 – Rural land 	
Under what clause(s) is a permit required?	Clause 35.07-1 (FZ)	Use of the land for group accommodation, conference centre
	Clause 35.07-4 (FZ)	Buildings and works

		associated with a section 2 use and within 100m road zone category 1
	Clause 42.01-2 (ESO1)	Buildings and works
	Clause 44.06-2 (BMO)	Buildings and works
	Clause 52.17-1 (Native Vegetation)	Removal of native vegetation
	Clause 52.27 (Licenced Premises)	To use land for the sale and consumption of liquor
	Clause 52.29 (Alteration of access to a Road Zone Category 1)	Alteration of access to a Road Zone, Category 1
Objections?	Nil	

KEY ISSUES

Overview

The amended application continues to propose a significant development outside of the township of Daylesford. The amended/reduced scope of the development not only reduces the building footprint and the intensity of the land use on the site, there are also a number of inadvertent reductions as a consequence including halving the amount of vegetation sought to be removed as part of the application from approximately 6 hectares to 3 hectares and also a reduction in the amount of accommodation buildings located within heavily vegetated areas.

A halving in the number of patrons to be permitted on the site associated with a function centre use and also a substantial reduction in the number of accommodation places on the site will also result in a reduction in any offsite amenity impacts. With respect to other specific planning considerations the following is provided.

Response to relevant policy

Settlement Planning

There has not been a significant change in planning policy since the original approval that would suggest that with respect to settlement planning the proposed amendments are inappropriate. With regards to the suitability of the site and where the development is proposed Clauses 11.01-15 (Settlement), the various policies within Clause 17 (Economic Development), Clause 21.05 (Settlement) and Clause 21.07 (Economic Development) all provide guidance in relation to the preferred

location for such large development proposals. Relevant guidance taken from the above clauses includes:

- Promote tourism facilities that preserve, are compatible with and build on the assets and qualities of surrounding activities and attractions. (17.04-1S)
- Ensure that out-of-centre proposals are only considered where the proposed use or development is of net benefit to the community in the region served by the proposal or provides small scale shopping opportunities that meet the needs of local residents and workers in convenient locations (17.02-2S)
- Give preference to locations in or on the border of an activity centre for expansion of single use retail, commercial and recreational facilities (17.02-2S)
- Create and reinforce settlement boundaries. (11.01-1S)
- Limit urban sprawl and direct growth into existing settlements. (11.01-1S)
- Develop compact urban areas that are based around existing or planned activity centres to maximise accessibility to facilities and services (11.01-1S)
- To achieve a sustainable urban form for towns by containing most future development within the urban growth boundaries shown on service town Structure Plans. (21.05)
- Development at the interface with public and private forests should address the need to protect habitat, landscape and visual amenity values of adjacent forests. (21.05)
- Increase commercial and residential activities in existing town centres, as indicated on Structure Plans (21.05)

Large commercial proposals are generally encouraged within existing commercial centres, not outside of a township boundary to ensure that access to such a development is close to existing populations, services and other commercial uses. This also ensures that the net community benefit of a proposal can be more intensely felt by local communities and businesses.

A proposal of the scale that is proposed as part of this application would be difficult to achieve within the existing commercial centre of the township of Daylesford and therefore consideration must be given as to whether the overall net community benefit of the proposal outweighs the policy that discourages the development being located outside of the growth boundary of Daylesford within land zoned for agricultural purposes.

Important to this site however is the site has access to all relevant services without a requirement for wastewater to be disposed of via onsite treatment plant thus providing an improved environmental outcome not otherwise possible. The unique features of the site, the relative proximity to the Daylesford township and the existing approval for a previously much more intensive development indicates that the proposed amendments should be considered as a positive outcome for the site.

Agricultural issues

The land is zoned farming where Clause 14.01-1S (Protection of agricultural land) provides the following guidance:

- *Avoid permanent removal of productive agricultural land from the state's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors.*
- *Protect productive farmland that is of strategic significance in the local or regional context.*
- *Protect productive agricultural land from unplanned loss due to permanent changes in land use.*
- *Prevent inappropriately dispersed urban activities in rural areas*

The above policy direction similarly to the above expanded policy in relation to out-of-centre development generally discourages the establishment of non-agricultural land uses in land zoned for agricultural purposes. The site however is not used for agricultural purposes and has not been used for such a purpose for an extended period of time and given the site features, is not anticipated as being used for agricultural purposes in the near future. The amended development includes greater setback from adjoining agricultural land to the west of the site which will reduce any unlikely impacts as a consequence of the amended proposal.

Native Vegetation and Bushfire Safety

The amount of vegetation proposed to be removed is approximately half of that proposed to be removed as part of the original proposal. Policy in relation to the removal of native vegetation seeks to ‘...to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.’

The application has submitted all the required biodiversity reports that demonstrate how the vegetation to be removed can be adequately offset to ensure that there will be no net impact on biodiversity. The content of these reports adequately responds to the requirements of Clause 52.17 of the Planning Scheme. This documentation has also been assessed by DELWP who have provided their conditional consent to the application subject to relevant conditions in relation to enforcing the offsets be attained.

The application has also submitted detailed bushfire safety reports including evacuation plans that demonstrate how the facility will be managed in the event of bushfire and during high risk days. The CFA have provided their conditional consent to the application. The submitted Bushfire Management Reports accurately respond to the requirements of the Bushfire Management Overlay.

Economic Development and Tourism

Clause 17.04-1S (Facilitating tourism) has the objective to ‘...encourage tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination.’ The proposal in its amended form continues to target the generation of a significant increase in tourism to the Daylesford area through range of services that the proposed to be offered. While reduced in scope from the original approval, the proposed development continues to be compatible with surrounding land uses that are for either small scale farming enterprises, a works depot and low scale residential purposes.

The amended proposal will continue to generate a significant amount of jobs to the township of Daylesford and likely generate further economic development within the region. The development has all services required available at the site, is on a parcel of land that includes a significant lake and is vegetated relatively heavily. The land is not identified as having the highest quality agricultural soil, is not surrounded by other intensive agricultural production and provides sufficient setbacks to land being used for agricultural production.

Other Environmental Considerations

It is a requirement for the development to connect to reticulated water and sewerage services within the vicinity of the area in addition to obtaining water from an existing licensed bore that exists on the site. Any wastewater from the proposed development will be treated first and then disposed of either through the existing reticulated sewerage system or following treatment to an acceptable level, back into the lake on the site.

The application has been referred to the relevant water authority (Goulburn Murray Water (GMW)) who provided their conditional consent to the application on the basis that it should not have any adverse impact on ground and surface water health, subject to the inclusion of the conditions required by GMW and also subject to meeting the requirements of Central Highlands Water in relation to the connection to the reticulated water and sewerage systems.

Traffic generation and car parking

The application was referred to VicRoads who is the relevant road authority for Daylesford-Trentham Road. VicRoads did not raise any concerns in relation to road safety subject to undertaking road upgrades to enable safe vehicle movements in and out of the site. A single public entrance is being permitted with the second entrance that is proposed being reserved for emergency use only.

The proposed amended development provides a total of 105 car parking spaces on the site which is reduced from the originally approved 300 spaces. The majority of the proposed uses require an amount of car parking to be provided to the satisfaction of the responsible authority in accordance with the Hepburn Planning Scheme opposed to a specific numerical amount.

The use of the land for a conference centre (place of assembly) is identified as a use that has a specific requirement for car parking within the Planning Scheme. A place of assembly use generates a requirement for 0.3 spaces to be provided for every patron on site. Given that the conference centre is limited to 200 persons, this equates to a requirement for 60 for that use. Only 31 accommodation units are now proposed which generate a demand for between 1 or 2 car parking spaces per unit, there should be ample spaces for car parking, especially considering the likely sharing of spaces between the various uses on the site as previously discussed.

As the predominant use of the site is for a conference centre where the attendees will also be staying at the accommodation it is not expected that each use will operate at full capacity without one being used in conjunction with the other. For example it would be a highly unlikely situation where the conference centre and all of the accommodation units being utilised at full capacity without at least some of the attendees staying on site. Further, the site is a large site where any overflow car parking could easily be accommodated informally. It is on the basis of the strong likelihood of car parking spaces being shared amongst the various uses on the site once the site is operational that it is considered that an appropriate amount of car parking has been provided for the site.

Service of Liquor

The application proposes to allow for the sale and consumption of liquor associated with the service of meals on site and also within the serviced accommodation units on the site. The service of alcohol is only proposed between the hours of 10am and 12 midnight within the conference centre areas while room service is to be provided 24 hours a day. On the basis of the of a strong customer management policy being in place, it is considered that amenity and the safe service of alcohol can be managed appropriately to not adversely impact on the amenity of the area.

POLICY AND STATUTORY IMPLICATIONS

This application meets Council's obligations as Responsible Authority under the *Planning and Environment Act 1987*.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Any application determined by Council or under delegation of Council is subject to appeal rights and may incur costs at VCAT if appealed.

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and a notice on the land. As a result, no objections have been received.

Planning Enquiries
Phone: (03) 5348 1577
Web: www.hepburnshire.vic.gov.au

Application to AMEND a Planning Permit

If you need help to complete this form, read MORE INFORMATION at the end of this form.

 Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any questions, please contact Council's planning department.

 This form cannot be used to:

- amend a permit or part of a permit if the Victorian Civil and Administrative Tribunal (VCAT) has directed under section 85 of the Act that the responsible authority must not amend that permit or that part of the permit (as the case requires); or
- amend a permit issued by the Minister under Division 6 of Part 4 of the Act (these applications must be made to the Minister under section 97I of the Act).

 Questions marked with an asterisk (*) must be completed.

 Click for further information.

Clear Form

The Land

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address *

Unit No.:	St. No.: 254	St. Name: Daylesford- Trentham Road
Suburb/Locality: Daylesford		Postcode: 3460

Formal Land Description *

Complete either A or B.

 This information can be found on the certificate of title.

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

A	Lot No.: 1 and 2	<input type="radio"/> Lodged Plan	<input checked="" type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.: 844636G
OR					
B	Crown Allotment No.:	Section No.:			
Parish/Township Name:					

Planning Permit Details

What permit is being amended?*

Planning Permit No.: PA1977

The Amended Proposal

 You must give full details of the amendment being applied for. Insufficient or unclear information will delay your application.

What is the amendment being applied for?*

- Indicate the type of changes proposed to the permit.
- List details of the proposed changes.

If the space provided is insufficient, attach a separate sheet.

This application seeks to amend:

- | | |
|--|---|
| <input type="checkbox"/> What the permit allows | <input checked="" type="checkbox"/> Plans endorsed under the permit |
| <input checked="" type="checkbox"/> Current conditions of the permit | <input type="checkbox"/> Other documents endorsed under the permit |

Details:

Conditions of permit and changes to architectural plans - Review Urbis Submission Letter

 Provide plans clearly identifying all proposed changes to the endorsed plans, together with: any information required by the planning scheme, requested by Council or outlined in a Council checklist; and if required, include a description of the likely effect of the proposal.

Development Cost ATTACHMENT 10.2.1

Estimate cost of development*

If the permit allows **development**, estimate the cost difference between the development allowed by the permit and the development to be allowed by the amended permit.

Cost of proposed amended development:	Cost of the permitted development:	Cost difference (+ or -):
\$ <input style="width: 100%;" type="text"/>	– \$ <input style="width: 100%;" type="text"/>	= \$ <input style="width: 100%; text-align: left; border: none;" type="text" value="nil"/>
<small>Insert 'NA' if no development is proposed by the permit.</small>		
<small> You may be required to verify this estimate.</small>		

Existing Conditions ATTACHMENT 10.2.1

Describe how the land is used and developed now *

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Have the conditions of the land changed since the time of the original permit application? Yes No

If yes, please provide details of the existing conditions.

Not developed

Provide a plan of the existing conditions if the conditions have changed since the time of the original permit application. Photos are also helpful.

Title Information ATTACHMENT 10.2.1

Encumbrances on title *

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

Yes (If 'yes' contact council for advice on how to proceed before continuing with this application.)

No

Not applicable (no such encumbrance applies).

Provide a full, current copy of the title for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

Applicant and Owner Details

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Owner *

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name: Title: First Name: Tiong Surname: Ting

Organisation (if applicable): JJH Spring Pty LTD

Postal Address: Unit No.: St. No.: 8 St. Name: Howitt Drive

If it is a P.O. Box, enter the details here:

Suburb/Locality: Lower Templestowe State: VIC Postcode: 3107

Contact information for applicant OR contact person below

Business phone: 8663 4977 Email: fconceicao@urbis.com.au

Mobile phone: Fax:

Contact person's details* Same as applicant

Name: Title: First Name: F Surname: Conceicao

Organisation (if applicable): Urbis

Postal Address: Unit No.: 10 St. No.: 477 St. Name: Collins Street

If it is a P.O. Box, enter the details here:

Suburb/Locality: Melbourne State: VIC Postcode: 3000

Same as applicant

Name: Title: First Name: Surname:

Organisation (if applicable):

Postal Address: Unit No.: St. No.: St. Name:

If it is a P.O. Box, enter the details here:

Suburb/Locality: State: Postcode:

Owner's Signature (Optional): Date: day / month / year

Declaration

This form must be signed by the applicant*

 Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature: on behalf of client Date: 21/11/2020 day / month / year

(can't tick box below)

If completing this form electronically, please tick the box to the right, include a date and type your name above to serve as a declaration that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Need help with the Application?

If you need help to complete this form, read More Information at the end of this form or contact Council's planning department. General information about the planning process is available at planning.vic.gov.au

Contact Council's planning department to discuss the specific requirements for this application and obtain a checklist. Insufficient or unclear information may delay your application.

Has there been a pre-application meeting with a council planning officer?

No Yes If 'Yes', with whom?:

Date: day / month / year



Checklist

Have you:

- Filled in the form completely?
- Paid or included the application fee?
- Attached all necessary supporting information and documents?
- Completed the relevant council planning permit checklist?
- Signed the declaration above?

ATTACHMENT 10.2.1



Most applications require a fee to be paid. Contact Council to determine the appropriate fee.

Lodgement

Lodge the completed and signed form and all documents with:

Planning Department
Hepburn Shire Council
PO Box 21
Daylesford VIC 3460

Customer Service Centre
Cnr Duke & Albert Streets
Daylesford VIC 3460

Contact information:

Phone: (03) 5348 1577
Email: shire@hepburn.vic.gov.au

Deliver application in person, by post or by electronic lodgement.

Privacy Statement

Your application and the personal information on this form is collected by council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act). If you do not provide your name and address, council will not be able to consider your application. Your application will be available at the council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright. You can request access to your personal information by contacting Councils Governance Department.

Copyright State of Victoria. This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the Copyright Act 1968 (Cth) and for the purposes of Section 32 of the Sale of Land Act 1962 (Vic) or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA REGD TM System. None of the State of Victoria, LANDATA REGD TM System, Victorian Land Registry Services Pty. Ltd. ABN 86 627 986 396 as trustee for the Victorian Land Registry Services Trust ABN 83 206 746 897 accept responsibility for any subsequent release, publication or reproduction of the information.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 10981 FOLIO 592

Security no : 124086743131R
Produced 24/11/2020 09:18 AM

LAND DESCRIPTION

Lots 1 and 2 on Title Plan 844636G.
PARENT TITLE Volume 08216 Folio 888
Created by instrument AE765519G 05/12/2006

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
JJB SPRING PTY LTD of 8 HOWITT DRIVE TEMPLESTOWE LOWER VIC 3107
AT021113H 25/02/2020

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP844636G FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

DOCUMENT END

The information supplied has been obtained by SAI Global Property Division Pty Ltd who is licensed by the State of Victoria to provide this information via LANDATA® System. Delivered at 24/11/2020, for Order Number 65306185. Your reference: P0026086.

TITLE PLAN	EDITION 1	TP 844636G						
<p>LOCATION OF LAND</p> <p>Parish: WOMBAT Township: 5 Section: 5 Crown Allotment: 6B (PT) & 6C Crown Portion:</p> <p>Last Plan Reference: Derived From: VOL. 8218 FOL. 888 Depth Limitation:</p>	<p style="text-align: center;">Notations</p> <p style="text-align: center;">ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN</p>							
<p style="text-align: center;">Description of Land/Easement Information</p>		<p>THIS PLAN HAS BEEN PREPARED BY LAND REGISTRY, LAND VICTORIA FOR TITLE DIAGRAM PURPOSES</p> <p>COMPILED: Date: 28/09/05 VERIFIED: A. DALLAS <i>Assistant Registrar of Titles</i></p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">TABLE OF PARCEL IDENTIFIERS</th> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 84 of the Sale of Land Act 1962</td> </tr> <tr> <td style="width: 50%;">LOT 1 = C.A. 6C SECTION 5</td> <td style="width: 50%;">LOT 2 = C.A. 6B (PT) SECTION 5</td> </tr> </table>			TABLE OF PARCEL IDENTIFIERS		WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 84 of the Sale of Land Act 1962		LOT 1 = C.A. 6C SECTION 5	LOT 2 = C.A. 6B (PT) SECTION 5
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LOT 1 = C.A. 6C SECTION 5	LOT 2 = C.A. 6B (PT) SECTION 5							
LENGTHS ARE IN METRES	Metres = 0.3048 Feet Metres = 0.304168 in Links	Sheet 1 of 1 Sheets						



4 December 2020

Nathan Aikman, Coordinator Planning
Hepburn Shire Council
PO Box 21
Daylesford, Vic 3460

Lodgement via: shire@hepburn.vic.gov.au

Dear Nathan,

**COMBINED SECTION 72 APPLICATION AND CONDITION 1, 46 AND 48-52
APPROVAL
PLANNING PERMIT NO.: PA1977
PROPERTY ADDRESS: 254 DAYLESFORD – TRENTHAM ROAD, DAYLESFORD**

Urbis Pty Ltd acts on behalf of JJH Spring Pty Ltd in relation to Planning Permit No. PA1977 allowing *“use and development of the land for group accommodation, function centre, health retreat and spa and associated works, removal of native vegetation and alteration of access to a road zone category 1”* at No. 254 Daylesford Trentham Road, Daylesford, the site.

We refer to the above Planning Permit originally issued on 11 February 2019. Condition 57 of the Planning Permit sets out staged permit expiry details stating that the development must be started within five years of the date of the permit. The Planning Permit is valid within the expiry conditions parameters. Furthermore, we note, that plans are yet to be endorsed as part of the above Planning Permit.

Following our preliminary meeting with Nathan Aikman, Coordinator Planning on 17 September 2020, we resolved to lodge a combined condition of permit approval and a S72 application proposing changes to the architectural plans and amendments to the Planning Permit. This application seeks to:

- Satisfy Condition 1(a) by showing deletion of reference of any buildings not to be developed as part of the proposal (e.g. group accommodation buildings within the north western corner of the site)
- Modify Condition 8 to reduce the intensity of use and number of patrons on site at any one time
- Modify Condition 15 (a), (c) and (e) to allow car park areas to be unsealed gravel car park areas
- Include further amendments to the plans reducing the intensity of the use including group accommodation and re-location of associated buildings

The application also seeks to satisfy Condition 1, 46 and 48-52 of the Planning Permit. The relevant documents/reports relating to Bushfire Management Statement and Native Vegetation Plan/Construction Management Plan will be provided in due course.



To assist Council in their assessment of this planning application, we enclose the following documents:

- Completed S.72 Application Form
- Certificate of Title
- Amended architectural plans prepared by Caulfield Krivanek Architecture, referenced TP00-TP30, dated 02/12/2020 and 21/07/2020
- Native Vegetation Plan/Construction Management Plan provided to satisfy Conditions 48-52. Plans and reports are currently being prepared and revised to reflect proposed amendments. This will be provided at our earliest convenience for Council approval/endorsement
- A revised Bushfire Management Statement is currently being prepared by Terramatrix & Brett Lane and Associates to satisfy Conditions 46 and address the proposed amendments. The report is currently being prepared and revised to reflect proposed amendments. This will be provided at our earliest convenience for Council approval/endorsement
- Planning Application fee in the amount of \$1318.10 (invoice to be provided and payment to be made by client)

We trust this material will assist Council with the determination of the amendment request.

SITE & SURROUNDS

The site is approximately 18 hectares of private land and adjoining public roadside located approximately 85 kilometres north west of Melbourne's CBD. It is approximately 5km from the centre of the Daylesford township. The sites most significant feature is a lake which is around 400 metres by 200 metres at its widest and longest point.

The site within an area of agricultural and rural living landscape dominated by pastures. Abutting the site to the west is grazing/cropping land, to the north the Hepburn Shire depot and to the east (across Daylesford-Trentham Road) and south rural living/agricultural land with patches of native forest. The site has good access to the Daylesford township via Daylesford-Trentham Road.

The largest most significant (from a bushfire hazard perspective) areas of native forest on public land are those in Wombat State forest however, these are approximately 2.5km away to the southwest and southeast.



Figure 1 - Aerial



PREVIOUS APPROVALS

- Planning Permit No. PA1977 was issued 11 February 2019 allowing use and development of the land for group accommodation, function centre, health retreat and spa and associated works, removal of native vegetation and alteration of access to a road zone category 1
- No plans have yet been endorsed as part of the above approval
- Condition 57 states that the permit will expire if one of the following circumstances expires:
 - *The development is not started within five years of the date of this permit.*
 - *The development is not completed within seven years of the date of this permit.*
 - *The use is not started within seven years of the date of this permit.*
 - *The use is discontinued for a period of two years.*

The permit is currently valid and an extension of time to the Planning Permit is not required.



- *To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.*
- *To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.*
- *To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.*

The subject site is affected by Environmental Significance Overlay – Schedule 1. The relevant purposes of the overlay are as follows:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas where the development of land may be affected by environmental constraints.*
- *To ensure that development is compatible with identified environmental values*

A review of the planning scheme controls indicates that the proposed amendments can be considered under a Section 72 application.

PROPOSAL

Through ongoing detailed design and as a result of a new purchaser/owner of the subject site, several changes are proposed to the grounds and the facilities located on the site.

KEY DETAILS OF AMENDMENT PROPOSAL

Key aspects of the proposal are described below:

Conference Centre – reduced in size and locality modified

- A conference centre fronting the lake and designed horizontally with access to a jetty measuring approximately 1,800 sqm
- Six (6) undercover carparking garage attached to the conference centre facility to the north. An additional three (3) car spaces are proposed abutting the southern entry
- Eight (8) guest rooms are proposed within the conference centre. Other facilities contained within the conference centre include guest lounges, library, entertaining area, wine cellar, alfresco area, staff lounge, commercial kitchen, bar/games room, guest kitchen and dining space, other amenity spaces and associated courtyard, deck and outdoor spaces primarily fronting the lake
- A semi-circular driveway is located on the eastern side of the facility
- The total height of the conference centre is between 4-8 metres (approximate) in height and a length of approximately 114 metres
- The conference centre is located on the south western end of the site setback approximately, 42 metres from the southern boundary

Wellness Centre – reduced in size and locality modified

- A wellness centre located south west of the conference centre with access via internal paths and road. The centre measures approximately 510 sqm in area



- The wellness centre contains a gym, sauna, spa, swimming pool, other amenity facilities and outdoor seating
- The total height of the wellness centre is between 4-9.2 metres (approximate) in height and a length of approximately 57 metres
- The wellness centre is located on the western section of the site setback approximately, 100 metres from the eastern boundary

Entertainment Pavilion and Tennis Court – proposed

- This facility consists of a tennis court and bbq with associated seating areas. The area measures approximately 36 metres in length and 28 metres in width. The entertainment pavilion and tennis court area measure approximately 154sqm
- The height of the pavilion is approximately 4 metres
- It is located on the eastern section of the site setback approximately, 50 metres from the eastern boundary

Guest House – proposed

- The guest house is double storey – split level internally, containing open plan living/dining/kitchen area, 4 bedrooms, upper floor balcony, retreat area and other amenities. The guest house measures approximately 255sqm in area
- The guest house is positioned over the lake and provides an overwater walkway to 2 carparking spaces located on the edge of the lake
- The total height of the guest house is 9.5 metres (approximate) and a length of approximately 20 metres
- The guest house is located on the northern end of the lake setback approximately, 100 metres from the northern shore of the lake

Boat Shed – proposed

- The boat shed is located on land near the allocated car spaces for the guest house measuring approximately 120sqm in area. The facility will contain space for general storage, storage for 2 types of boats with an overwater walkway
- The building measures 12 metres in length and 10 metres in width
- The building is single storey in nature with a height of approximately 3.5 metres
- The boat shed is located on the north side of the site setback approximately, 150 metres from the northern boundary

Residential Units/Hotel- deletion of all land units and a reduction in the number of over water units

- There are 4 different unit layouts with the option of 4 different elevation options. The layout and elevation options are the same as those previously proposed and approved by Council. There are 23 units proposed (*previously 100 units approved by Council*)
- The units measure a height of approximately 7.4 metres (*no change from that previously approved*)



The units will be located on the southern end of the lake

General

- Three (3) separate unsealed carpark areas at Carpark 1-3 and Carparks 4-6 are proposed providing a total of 105 car spaces overall (*previously 300 car spaces approved*). These carparks are generally in the same locations as that previously proposed and approved by Council
- The number of patrons proposed for the use is 200 (*previously 400 patrons allowed as part of the Planning Permit No. PA1977*)
- Maintenance and waste facilities is proposed to be located on the central northern edge of the site. Two buildings are proposed measuring a total length of 32 metres with a width of 10 metres. The buildings are proposed to be single storey in nature. The facilities are in the same location previously approved by Council
- The various buildings materiality proposed to be modern and contemporary featuring glass, timber, metal and varying in colours from neutral to dark in colour scheme. We note, that the hotel/units building materiality remains as previously proposed and approved
- The sale and consumption of liquor remains the same as that previously proposed and allowed as part of Planning Permit No. PA1977, albeit the licenced area is amended to reflect the revised buildings
- Signage will remain the same in terms of detail height and locality. The only change proposed relates to the identification wording being modified to state "Manna Lake".

STAGING PROCESS FOR AMENDMENT

The overall development concept for the site has a vision to be delivered across 5 stages over approximately a 7-year project timeframe as per Condition 57 of Planning Permit No. PA1977

The staging plan has been prepared by Caulfield Krivanek Architecture with the full input and involvement of the project team. The staging plan document will be accompanied by a full suite of architectural drawings, Bushfire Management Statement and Native Vegetation plans (to be provided at our earliest convenience).

The proposed staging plan for this site will 'lock in' the key ingredients of the eventual urban built form outcomes on the site. It will do this through a five-step process.

Staging Plan

As discussed previously, this project will be delivered over 4 stages, which involves the following:

Stage 1 – will involve the delivery of key infrastructure to the development, which includes:

- Roads and Infrastructure

The delivery of such key infrastructure in Stage 1 will seek to establish the site.

Stage 2 – will involve the delivery of the Conference Centre, which will include the following elements:

- Construction of Conference Centre and Maintenance and Waste facilities

Stage 3 – will involve the delivery of the wellness centre and recreational facilities, which will include the following elements:



- Construction of Wellness Centre, Tennis Court/Entertainment Pavilion and Boat Shed

Stage 4 – will involve the delivery of the lake houses, which will include the following elements:

- Construction of Guest House and 23 residential units/hotel

As part of this application we seek to modify Condition 8 and 15 of Planning Permit No. PA1977 and make amendments that would result in a reduced development intensity (decrease units on the site) which would ultimately also reduce the maximum number of patrons within the function centre (as specified as part of Condition 8).

Pursuant to Section 72 we note, the following amendments to Condition 8 and 15 are proposed as part of this request:

SUMMARY OF PROPOSED AMENDMENTS TO CONDITIONS OF PERMIT

Proposed Amendment	Reason and Assessment
<p>Modify Condition 8 of Planning Permit No. PA1977 to state the following:</p> <p><i>“No more than 200 patrons in association with the use of the land as a function centre may be permitted on the land at any one time unless otherwise agreed in writing by the Responsible Authority.”</i></p>	<p>Currently the Planning Permit allows no more than 400 patrons permitted within the function centre. Given proposed amendments to the plans includes a reduction in development intensity it is considered this would also reduce the number of patrons accommodated by the proposed use (within the function centre).</p> <p>It is proposed to reword this condition to allow 200 patrons</p>
<p>Modify Condition 15 of Planning Permit No. PA1977 as follows:</p> <ul style="list-style-type: none"> - Deletion of Condition 15 (a), rewording of Condition 15 (c) and deletion of Condition 15 (e) <p><i>“Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:</i></p> <p><i>a) properly formed to such levels that may be used in accordance with the plans</i></p> <p><i>(b) unsealed gravel carparks to be maintained</i></p> <p><i>(c) drained and maintained in a continuously usable condition</i></p>	<p><i>Refer to Architectural Plan Sheet TP01- TP03 and TP16</i></p> <p>The proposed car parking areas and spaces are proposed to be unsealed, gravel carparks. It is therefore necessary to delete conditional requirements that state that car spaces are to be fully constructed and surfaced with all weather surface or seal coat.</p> <p>The car space areas will be maintained and tidy, albeit unsealed gravel respecting the natural ground level materiality and root systems of abutting landscaping and canopy trees.</p> <p>It is considered that the unsealed, gravel car parks will respect the natural environment and topography of the land.</p>



Proposed Amendment	Reason and Assessment
<i>(e) clearly marked to show the direction of traffic along access lanes and driveways all to the satisfaction of the Responsible Authority.”</i>	

SUMMARY OF PROPOSED AMENDMENTS

Proposed Amendment	Reason and Assessment
<p>Re-location of facilities on site including:</p> <ul style="list-style-type: none"> - Conference Centre (1,800sqm, previously 2,216sqm) - Wellness Centre (510sqm, previously 2,400sqm) - Tennis Court and Entertainment (new) - Pavilion (new) - Guest House - Boat House (new) 	<p>The proposed re-location and reduced built form within the site is generally similar to that previously approved by Council. For instance:</p> <ul style="list-style-type: none"> - the proposed Conference Centre extends horizontally in a similar building envelope that was previously approved which consisted of the Conference Centre, Wellness/Spa Centre and man-made beach area - the proposed Wellness Centre, Tennis Court and Entertainment Pavilion is proposed to be located in the vicinity of previously approved carparking allotments - the proposed Boat House and Guest House is located in the vicinity of previously approved northern lake houses - the southern lake units/hotels, Maintenance and Waste buildings remains in the same location as previously approved. <p>The overall design of the amended development has been informed by not only the planning controls that are relevant to the site but also by the existing planning permit for the site. Overall, the design response is an acceptable outcome having regards to its setbacks and general locality positioning.</p>
<ul style="list-style-type: none"> - Modified Car parking 1-3 allotments to include 3 carpark areas - Car Parks associated with Conference Centre and Guest House 	<p>A total of 105 car spaces is provided for the proposed development (<i>previously proposed 300 car spaces</i>). Eleven (11) car spaces are provided on site for the Conference Centre and guest house specifically. Given the reduced number of patrons on site (200 patrons proposed), the provision of 105 (including staff parking)</p>



Proposed Amendment	Reason and Assessment
<ul style="list-style-type: none"> - Unsealed/Gravel surfacing - Deletion of carparking allotments 	<p>car spaces on site will satisfy Clause 52.06 of the Planning Scheme providing sufficient parking availability for patrons and staff.</p> <p>The carpark areas are generally located within the area as those previously allowed by the existing Planning Permit. Car park areas 1-3 are proposed to maintained as unsealed/gravel spaces. It is considered that this informal car park layout will improve the natural habitat of the site and its surrounding landscaping characteristics.</p>
<ul style="list-style-type: none"> - Modified built form and change - Change to Schedule of Buildings and Materials 	<p>The built form on site generally remains single storey in nature and the heights of buildings are kept to a minimum measuring approximately between 3-9 metres in height.</p> <p>No changes in terms of built form or materiality is proposed for the lake houses. The remainder of the buildings on site are proposed to be modern/contemporary in style with a combination of pitched and flat roof forms. The building materials and colours are varied integrating with the landscape features of the site.</p>
<p>Landscaping Impacts</p>	<p>The proposed development satisfies Condition 49 of Planning Permit No. PA1977 respecting the native vegetation and landscape characteristics of the site and the surrounding area.</p> <p>A revised Native Vegetation Plan/Construction Management Plan and Bushfire Management Statement is currently being prepared and will be provided at our earliest convenience for Council approval/endorsement</p>
<p>Reduced number of lake houses to 23 total (<i>previously 100</i>)</p> <p>Reduced number of patrons to (<i>previously 400 patrons</i>)</p>	<p>The number of lake houses and patrons are proposed to be reduced thereby decreasing the intensity of the use as a function centre, group accommodation, health retreat and spa. The hours of operation and deliveries remains unchanged.</p> <p>The proposed use will still contribute to the tourism accommodation albeit at a lesser degree.</p>



Proposed Amendment	Reason and Assessment
<ul style="list-style-type: none"> - Internal road network modified - Access to site modified 	<p>Internal roads and access to Trentham Road are slightly modified to accommodate the proposed buildings on site. The proposed re-configuration is considered reasonable supporting the car parking accessibility and access to and within the site.</p> <p>The proposed internal road network and access to the site is compliant with Conditions 34, 35 (amended version), 36, 37 and 56, inclusive of Vic Roads conditions.</p>
Deletion of internal man-made lake and beach area	This proposed amendment is minor and seeks to maintain a more natural and original landscape character.

CONDITION 1, 46, AND 48-52

Condition Reference	Compliance/Assessment
<i>Condition 1 a) - Deletion of reference of any buildings not to be developed as part of the proposal (e.g. group accommodation buildings within the north western corner of the site)</i>	<p>Refer to Architectural Plan Sheet TP01-TP03</p> <p>Deleted as required.</p>
<i>Conditions 48-52- Native Vegetation Plan/Construction Management Plan</i>	<p>Preliminary discussions with consultants have taken into consideration the proposed location of buildings on site.</p> <p>Native Vegetation Plan/Construction Management Plan provided to satisfy Conditions 48-52. Plans and reports are currently being prepared and revised to reflect proposed amendments. This will be provided at our earliest convenience for Council approval/endorsement.</p>
<i>Condition 46 – Bushfire Management Statement</i>	<p>Preliminary discussions with consultants have taken into consideration the proposed location of buildings on site.</p> <p>A revised Bushfire Management Statement is currently being prepared by Terramatrix & Brett Lane and Associates to satisfy Conditions 46 and address the proposed amendments. The report is currently being prepared and revised to reflect proposed amendments.</p>



Condition Reference	Compliance/Assessment
	This will be provided at our earliest convenience for Council approval/endorsement.

PLANNING CONSIDERATION/ASSESSMENT

STATE AND LOCAL PLANNING POLICY FRAMEWORK

The State Planning Policy Framework (SPPF) seeks to develop the objectives for planning in Victoria (as set out in the *Planning and Environment Act 1987*) to foster appropriate land-use and development planning policies and practices that encompass relevant environmental, social and economic factors.

The economic benefit arising from the proposed development will be significant as it will foster economic and tourism growth by providing land which will achieve its economic potential. The proposed development will continue to encourage investment demand that supports growth in tourism satisfying Clause 17, 17.04 and 21.07 of the Hepburn Planning Scheme.

High quality development is proposed contributing to and responding to the site context in terms of character, natural features and surrounding landscape satisfying Clauses 12 and 15 of the Planning Scheme. It is considered that the proposed development as amended ensures that the site's design enhances personal safety, is highly accessible, promotes modern/contemporary design innovation boosting the attractiveness for the tourism industry within Daylesford and Hepburn Shire.

BUILT FORM AND LANDSCAPE CHARACTER

The proposed development is design responsive in terms of respecting existing landscape features within the site and maintaining a low scale built form that is visually interesting contributing positively to the wider Daylesford area and the subject site.

The general area is defined by landscaping characteristics, as a result, the proposed amendments have considered previous approvals when reviewing the appropriate locality for the modified built forms. The overall location and design of built form has been informed by its landscape characteristics and previous planning approvals/conditions of permit issued to the site.

The intensity of the built form, development design and land use proposed is significantly reduced respecting amenity considerations, improving the potential to retain vegetation on site and maintaining a greater extent of landscape character/natural habitat. Site Coverage is reduced with site disturbance significantly decreased (*previous site coverage 8%, site disturbance 3%*).

The proposed building design achieves a modern and contemporary characteristic that enhances the existing landscape features on site. A comprehensive site analysis of the previous planning approval on site was the starting point in determining the amended locality of proposed massing of buildings and car parking areas. The proposed development is considered to minimise any detrimental impact on the natural environment whilst providing a considered approach to the height, scale and massing of the proposed buildings on site.

The built form is appropriately located having regard to its site context, previous approval and landscape features and advice from relevant independent consultants in relation to Bushfire Management and Native Vegetation.



NO REQUIREMENT FOR PUBLIC NOTICE

It is submitted that notice of the application is not required for the following reasons:

- The proposed development significantly reduces the intensity of the proposed use with a reduced number of guest/lake accommodation improving amenity impacts in terms of built form, traffic generated by the amended proposal and number of car spaces provided on site
- The re-siting of buildings, reduced built form proposed and associated car parking are generally located within similar positioning on site as that previously considered and approved by Council
- The proposed amendment includes reduced floor layouts and building envelopes from that previously allowed by Council
- The proposed locality of building and carparking has previously been considered and given approval by Council in Planning Permit No. PA1977. As a result, there is minimal impact on the environmental attribute, including vegetation removal for the site from that previously reviewed and issued approval
- The internal road alignments and access to the site remains similar from that previously approved by Council
- There is no increase in material detriment as a result of the amendment approval being sought.

CONCLUSION

Respectfully, it is considered that the proposed amendment should be supported by Council for the following reasons:

- The proposal demonstrates compliance with the key objectives and elements of the Municipal Strategic Statement, State and Local Planning Policy Framework including maintaining tourism and economic benefits for the Daylesford township
- The proposal does not result in any unreasonable amenity impacts of adjoining properties a high degree of internal amenity is maintained and afforded to future occupants of the tourism accommodation
- The architectural design is similar to that previously considered by Council and approved uses and planning permission allowable by Planning Permit No. 1977, neighbourhood and streetscape characteristics
- Native vegetation offset can be met in accordance with the Guidelines of the removal, destruction or lopping of native vegetation (DELWP 2017).

It is submitted that the proposed amended plans facilitate a more streamlined development that can be afforded by the current owner of the land given the changing and uncertain nature of this COVID-19 pandemic period. The proposed amendments result in a reduced number of units and associated facility/ground size area thereby, decreasing the intensity of the development in comparison to that previously approved.



We look forward to Council's favourable consideration of the application and endorsement of plans. If you have any questions please do not hesitate to contact me on 8663 4977 or fconceicao@urbis.com.au

Kind regards,

A handwritten signature in black ink, appearing to read "Fatima Conceicao". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Fatima Conceicao
Senior Consultant
8663 4977
fconceicao@urbis.com.au

Sent: Friday, 4 December 2020 8:49 AM

To: Fátima Conceição <FConceicao@urbis.com.au>; Phil Gleeson <pgleeson@urbis.com.au>

Hi Fatima,

Summary of the changes being made to the new development in this amendment application:

- Residential hotel units reduced from 100 to 23 units.
- Wellness centre reduced in size and pushed back away from the lake
- Conference centre has introduced 8 guest suites.
- Patrons on site reduced from 400 to 200 people at any one time.
- Entertainment pavilion and Tennis court added to proposal.
- Boat house and self-contained Guest house added to proposal.

Regards,

Laura Miller

Associate Director

Caulfield Krivanek Architecture

L1 1192 Toorak Road
Camberwell VIC 3124
Phone: +61 3 8658 4000 | Direct: +61 3 8658 4006 | Mobile: +61 421 076 573

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ABN: 721 6474 8430



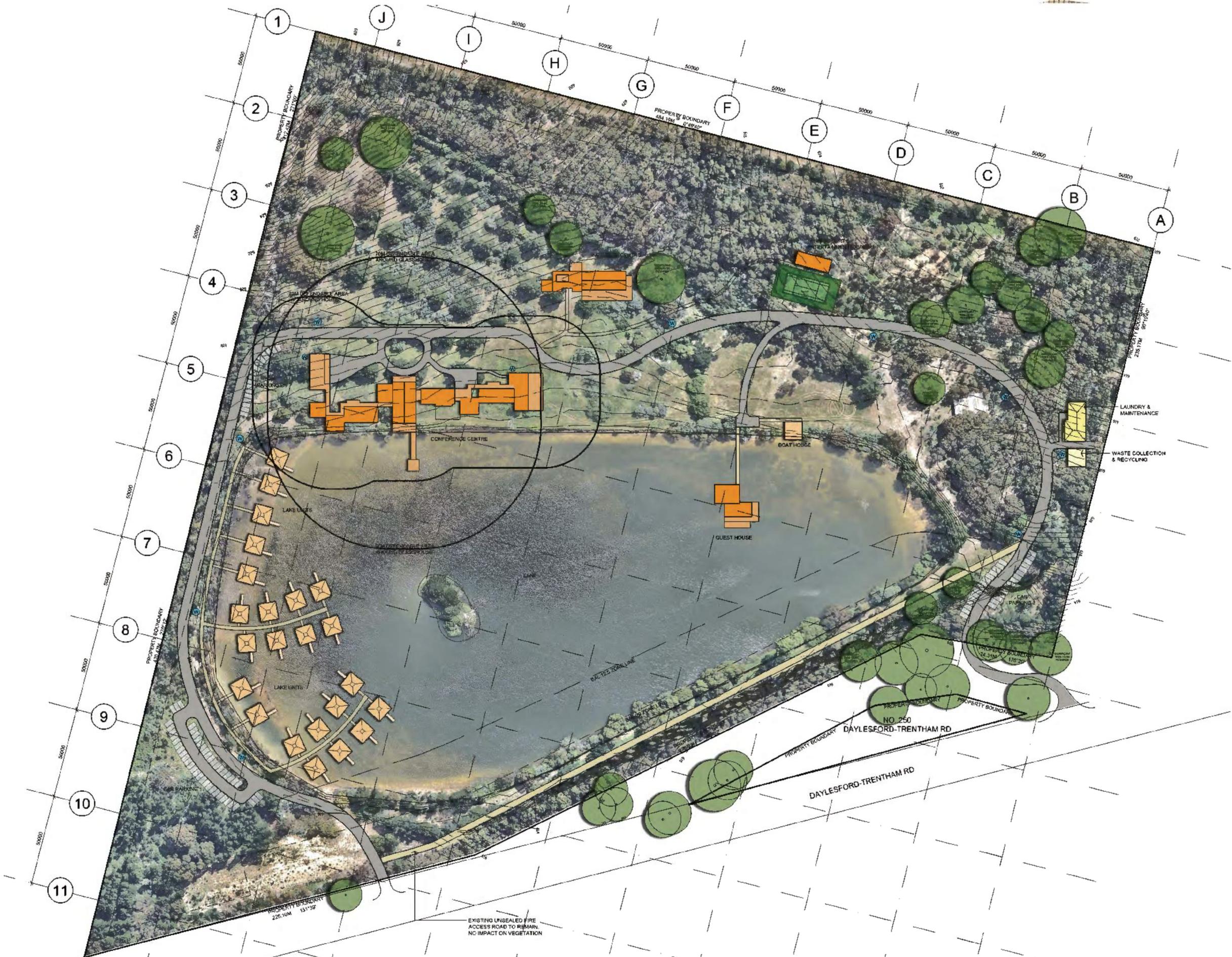
254 DAYLESFORD-TRENTHAM ROAD, DAYLESFORD

- | | |
|---|---|
| TP00 - COVERSHEET | TP15 - BOAT HOUSE PLAN & ELEVATIONS |
| TP01 - SITE PLAN | TP16 - CAR PARK PLANS |
| TP02 - BUSHFIRE PARAMETERS PLAN | TP17 - MAINTENANCE & WASTE SHED PLAN AND ELEVATIONS |
| TP03 - STAGING SITE PLAN | TP18 - EXCAVATION PLAN |
| TP04 - CONFERENCE CENTRE PLAN | TP19 - ENTRY GATE |
| TP05 - CONFERENCE CENTRE ELEVATIONS | TP20 - UNIT SETBACK PLAN |
| TP06 - WELLNESS CENTRE PLAN | TP21 - UNIT SETBACK PLAN |
| TP07 - WELLNESS CENTRE ELEVATIONS | TP22 - UNIT SETBACK PLAN |
| TP08 - ENTERTAINMENT PAVILION & TENNIS COURT PLAN | TP23 - PRELIMINARY PERSPECTIVE - CONFERENCE CENTRE |
| TP09 - ENTERTAINMENT PAVILION & TENNIS COURT ELEVATIONS | TP24 - PRELIMINARY PERSPECTIVE - CONFERENCE CENTRE |
| TP10 - GUEST HOUSE PLAN | TP25- PRELIMINARY PERSPECTIVE - CONFERENCE CENTRE |
| TP11 - GUEST HOUSE ELEVATIONS | TP26 - PRELIMINARY PERSPECTIVE - WELLNESS CENTRE |
| TP12 - RESIDENTIAL HOTEL UNIT PLANS | TP27 - PRELIMINARY PERSPECTIVE - WELLNESS CENTRE |
| TP13 - RESIDENTIAL HOTEL UNIT ELEVATIONS | TP28 - PRELIMINARY PERSPECTIVE - GUEST HOUSE |
| TP14 - RESIDENTIAL HOUSE UNIT ELEVATIONS | TP29 - PRELIMINARY PERSPECTIVE - GUEST HOUSE |
| | TP30 - SITE PLAN LIQUOR LICENCING |

										Architect CAULFIELD KRIVANEK ARCHITECTURE ARCHITECTS / PLANNERS / INTERIOR DESIGNERS 1192 Toorak Road Camberwell VIC 3124 Australia Telephone +61 3 8658 4000 Email info@ckagroup.com.au Website www.ckagroup.com.au			Client JJH SPRING PTY LTD			Project MANNA LAKE Address 254 DAYLESFORD-TRENTHAM RD, DAYLESFORD			Drawing Title COVER SHEET Design Stage TP			Job No. 19035			North 			Drawing No. TP00		Rev. C																											
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BUSHFIRE MANAGEMENT ATTACHMENT 10.2.1
 CONFERENCE CENTRE, WELLNESS CENTRE AND GUEST HOUSE TO BE CONSTRUCTED TO BAL-29 REQUIREMENTS.
 RESIDENTIAL HOTEL UNITS CONSTRUCTED TO BAL-29 REQUIREMENTS
 70M DEFENDABLE AREA AROUND GLASSHOUSE ENTERTAINMENT SPACE OF CONFERENCE CENTRE.
 32M DEFENDABLE SPACE AROUND ENTIRE CONFERENCE CENTRE BUILDING AND LAKE LIMITS.
 10M DEFENDABLE SPACE AROUND ALL OTHER BUILDINGS ON SITE.

AREAS
 SITE AREA = 182,010 m²
 SITE COVERAGE
 TOTAL NUMBER OF RESIDENTIAL HOTEL UNITS = 23 UNITS
 CONFERENCE CENTRE AREA = 1800 m²
 WELLNESS CENTRE AREA = 510 m²
 ENTERTAINMENT PAVILION AREA = 154 m²
 MAINTENANCE SHED & WASTE COLLECTION AREA = 320 m²
 GUEST HOUSE AREA = 255 m²
 BOAT SHED AREA = 120 m²
CAR PARKING
 TOTAL PROPOSED CAR PARKS = 54 CAR PARKS
 CONFERENCE CENTRE CAR PARKING
 GUEST HOUSE CAR PARKING
 REMAINING SITE CAR PARKING
ROAD & FOOTPATHS
 FINAL LOCATION OF ROADS AND FOOTPATHS TO MINIMISE EFFECTS ON VEGETATION
 ROADS TO BE A MINIMUM OF 4M WIDE
 FOOTPATHS TO BE A MINIMUM OF 1.5M WIDE



Date	Revision	No.	By	QA
02/12/2020	LAKE UNITS MOVED FOR 32M SETBACK	G	LM	CKA
27/11/2020	NOTES ADDED	F	LM	CKA
18/11/2020	Water tanks added to conference centre	E	LM	CKA
28/10/2020	BAL ZONES, DEFENDABLE AREA ADDED	D	LM	CKA
15/10/2020	BOAT HOUSE LOCATION UPDATED	C	LM	CKA
03/09/2020	TENNIS COURT & PAVILION RELOCATED	B	LM	CKA
03/09/2020	WELLNESS CENTRE SCHEME UPDATED	A	LM	CKA

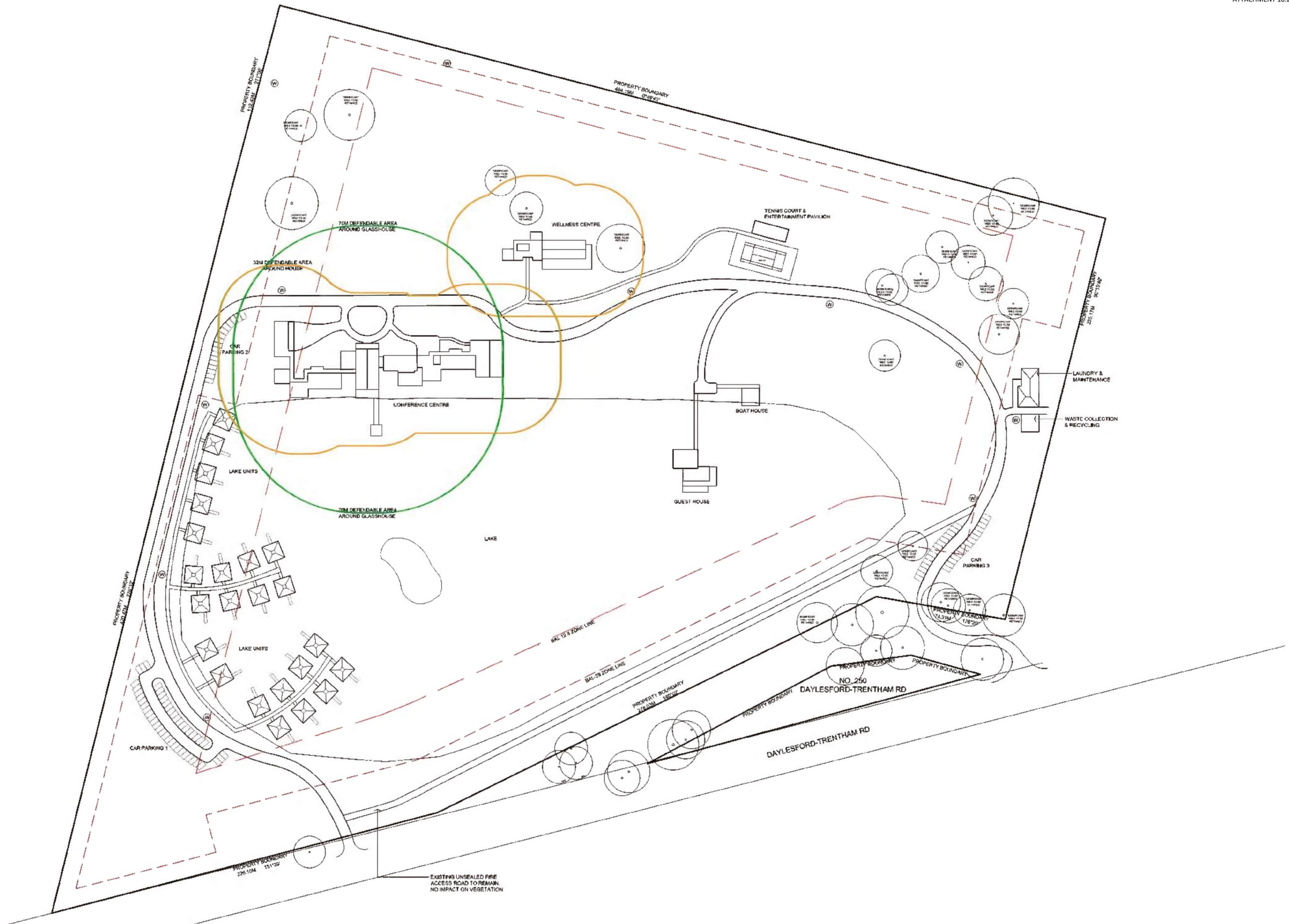
Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4003
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
SITE PLAN
 Design Stage
 TP
 Job No.
 19035

Drawing No.	Rev.
TP01	G
Scale	1:1000 @ A1
Date Issued	21/07/2020
Designer	LM/K
Drawn	LM
19035-TP01.DWG	



EXISTING UNSEALED FIRE ACCESS ROAD TO REMAIN. NO IMPACT ON VEGETATION

Date	Revision	No.	By	QA	Date	Revision	No.	By	QA

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8858 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
BUSHFIRE RATING PARAMETERS
 Design Stage
TP
 Job No
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	Scale 1:1000 @ A1	Design LM/K
	Date Started 21/07/2020	Drawn LM
	19035-TP02.DWG	



Date	Revision	By	QA	Date	Revision	No.	By	QA
04/11/2020	DEFENDABLE AREAS ADDED	D	LM	CKA				
18/10/2020	BOAT HOUSE LOCATION UPDATED	C	LM	CKA				
03/09/2020	TENNIS COURT & PAVILION RELOCATED	B	LM	CKA				
03/09/2020	WELLNESS CENTRE SCHEME UPDATED	A	LM	CKA				

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

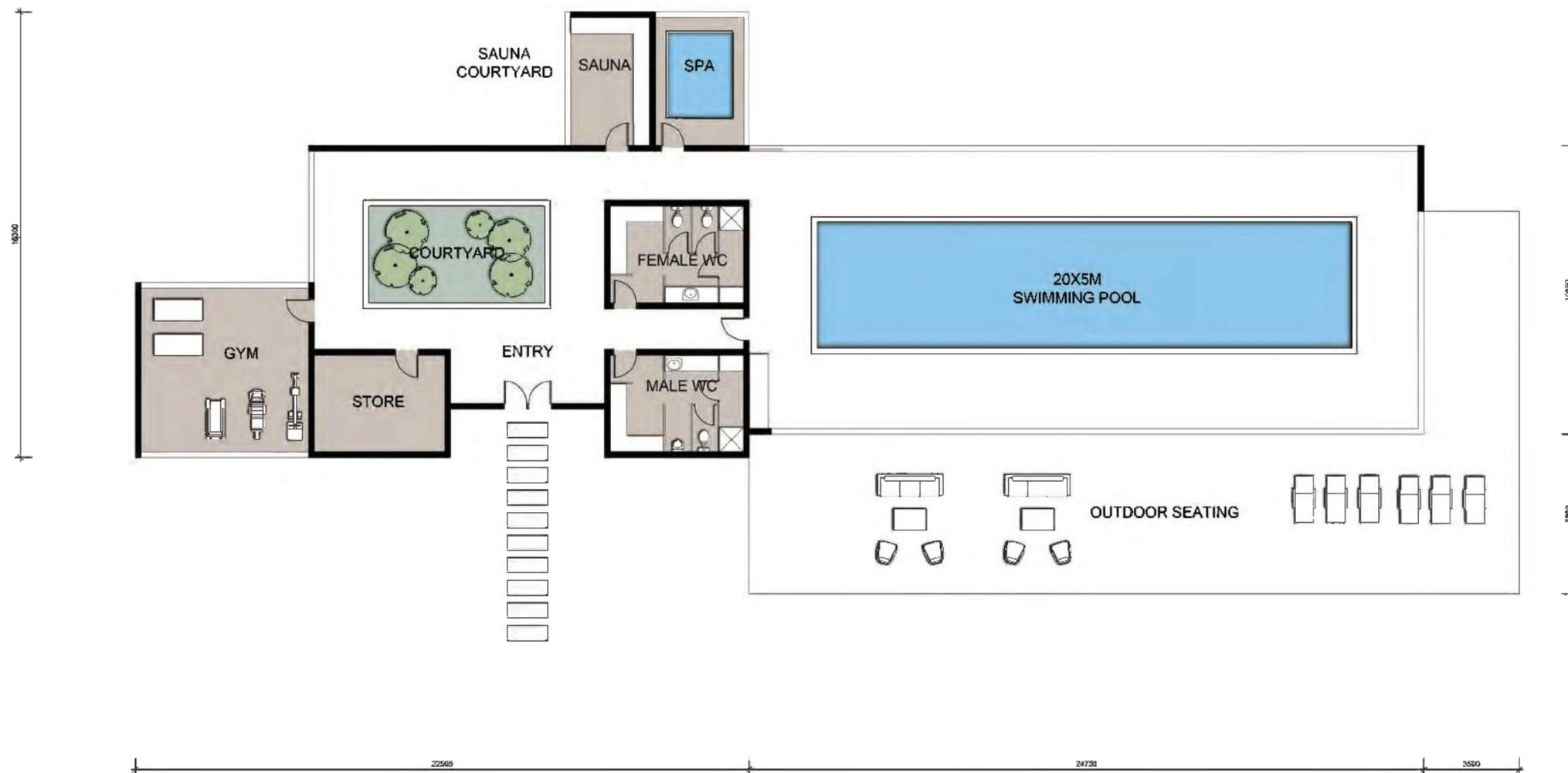
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Drawing Title
STAGING SITE PLAN
 Design Stage
TP
 Job No.
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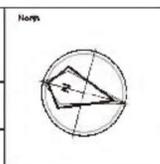
Date	Revision	No.	By	QA	Date	Revision	No.	By	QA
06/11/2020	DIMENSIONS ADDED	E	LM	CKA					
13/10/2020	SPA & SAUNA SHIFTED	D	LM	CKA					
11/09/2020	TENNIS COURT RELOCATED	C	LM	CKA					
03/09/2020	FLOOR PLAN UPDATED	B	LM	CKA					
03/09/2020	WELLNESS CENTRE SCHEME UPDATED	A	LM	CKA					

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

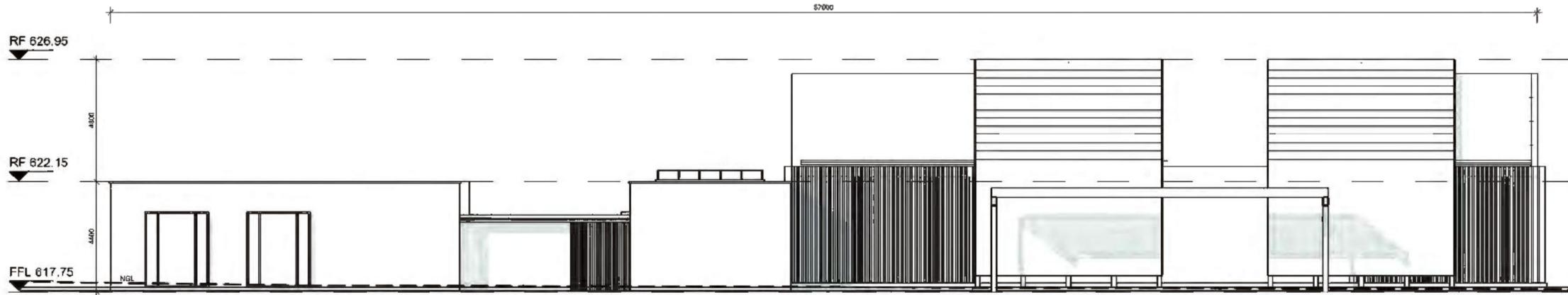
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Drawing Title
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 Design Stage
TP
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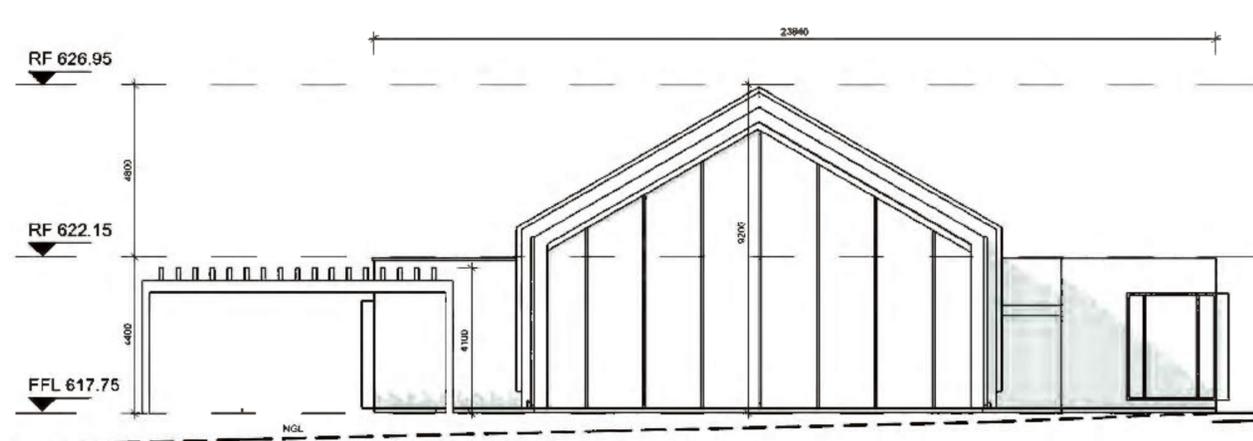


Drawing No. TP06	Rev. E
Scale 1:100 @ A1	Designed LM/K
Date Started 21/07/2020	Drawn LM
19035-TP06.DWG	

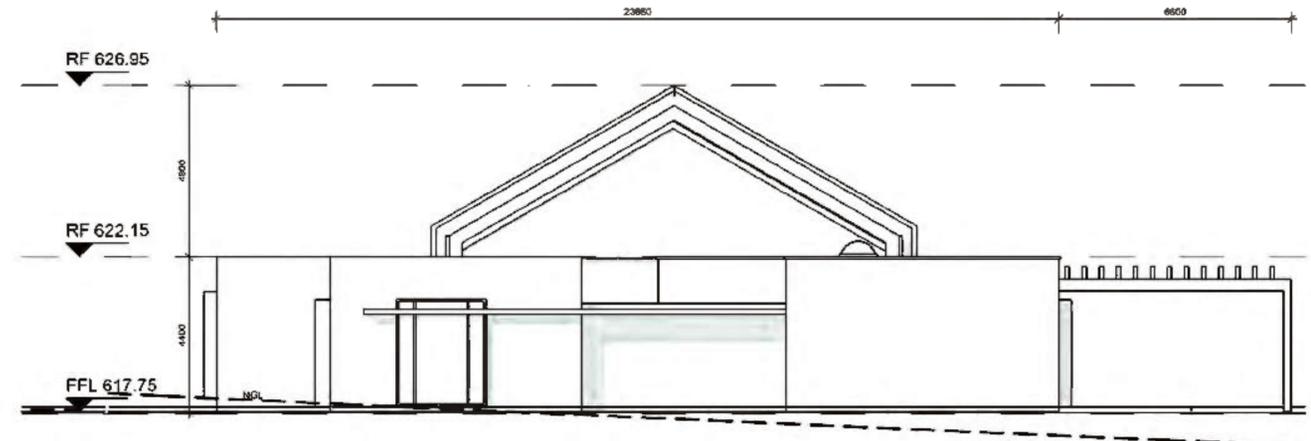
- CLADDING: DARK TIMBER CLADDING PAN/PI
- ROOF: DARK ALUMINIUM ROOF SHEETING
- WINDOW FRAMES: DARK COLOURED ALUMINIUM OR STEEL



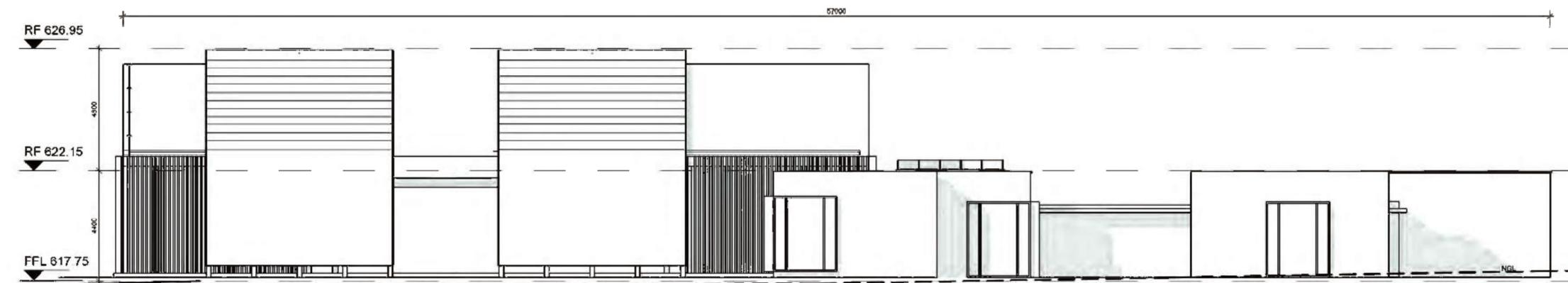
EAST ELEVATION 1:100



NORTH ELEVATION 1:100



SOUTH ELEVATION 1:100



WEST ELEVATION 1:100

Date	Revision	No.	By	QA	Date	Revision	No.	By	QA
23/11/2020	LEVELS & NGL ADDED TO ELEVATIONS	E	LM	CKA					
20/11/2020	Dimensions added to north elevation	D	LM	CKA					
04/11/2020	OVERALL ELEVATIONS UPDATED	C	LM	CKA					
22/09/2020	DETAIL ADDED TO ELEVATIONS	B	LM	CKA					
11/09/2020	TENNIS COURT & PAVILION RELOCATED	A	LM	CKA					

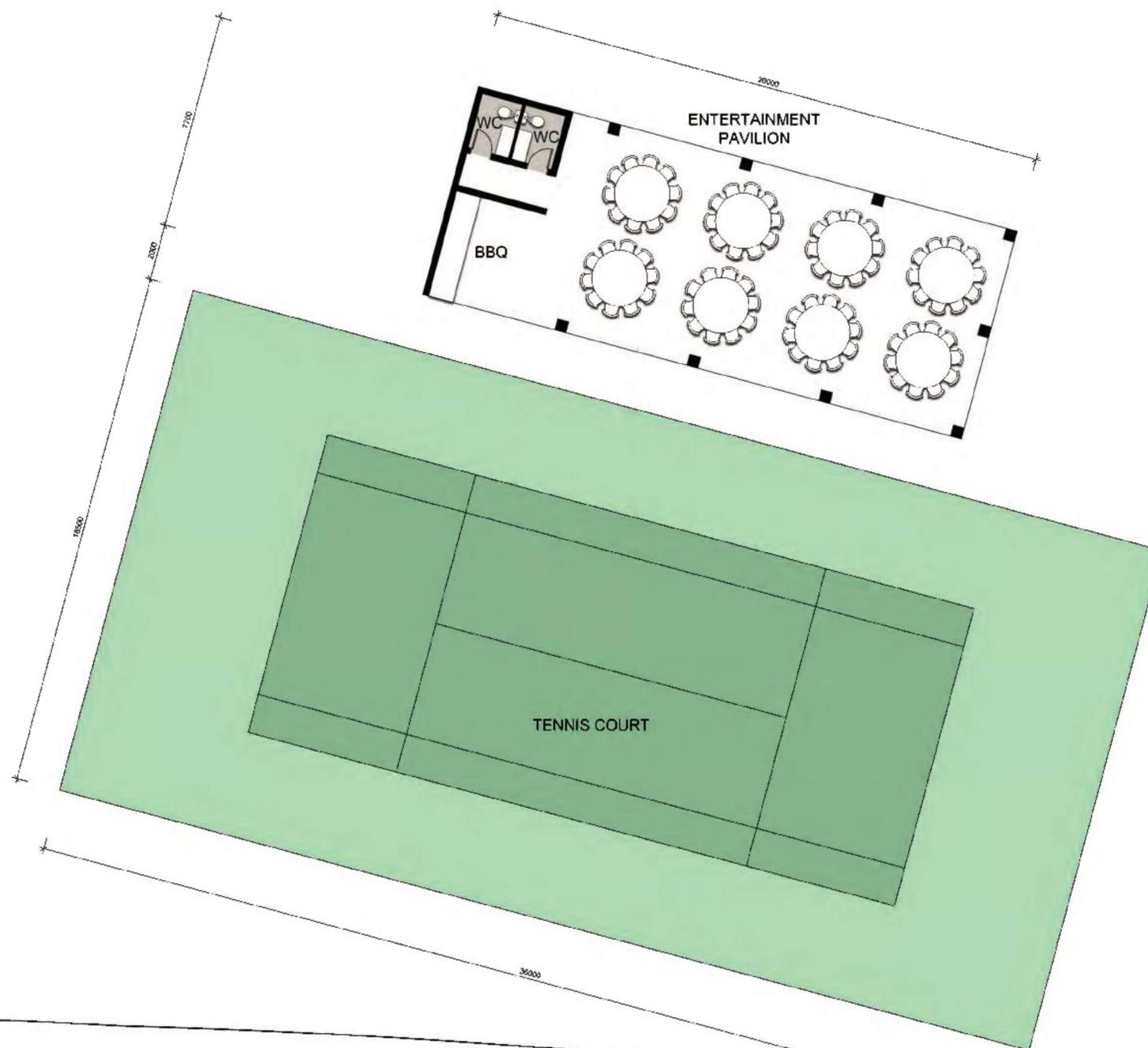
Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8858 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
WELLNESS CENTRE ELEVATIONS
 Design Stage
TP
 Job No.
19035
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North
 Drawing No.
TP07
 Scale
1:100 @ A1
 Date Started
21/07/2020
 19035-TP07.DWG
 Rev.
E
 Designed
LM/IK
 Drawn
LM



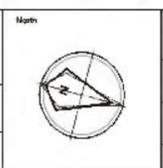
Date	Revision	No.	By	QA	Date	Revision	No.	By	QA
18/11/2020	DIMENSIONS ADDED	C	LM	CKA					
03/08/2020	PAVILION PLAN & LOCATION UPDATED	B	LM	CKA					
03/09/2020	WELLNESS CENTRE SCHEME UPDATED	A	LM	CKA					

CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1182 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
 JJH SPRING PTY LTD

Project
 MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

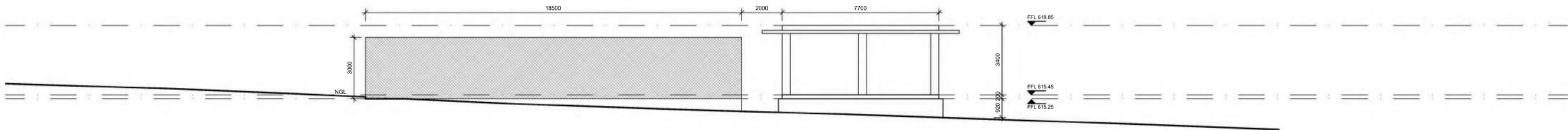
Drawing Title
 ENTERTAINMENT PAVILION &
 TENNIS COURT PLAN
Design Stage
 TP
Job No.
 19035



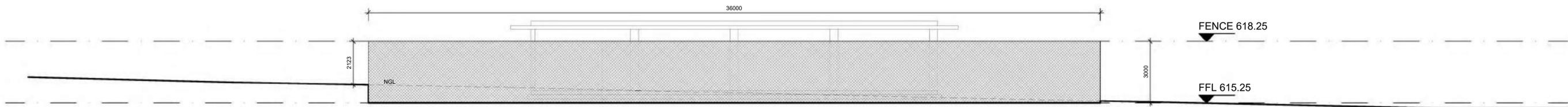
Drawing No.
 TP08
Scale
 1:100 @ A1
Date Started
 21/07/2020
19035-TP08.DWG

Rev.
 C
Designer
 LM/IK
Drawn
 LM

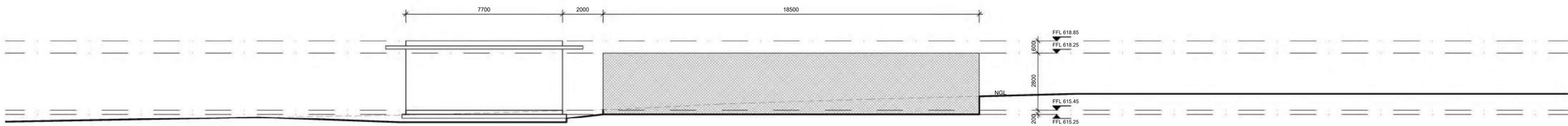
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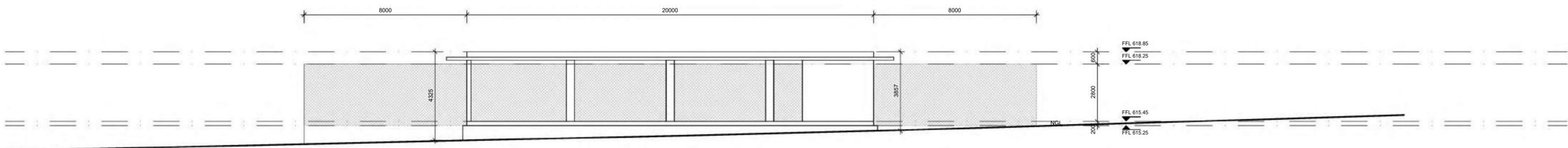
1 NORTH ELEVATION
SCALE 1:100



2 EAST ELEVATION
SCALE 1:100



3 SOUTH ELEVATION
SCALE 1:100



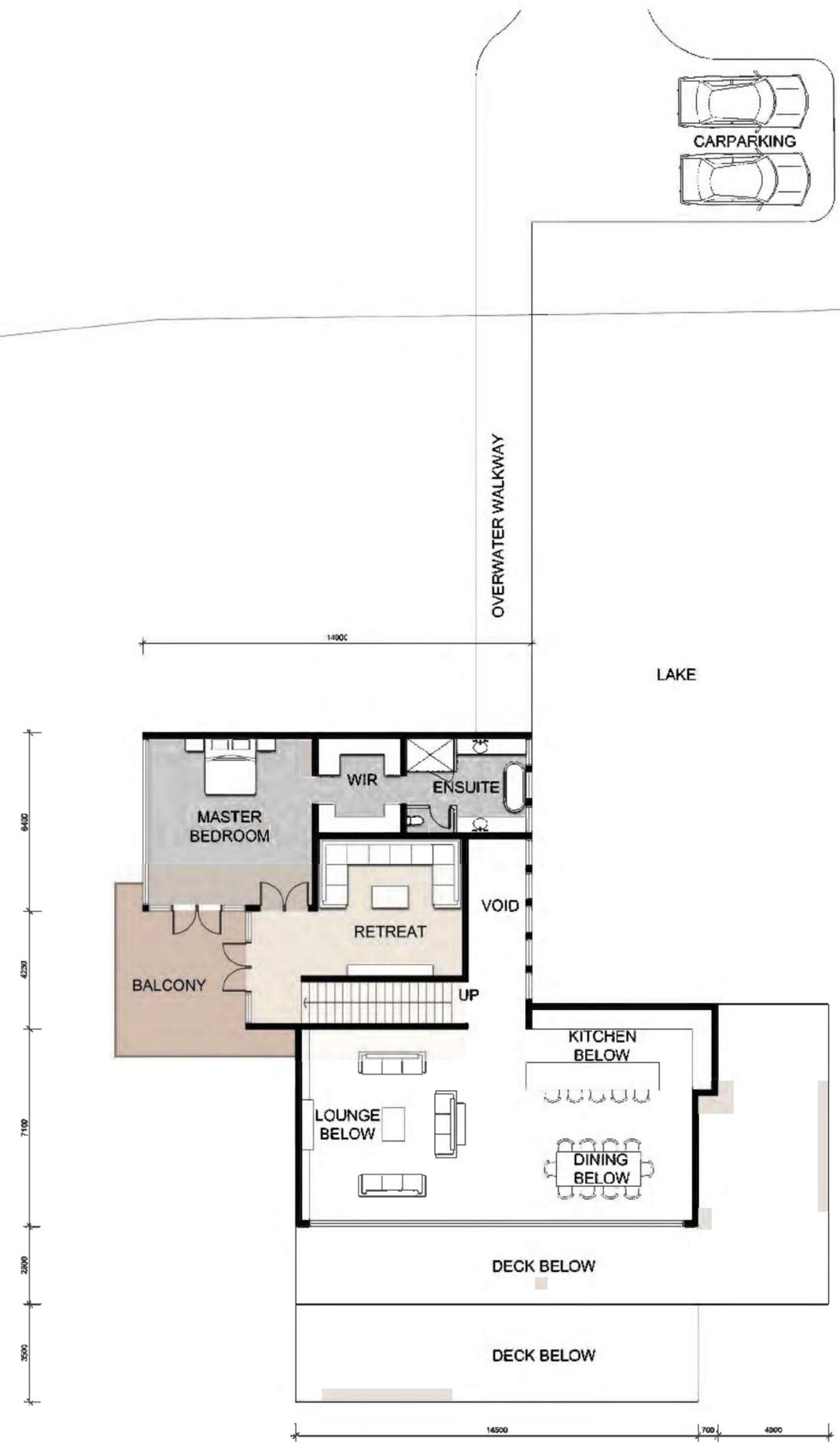
4 WEST ELEVATION
SCALE 1:100

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Date	Revision	No.	By	QA	Date	Revision	No.	By	QA																																														
27/11/2020	LEVELS ADDED TO ELEVATIONS	B	LM	CKA																																																			
05/11/2020	DIMENSIONS ADDED, SCALE CHANGED	A	LM	CKA																																																			
										Scale 1:100 @ A1		Designed LM/IK																																											
										Date Started 21/07/2020		Drawn LM																																											
										19035-TP09.DWG																																													

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1 GROUND FLOOR PLAN
SCALE 1:200



2 FIRST FLOOR PLAN
SCALE 1:200

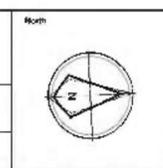
Date	Revision	No.	By	QA	Date	Revision	No.	By	QA
06/11/2020	DIMENSIONS ADDED	A	LM	CKA					

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
GUEST HOUSE FLOOR PLANS
 Design Stage
TP
 Job No
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Drawing No. TP10	Rev. A
Scale 1:100 @ A1	Designed LM/K
Date Started 21/07/2020	Drawn LM
19035-TP10.DWG	



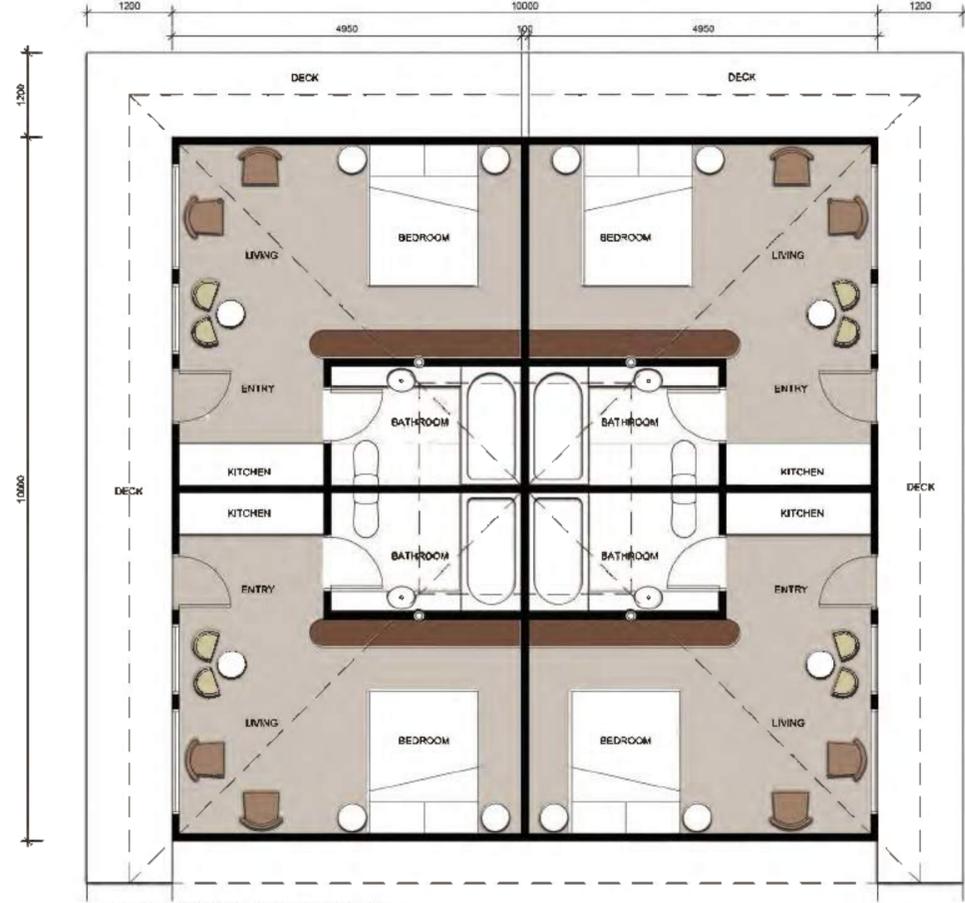
1 UNIT PLAN TYPE A
SCALE 1:50 @ A1



2 UNIT PLAN TYPE B
SCALE 1:50 @ A1



3 UNIT PLAN TYPE C
SCALE 1:50 @ A1



4 UNIT PLAN TYPE D
SCALE 1:50 @ A1

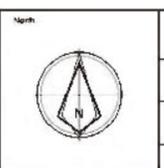
Date	Revision	No.	By	QA	Date	Revision	No.	By	QA
26/10/2020	COLOURED ADDED TO PLANS	A	LM	CKA					

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8859 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

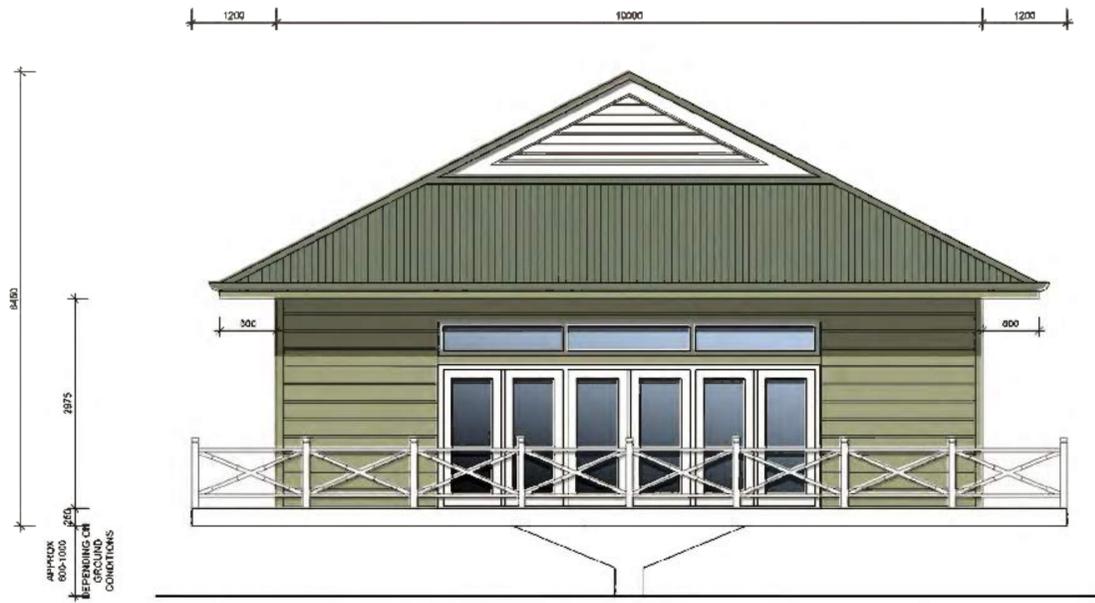
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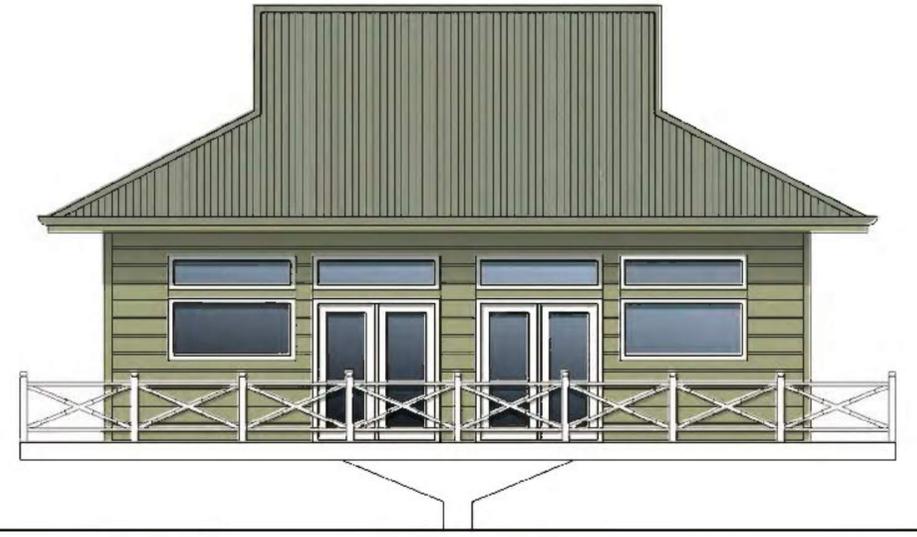
Drawing Title
RESIDENTIAL HOTEL UNIT PLANS
 Design Stage
TP
 Job No.
19035
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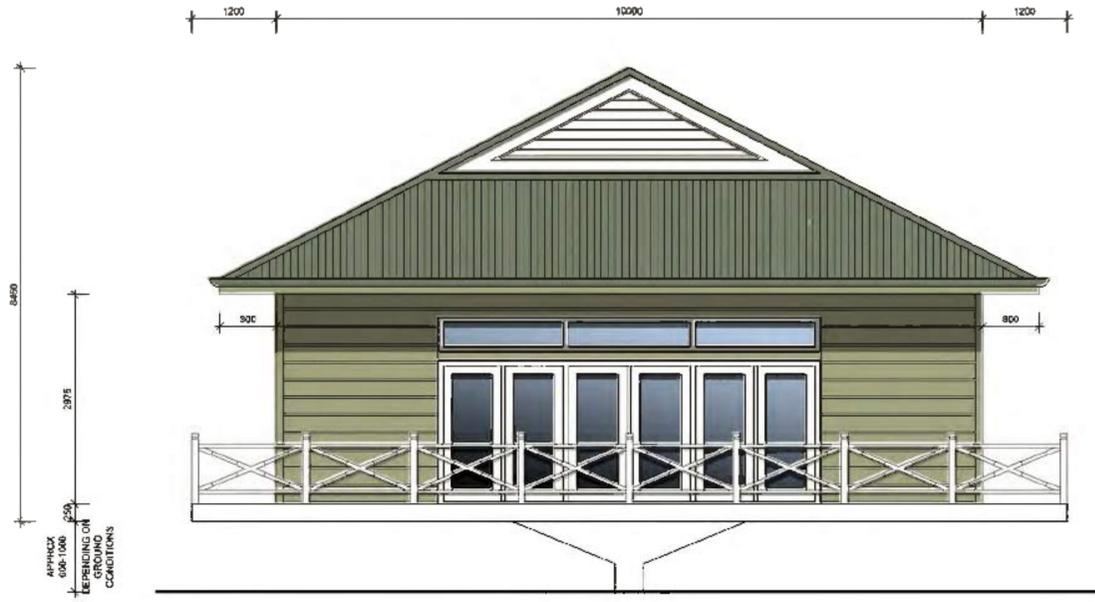
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Scale 1:50 @ A1	Designed LM/KK
Date Started 21/07/2020	Drawn LM
19035-TP11.DWG	



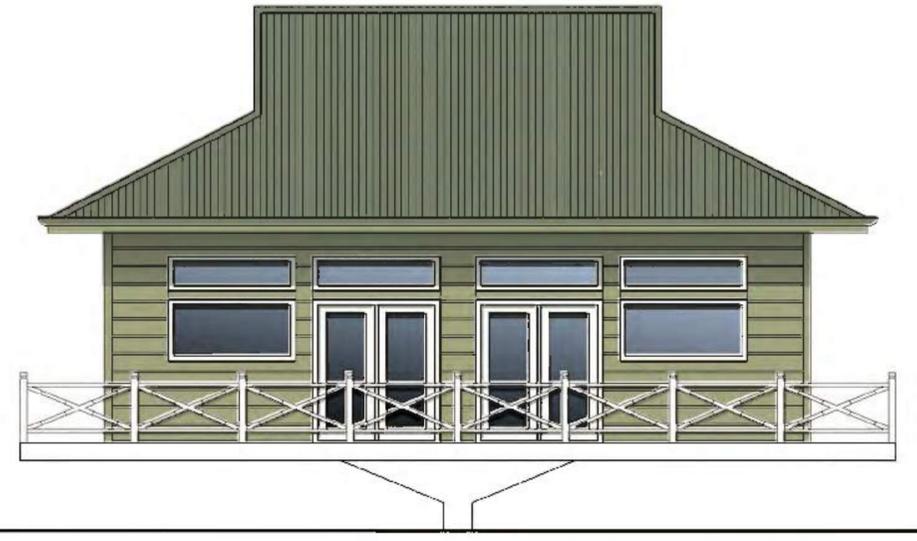
1 UNIT TYPE 1 ELEVATION A
SCALE 1:50 @ A1



2 UNIT TYPE 1 ELEVATION B
SCALE 1:50 @ A1



3 UNIT TYPE 1 ELEVATION C
SCALE 1:50 @ A1



4 UNIT TYPE 1 ELEVATION D
SCALE 1:50 @ A1

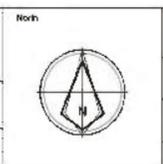
Date	Revision	No.	By	QA	Date	Revision	No.	By	QA

Architect
CAULFIELD KRIVANEK ARCHITECTURE
ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
1192 Toorak Road Camberwell VIC 3124 Australia
Telephone +81 3 8658 4000
Email info@ckagroup.com.au
Website www.ckagroup.com.au

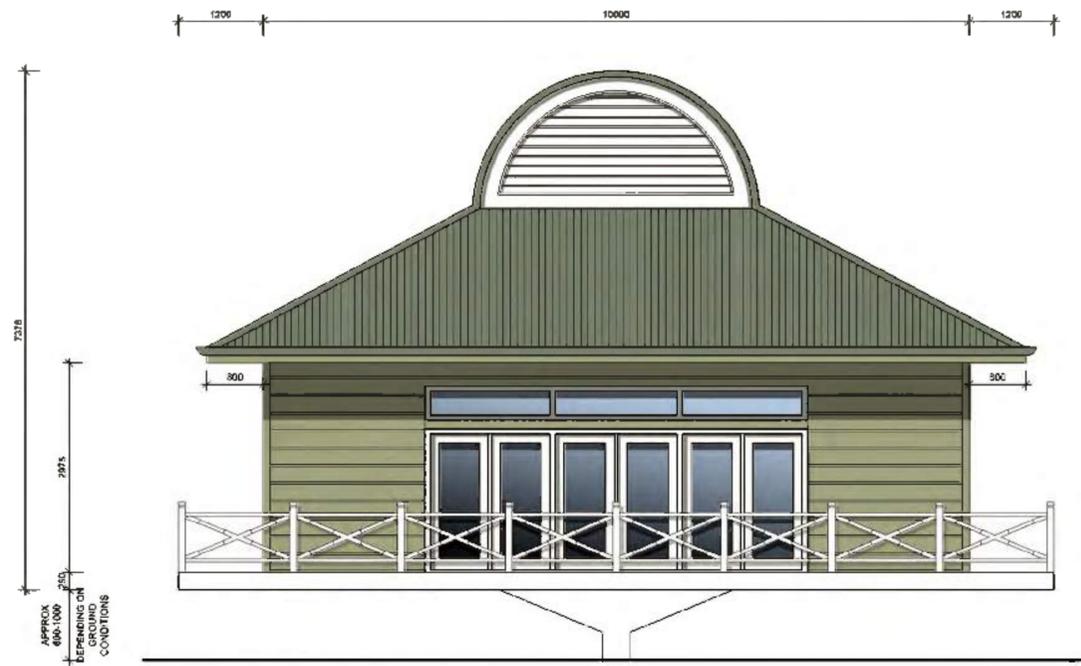
Client
JJH SPRING PTY LTD

Project
MANNA LAKE
Address
**254 DAYLESFORD-TRENTHAM RD,
DAYLESFORD**

Drawing Title
**RESIDENTIAL HOTEL UNIT
ELEVATIONS**
Design Stage
TP
Job No.
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Drawing No. TP13	Rev. -
Scale 1:50 @ A1	Designed LM/K
Date Issued 21/07/2020	Drawn LM
19035-TP13.DWG	



1 UNIT TYPE 2 ELEVATION A
SCALE 1:50 @ A1



2 UNIT TYPE 2 ELEVATION B
SCALE 1:50 @ A1



3 UNIT TYPE 2 ELEVATION C
SCALE 1:50 @ A1



4 UNIT TYPE 2 ELEVATION D
SCALE 1:50 @ A1

Date	Revision	No.	By	QA	Date	Revision	No.	By	QA

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Trotrak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8858 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

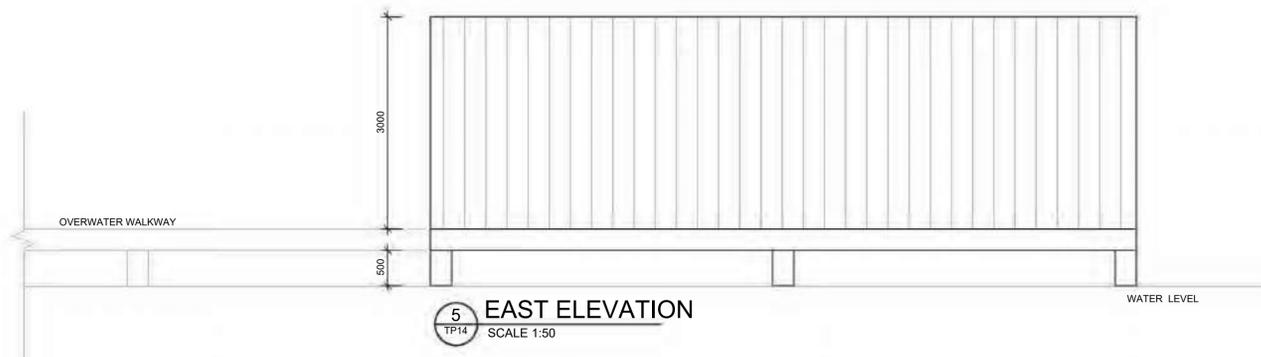
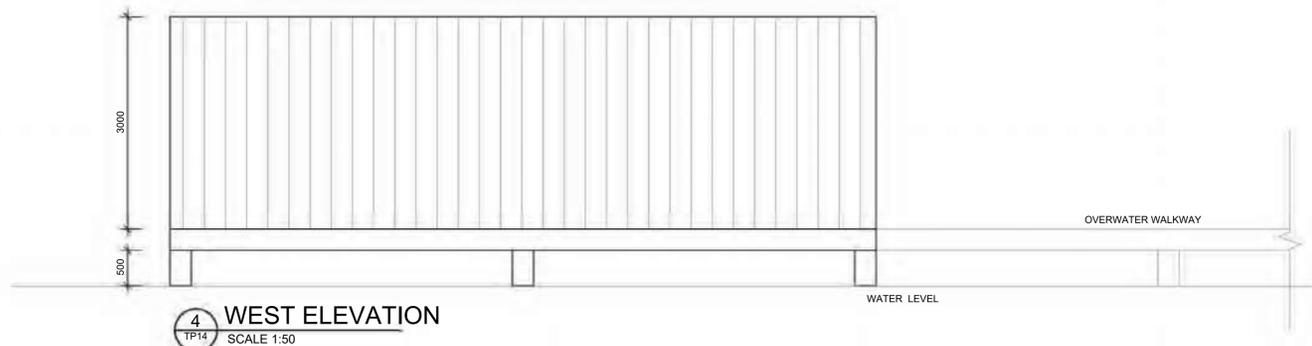
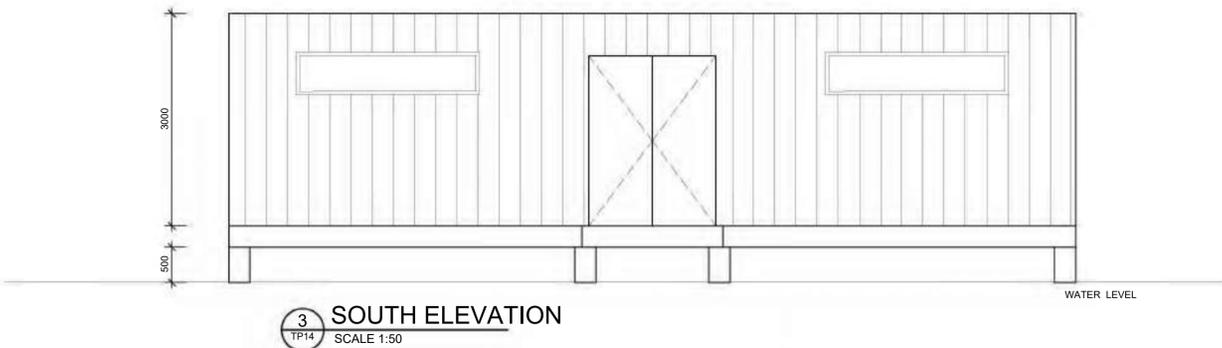
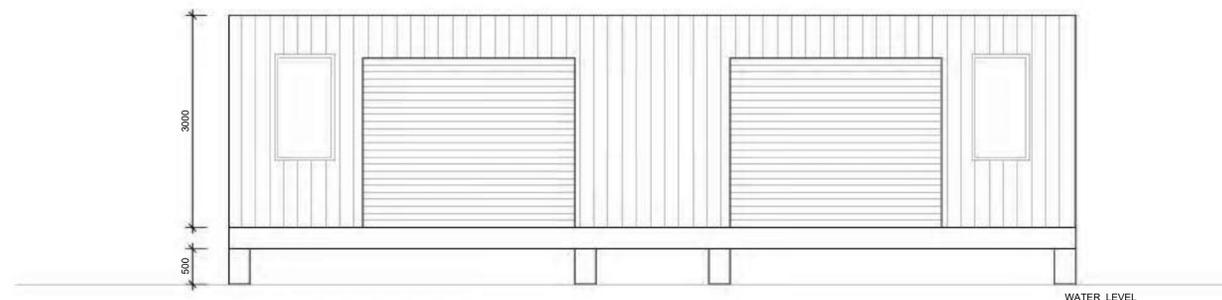
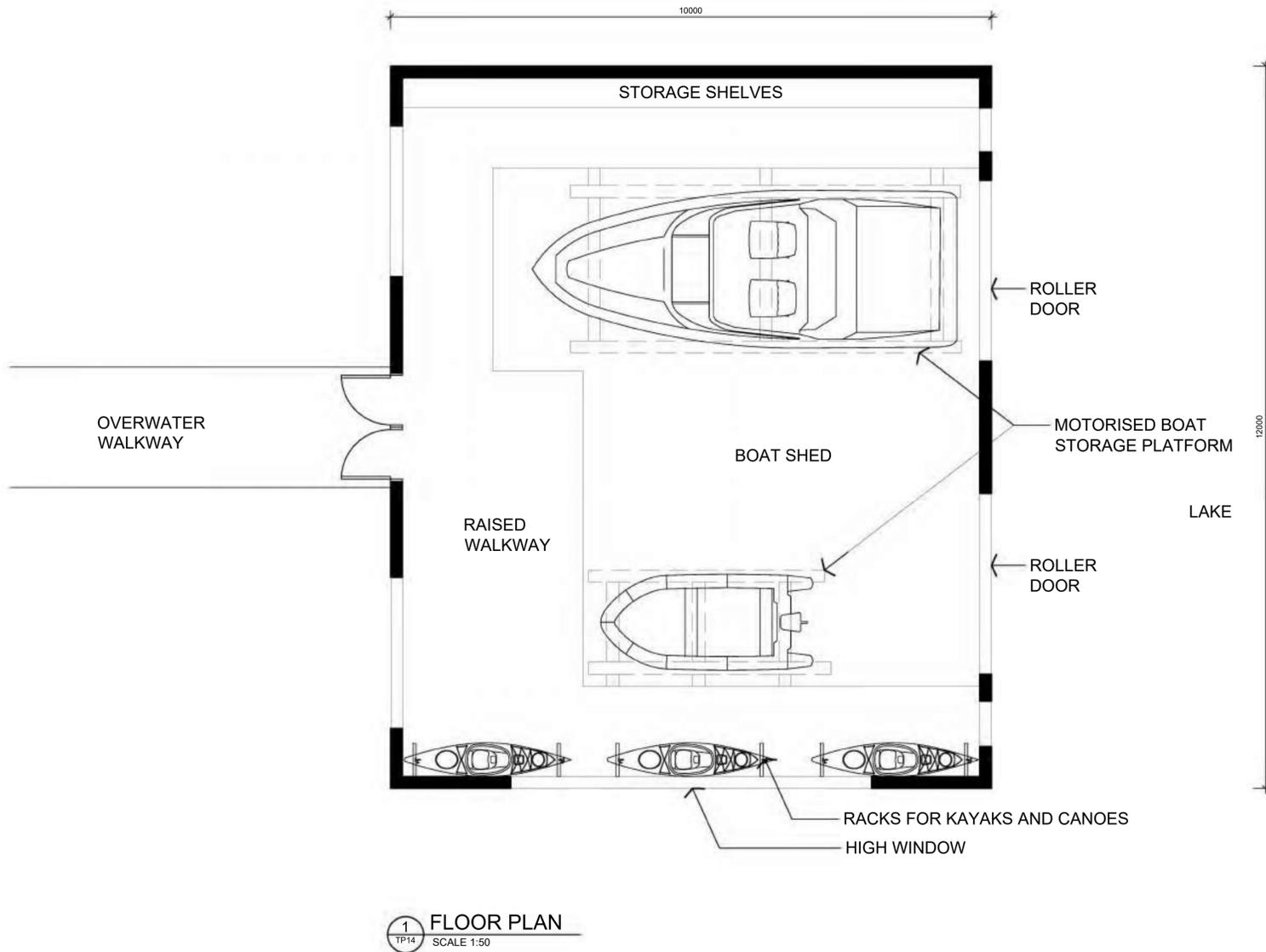
Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
RESIDENTIAL HOTEL UNIT ELEVATIONS
 Design Stage
TP
 Job No.
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Drawing No. TP14	Rev. -
Scale 1:50 @ A1	Designer LM/IK
Date Issued 21/07/2020	Drawn LM
19035-TP14.DWG	



Date	Revision	No.	By	QA	Date	Revision	No.	By	QA
16/10/2020	JET SKIS REMOVED FROM BOAT SHED	A	LM	CKA					

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

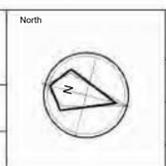
Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
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Drawing Title
BOAT HOUSE PLAN & ELEVATIONS

Design Stage
TP

Job No.
19035

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Drawing No.
TP15

Scale
1:50 @A1

Date Started
21/07/2020

19035-TP15.DWG

Rev.
A

Designed
LM

Drawn
SY

ALL CARPARKS TO BE UNSEALED
GRAVEL CARPARKS

CARPARK 1 = 47 PARKS

CARPARK 2 = 17 PARKS

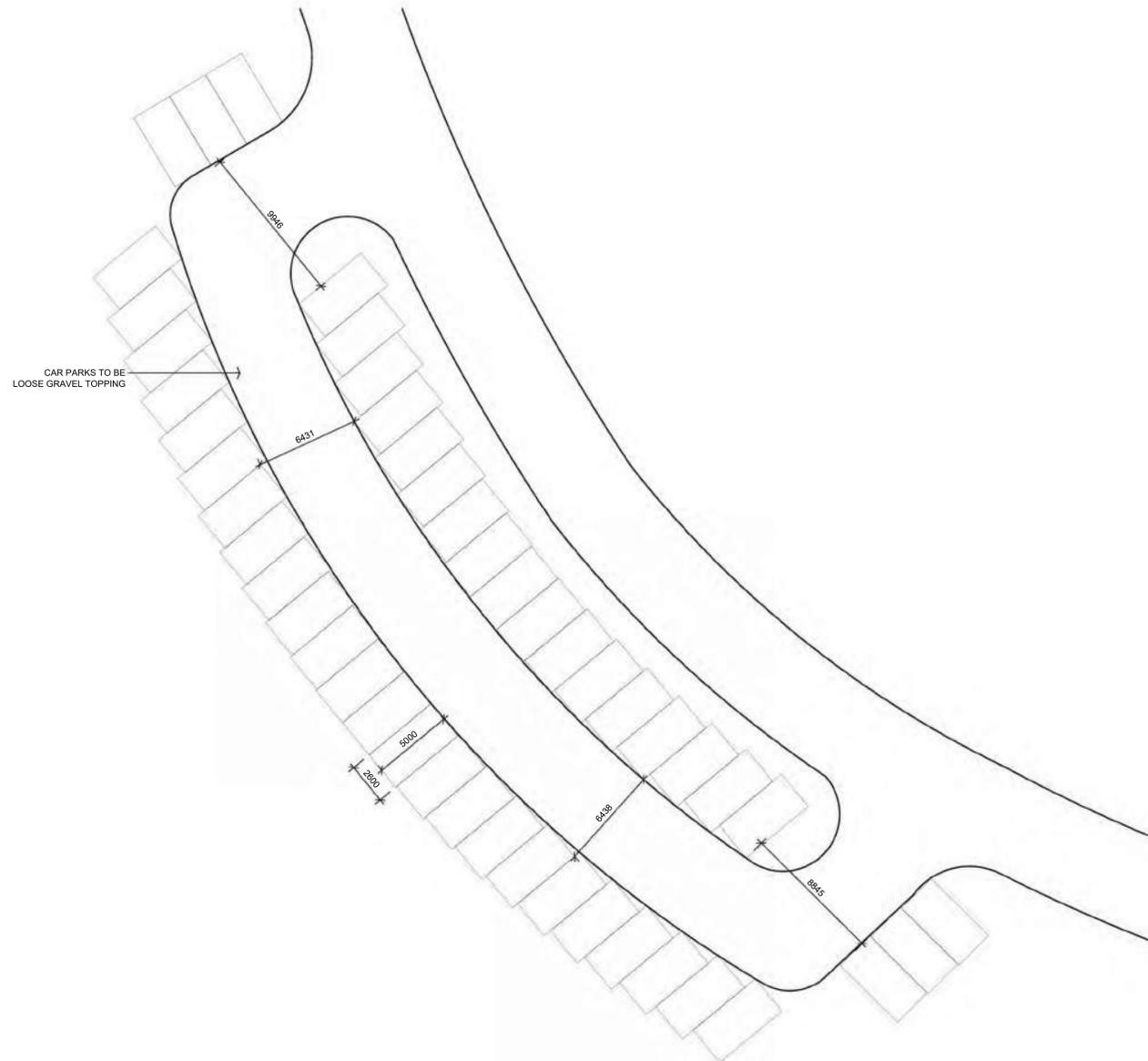
CARPARK 3 = 30 PARKS

CARPARK 4 = 6 PARKS

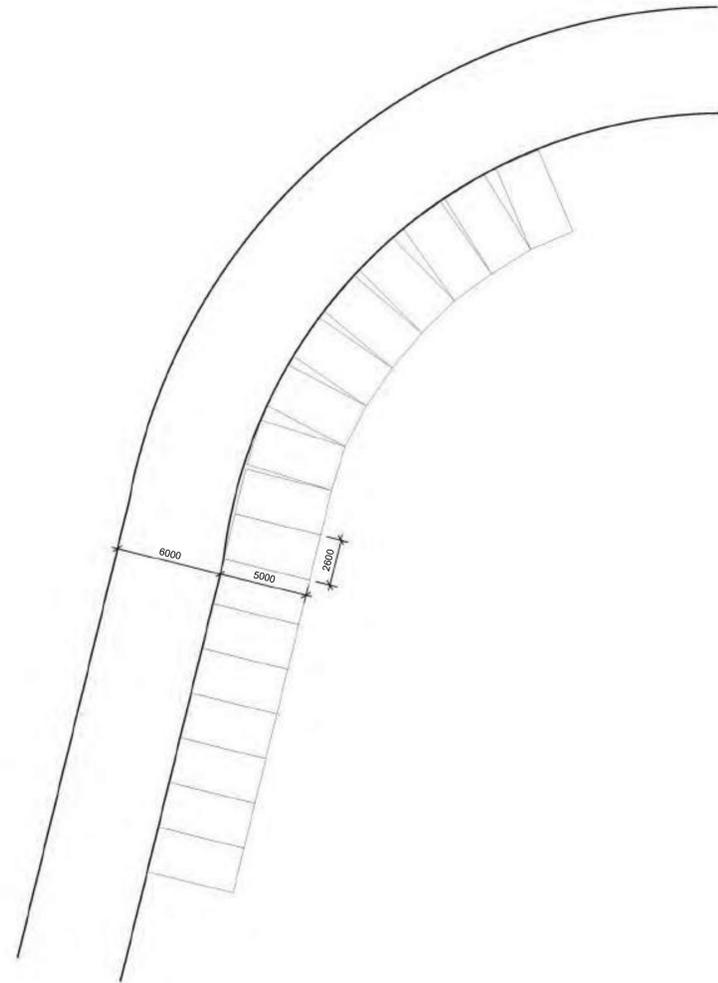
CARPARK 5 = 3 PARKS

CARPARK 6 = 2 PARKS

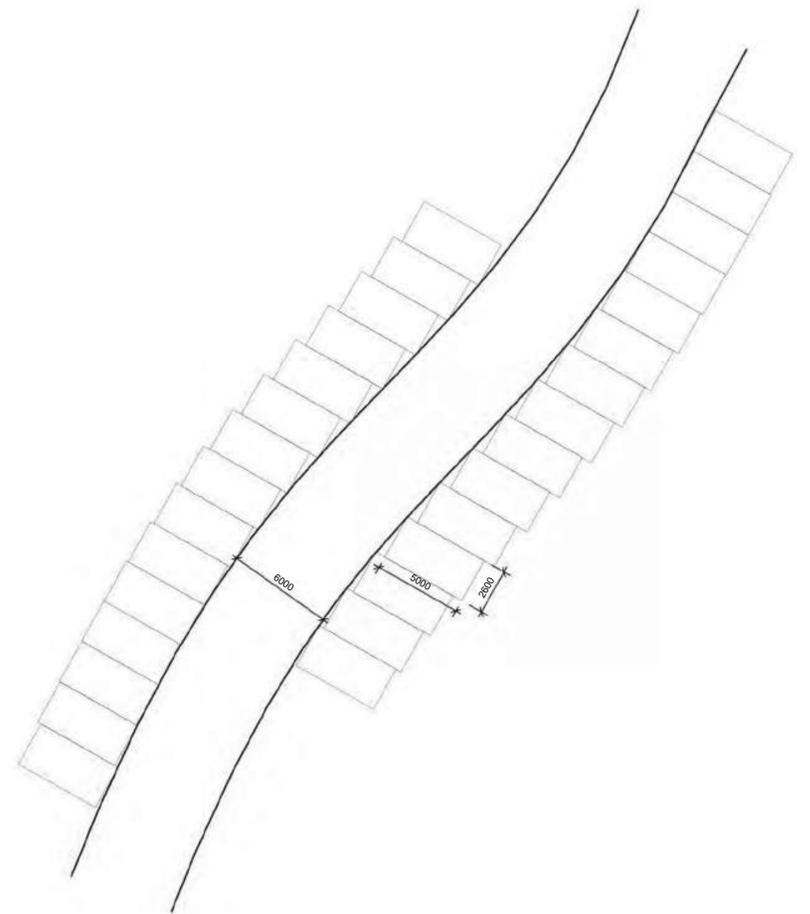
TOTAL CARPARKS = 105 PARKS



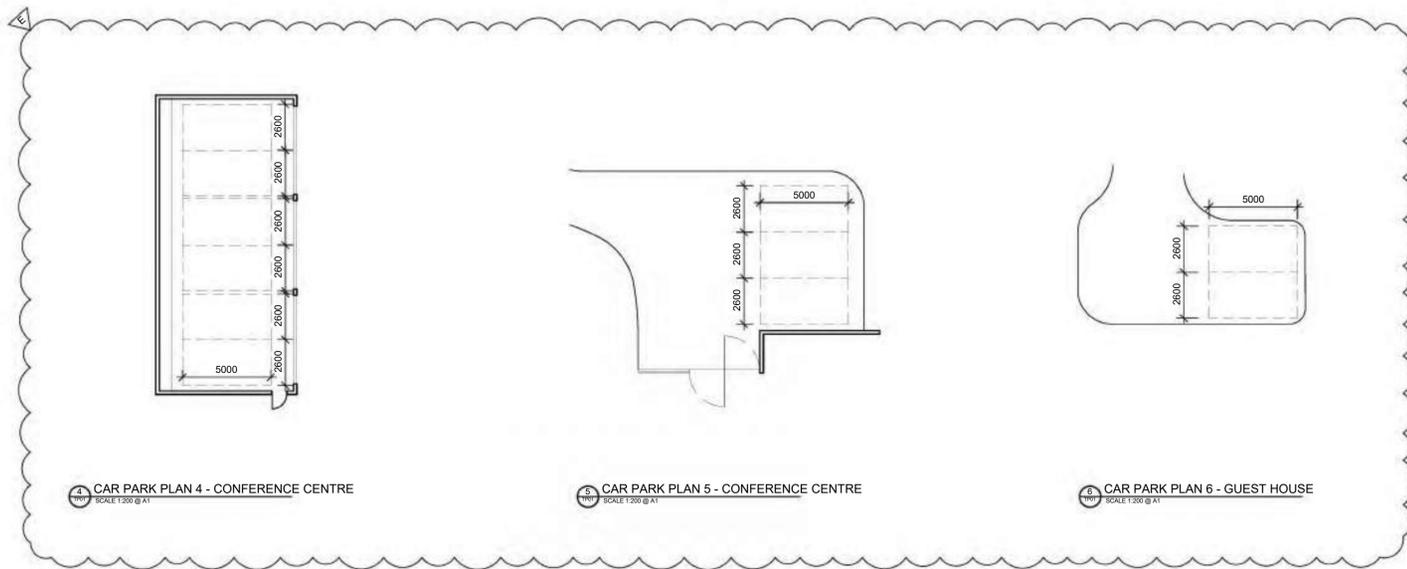
1 CAR PARK PLAN 1
SCALE 1:200 @ A1



2 CAR PARK PLAN 2
SCALE 1:200 @ A1



3 CAR PARK PLAN 3
SCALE 1:200 @ A1



4 CAR PARK PLAN 4 - CONFERENCE CENTRE
SCALE 1:200 @ A1

5 CAR PARK PLAN 5 - CONFERENCE CENTRE
SCALE 1:200 @ A1

6 CAR PARK PLAN 6 - GUEST HOUSE
SCALE 1:200 @ A1

Date	Revision	No.	By	QA
25/11/2020	CARKS 4, 5 & 6 ADDED	E	LM	CKA
04/11/2020	CARPARK LEGEND UPDATED	D	LM	CKA
26/10/2020	CARPARK PLAN 3 UPDATED	C	LM	CKA
01/10/2020	MAINTENANCE SHED MOVED TO TP16	B	LM	CKA

Architect
CAULFIELD KRIVANEK ARCHITECTURE
ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
1192 Toorak Road Camberwell VIC 3124 Australia
Telephone +61 3 8658 4000
Email info@ckagroup.com.au
Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
Address
254 DAYLESFORD-TRENTHAM RD,
DAYLESFORD

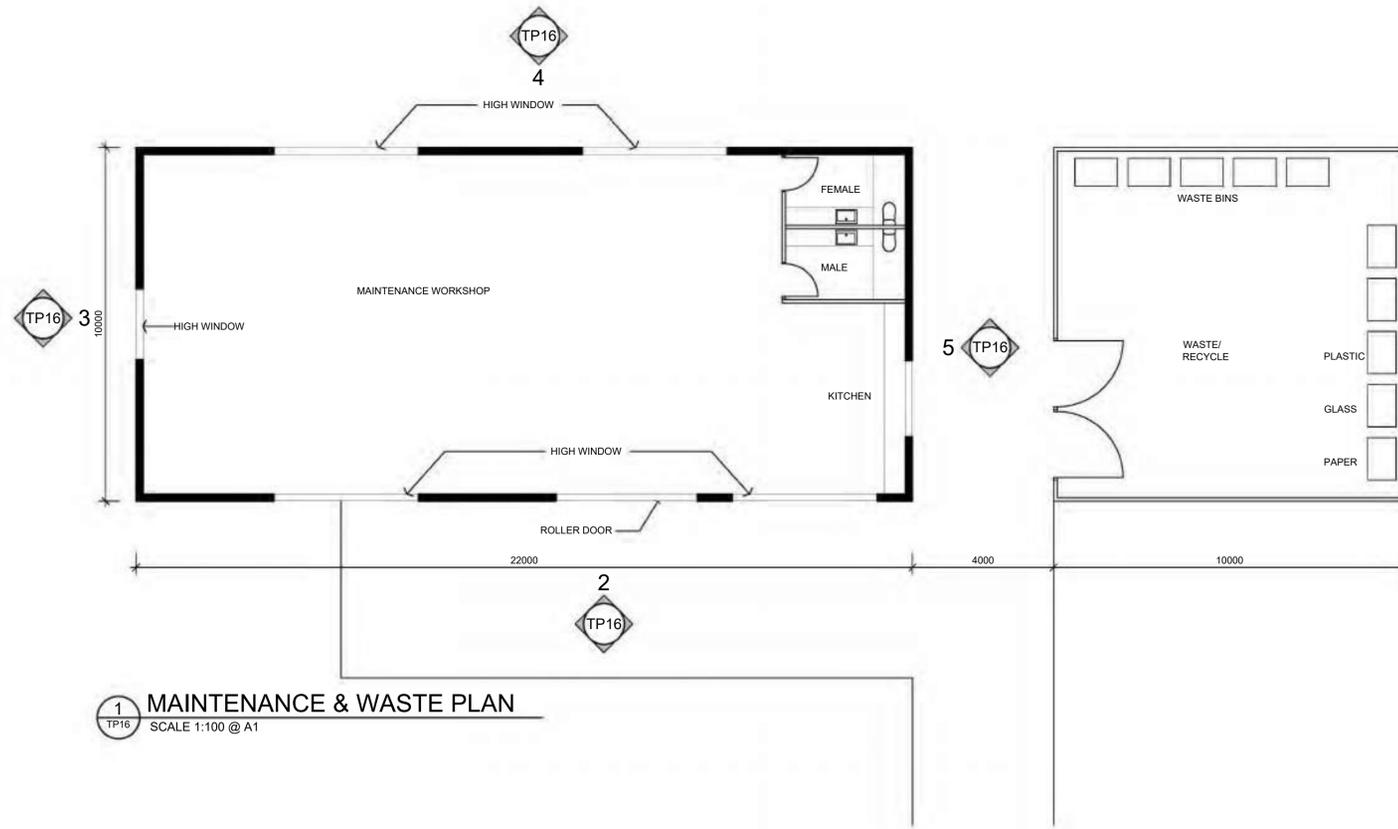
Drawing Title
CAR PARK PLANS
Design Stage
TP
Job No.
19035

North

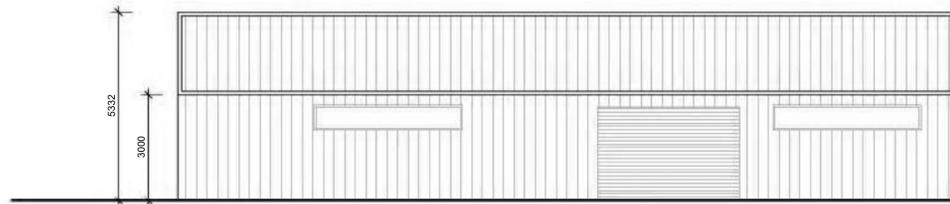
Drawing No.
TP16
Scale
AS SHOWN
Date Started
21/07/2020
19035-TP16.DWG

Rev.
E
Designed
LM/IK
Drawn
LM

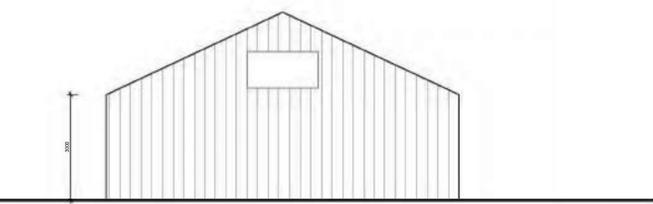
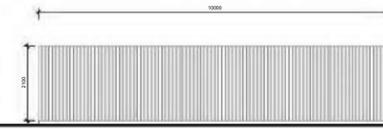
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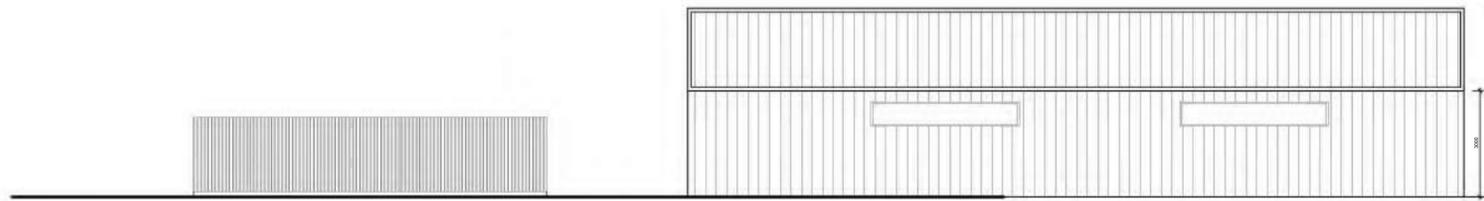
1 MAINTENANCE & WASTE PLAN
 TP16 SCALE 1:100 @ A1



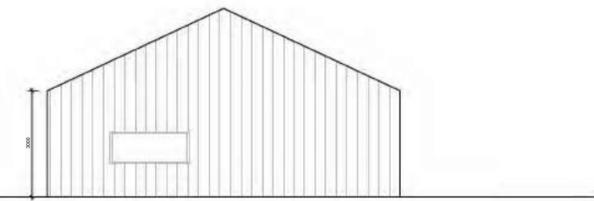
2 MAINTENANCE & WASTE ELEVATION 2
 TP16 SCALE 1:100 @ A1



3 MAINTENANCE & WASTE ELEVATION 3
 TP16 SCALE 1:100 @ A1



4 MAINTENANCE & WASTE ELEVATION 4
 TP16 SCALE 1:100 @ A1



5 MAINTENANCE & WASTE ELEVATION 5
 TP16 SCALE 1:100 @ A1

										Architect CAULFIELD KRIVANEK ARCHITECTURE ARCHITECTS / PLANNERS / INTERIOR DESIGNERS 1192 Toorak Road Camberwell VIC 3124 Australia Telephone +61 3 8658 4000 Email info@ckagroup.com.au Website www.ckagroup.com.au		Client JJH SPRING PTY LTD		Project MANNA LAKE Address 254 DAYLESFORD-TRENTHAM RD, DAYLESFORD		Drawing Title MAINTENANCE & WASTE PLAN AND ELEVATIONS Design Stage TP		Job No. 19035		North		Drawing No. TP17 Scale 1:100 @A1 Date Started 21/07/2020 19035-TP17.DWG		Rev. - Designed LM Drawn SY	
Date	Revision	No.	By	QA	Date	Revision	No.	By	QA																

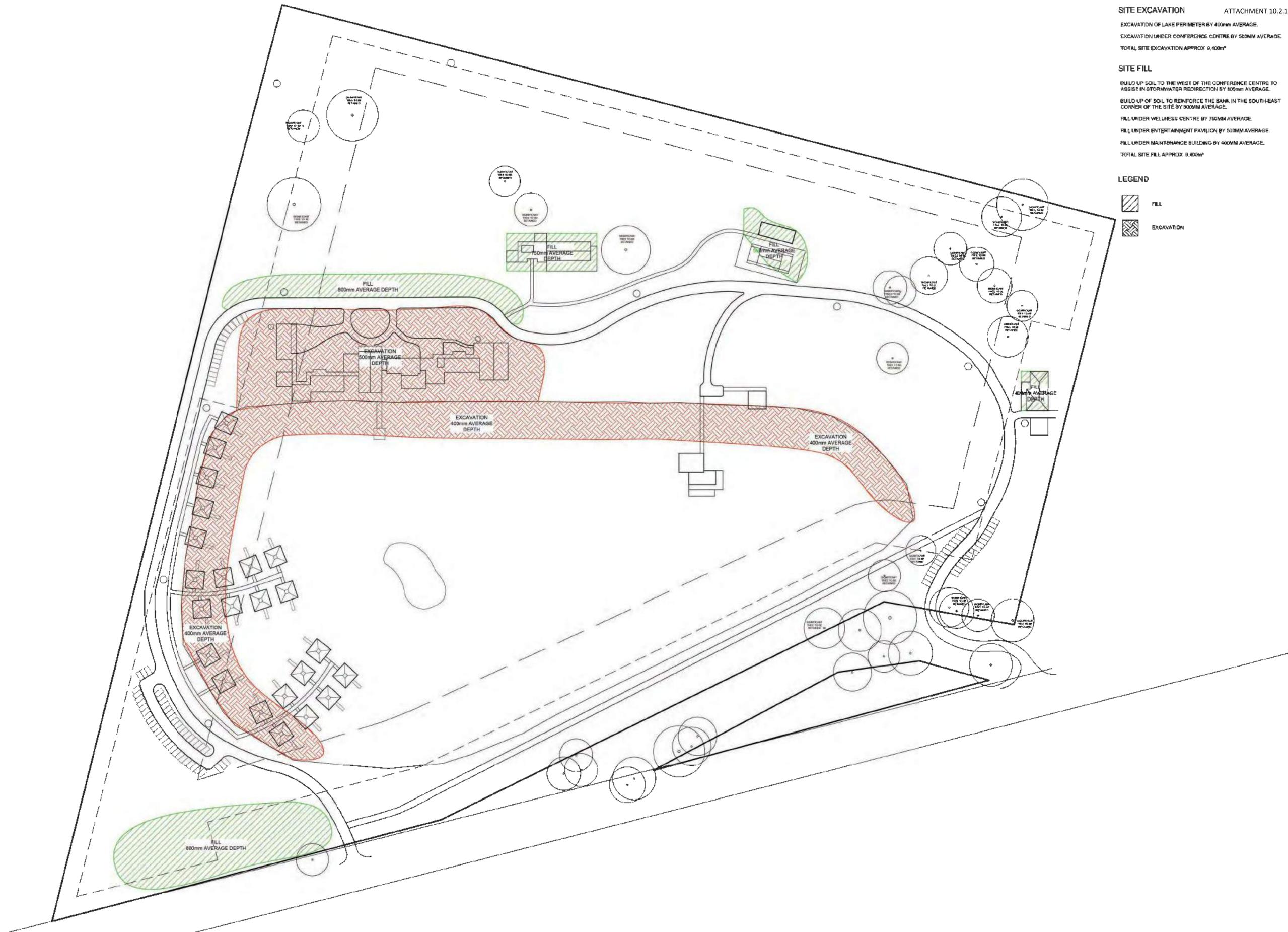
EXCAVATION OF LAKE PERIMETER BY 400mm AVERAGE.
 EXCAVATION UNDER CONFERENCE CENTRE BY 500MM AVERAGE.
 TOTAL SITE EXCAVATION APPROX 9,400m²

SITE FILL

BUILD UP SOIL TO THE WEST OF THE CONFERENCE CENTRE TO ASSIST IN STORMWATER REDIRECTION BY 800mm AVERAGE.
 BUILD UP OF SOIL TO REINFORCE THE BANK IN THE SOUTH-EAST CORNER OF THE SITE BY 800MM AVERAGE.
 FILL UNDER WELLNESS CENTRE BY 750MM AVERAGE.
 FILL UNDER ENTERTAINMENT PAVILION BY 500MM AVERAGE.
 FILL UNDER MAINTENANCE BUILDING BY 400MM AVERAGE.
 TOTAL SITE FILL APPROX 9,400m²

LEGEND

-  FILL
-  EXCAVATION



Date	Revision	No.	By	QA	Date	Revision	No.	By	QA
01/11/2020	FILL AND EXCAVATION UPDATED	B	LM	CKA					
28/10/2020	BERM ADJACENT TO HOUSE UPDATED	A	LM	CKA					

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

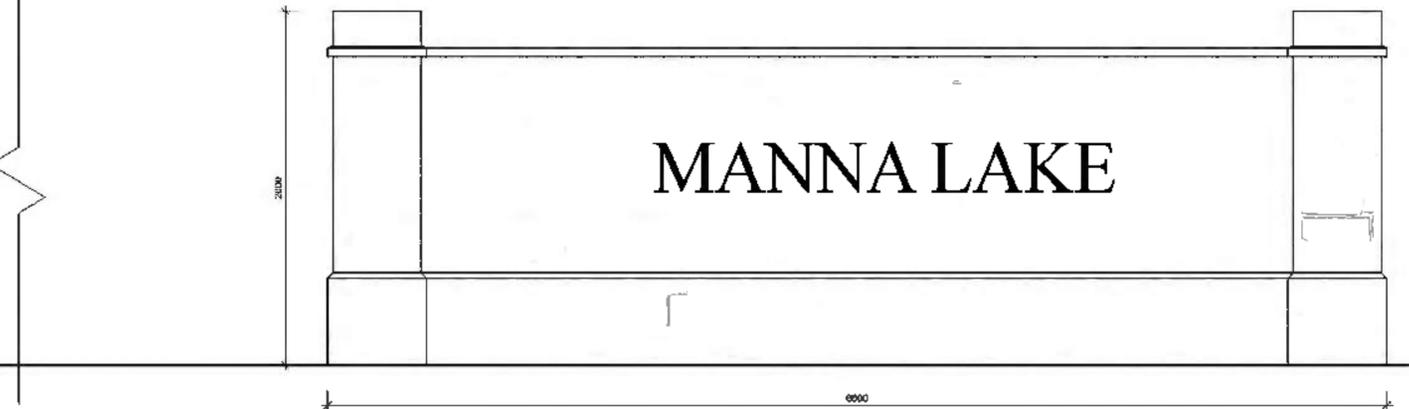
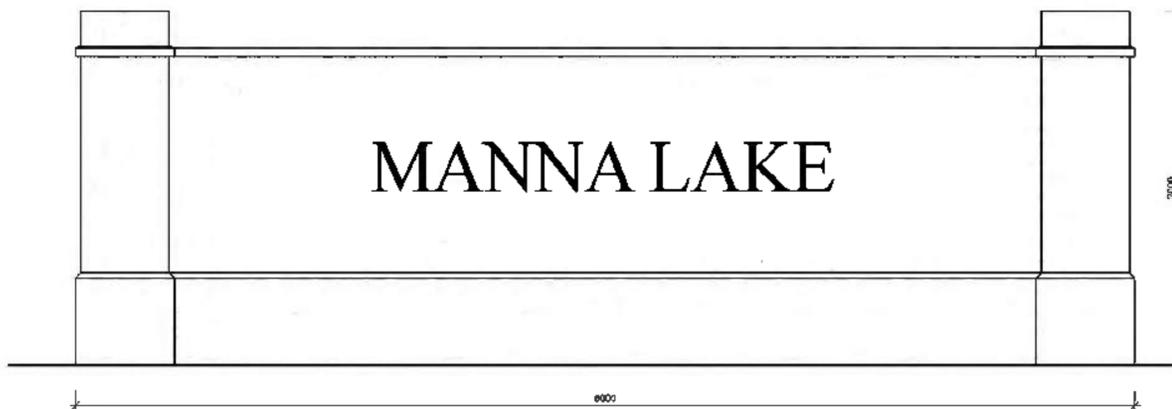
Client
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Project
MANNA LAKE
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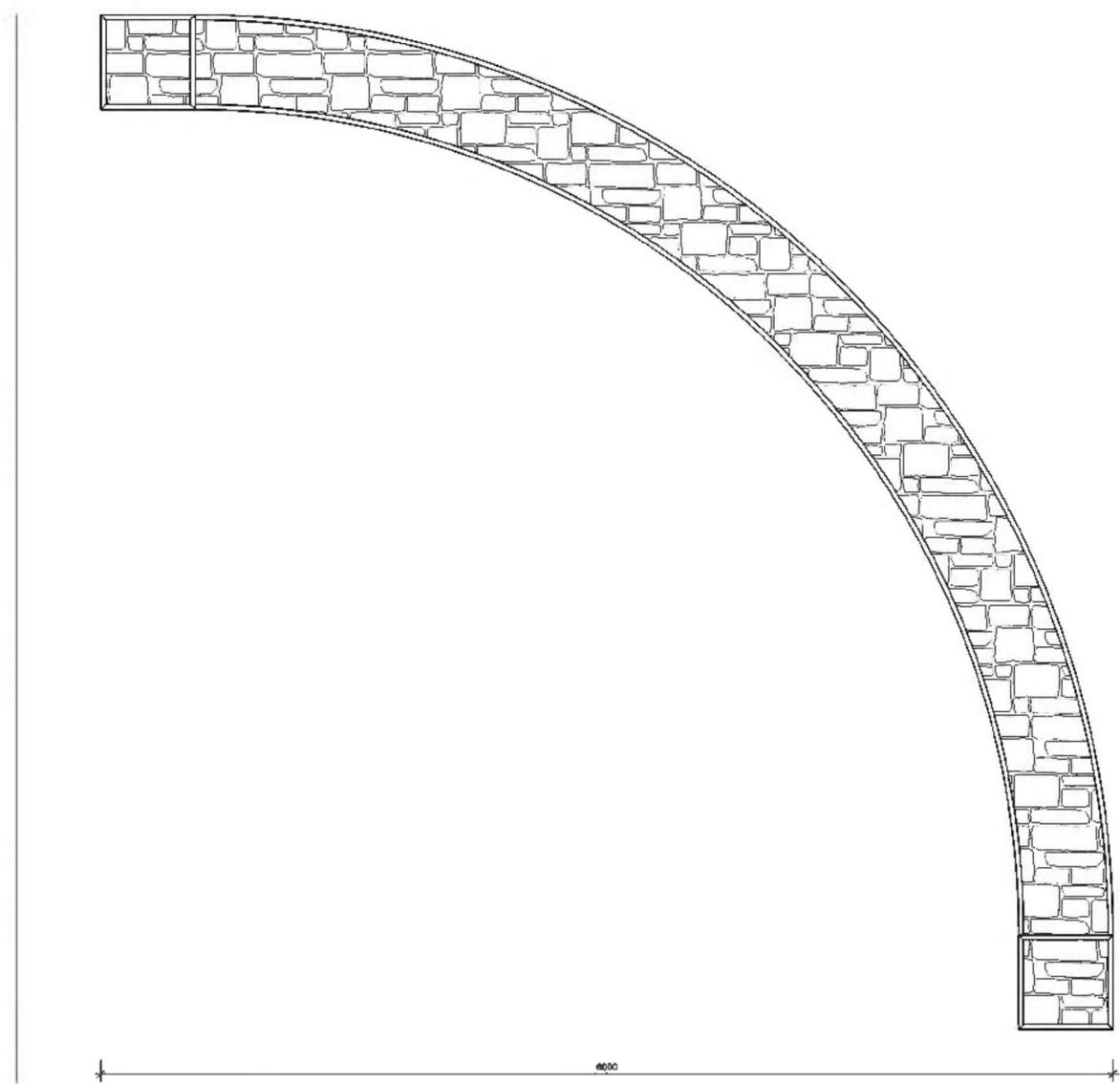
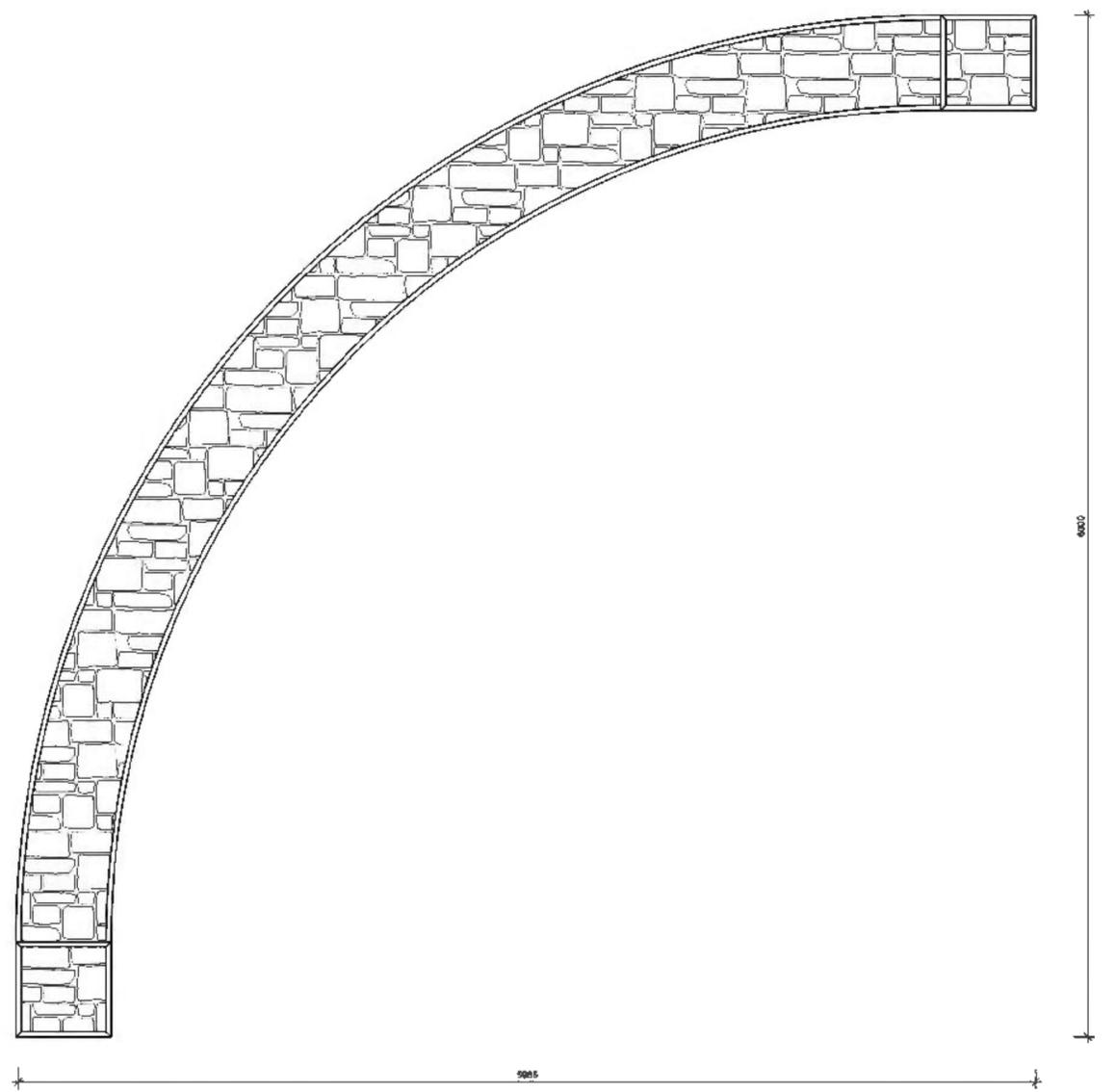
Drawing Title
EXCAVATION PLAN
 Design Stage
 TP
 Job No
 19035

North

 Drawing No
TP18
 Scale
 1:1000 @ A1
 Date Issued
 21/07/2020
 19035-TP18 DWG
 Rev.
B
 Designed
 LM/K
 Drawn
 LM



1 ENTRY GATE ELEVATION
SCALE 1:20 @ A1



2 ENTRY PLAN
SCALE 1:20 @ A1

Date	Revision	No.	By	QA	Date	Revision	No.	By	QA

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

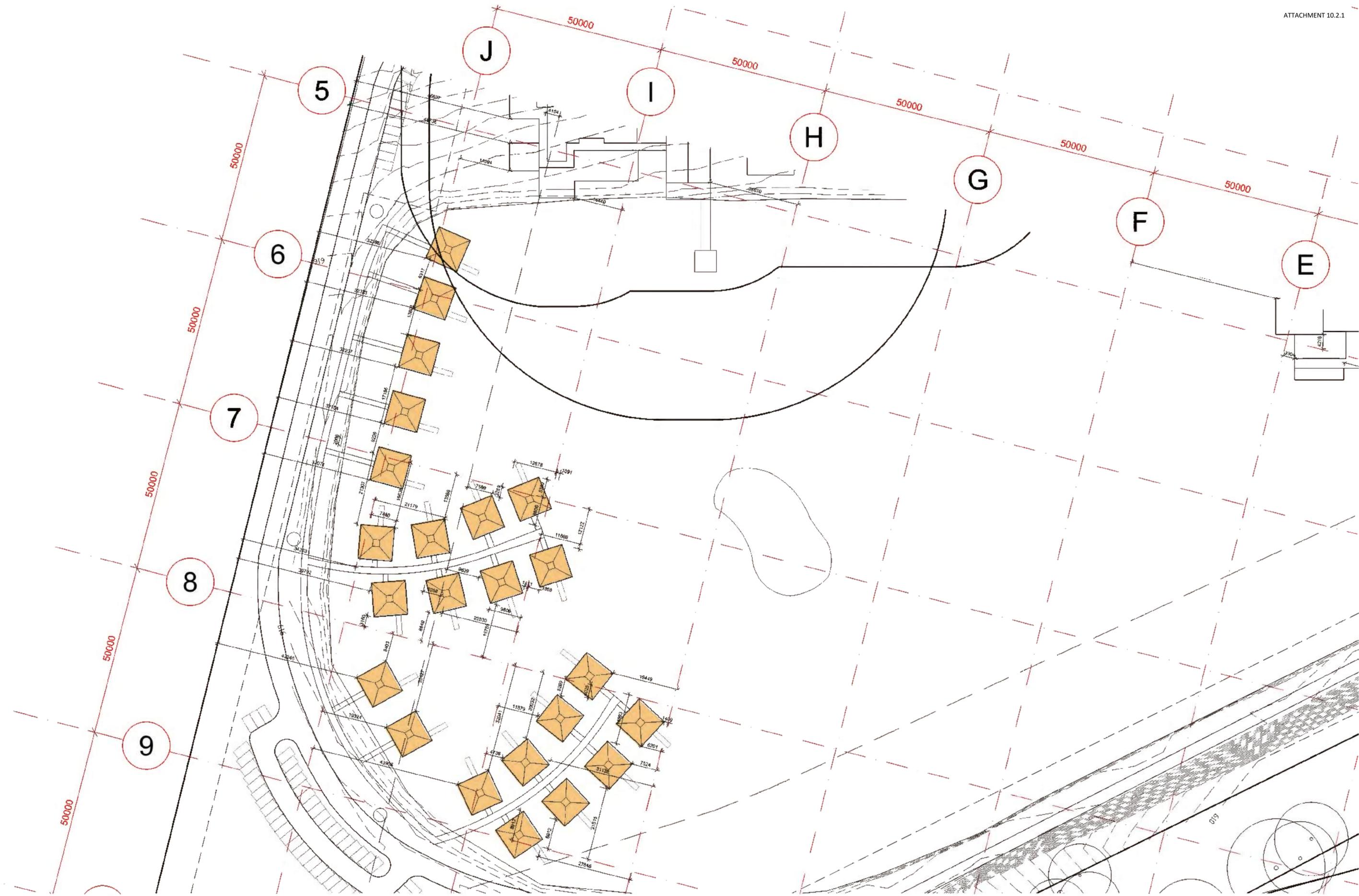
Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
ENTRY GATE
 Design Stage
TP
 Job No.
19035
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Drawing No. TP19	Rev. -
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Date Started 21/07/2020	Drawn LM
19035-TP19 DWG	



Date	Revision	No.	By	QA	Date	Revision	No.	By	CA
02/12/2020	LAKE UNIT LOCATIONS SHIFTED	A	LM	CKA					

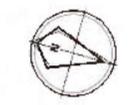
Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8650 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
UNIT SETBACK PLAN
 Design Stage
 TP

Job No.
19035
 Drawing No.
TP20
 Scale
1:500 @ A1
 Date Started
21/07/2020
 19035-TP20.DWG



Rev.
A
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LM/K
 Drawn
LM



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Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Tuorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8858 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
UNIT SETBACK PLAN
 Design Stage
 TP
 Job No.
19035

North

Drawing No.
TP21
Scale
 - @ A1
Date Stamp
 21/07/2020
 19035-TP21.DWG

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Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

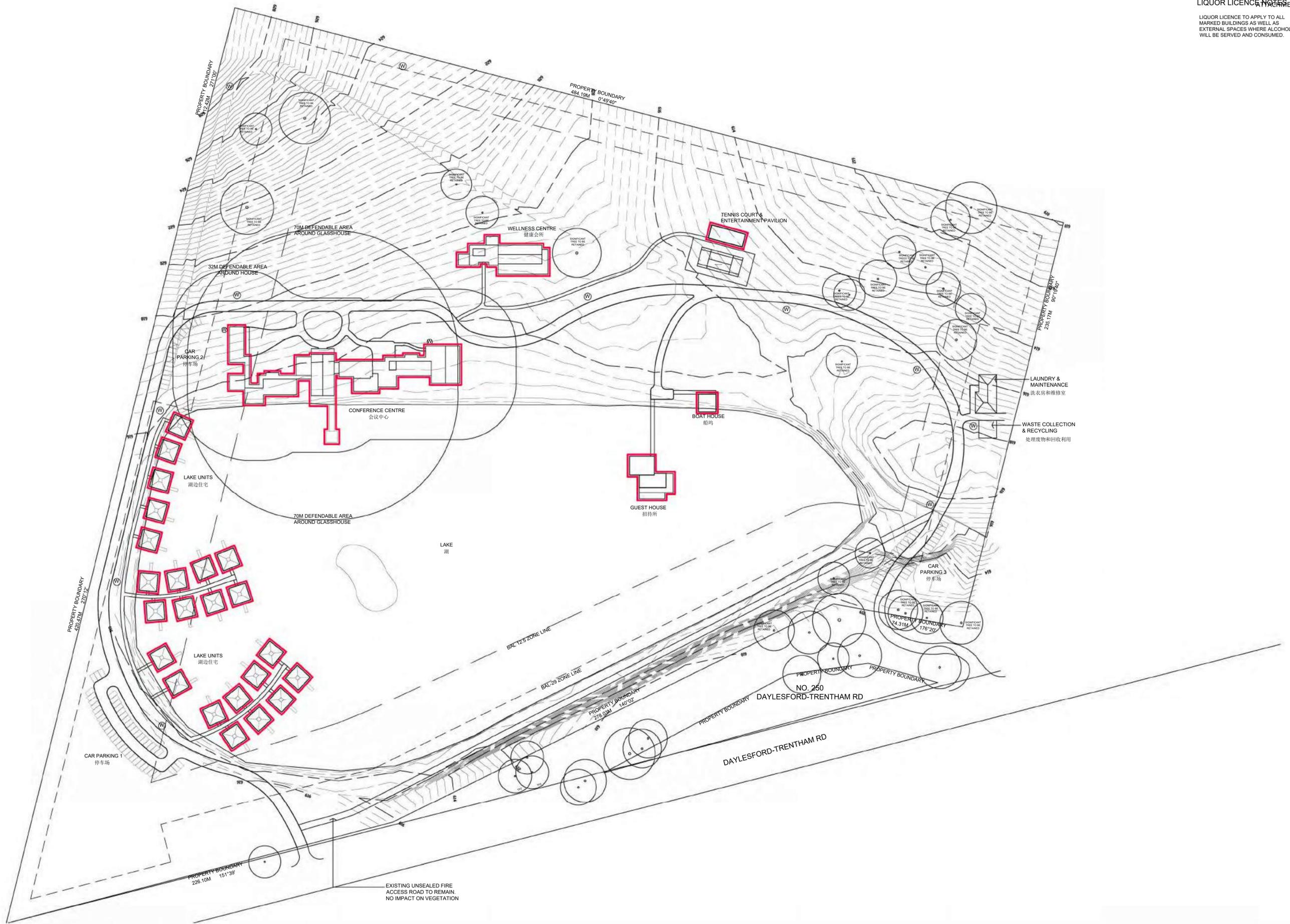
Drawing Title
UNIT SETBACK PLAN
 Design Stage
TP
 Job No.
19035
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Drawing No.
TP22
 Scale
1:500 @ A1
 Date Issued
21/07/2020
 19035-TP22.DWG

Rev.	-
Designed	LM/K
Drawn	LM

LIQUOR LICENCE TO APPLY TO ALL MARKED BUILDINGS AS WELL AS EXTERNAL SPACES WHERE ALCOHOL WILL BE SERVED AND CONSUMED.



Date	Revision	No.	By	QA	Date	Revision	No.	By	QA

Architect
CAULFIELD KRIVANEK ARCHITECTURE
 ARCHITECTS / PLANNERS / INTERIOR DESIGNERS
 1192 Toorak Road Camberwell VIC 3124 Australia
 Telephone +61 3 8658 4000
 Email info@ckagroup.com.au
 Website www.ckagroup.com.au

Client
JJH SPRING PTY LTD

Project
MANNA LAKE
 Address
 254 DAYLESFORD-TRENTHAM RD,
 DAYLESFORD

Drawing Title
SITE PLAN - LIQUOR LICENSING
 Design Stage
TP
 Job No.
19035
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Drawing No. TP30	Rev. -
Scale - @ A1	Designed LM/IK
Date Started 21/07/2020	Drawn LM
19035-TP30.DWG	

Address of the land:	250 and 254 Daylesford-Trentham Road, DAYLESFORD VIC 3460 Lots 1 and 2 TP 844636, and Lot 1 on TP 78612
The Permit Allows:	Use and development of the land for group accommodation, function centre, health retreat and spa and associated works, removal of native vegetation and alteration of access to a road zone category 1
Amended application:	Amendment including reduction of group accommodation developments, relocation and modification to function centre and health retreat developments, addition of tennis court and entertainment pavilion development, and reduction of car parking.

Draft conditions, PA 1977.01:

Amended Plans

- (1) Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the application plans but further modified to show:
 - (a) Deletion of reference of any buildings not to be developed as part of the proposal.

No alterations to plans

- (2) The layout of the use(s) and the development, including the extent of vegetation removal, as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.

General Amenity

- (3) No amplified music, announcements or broadcasts are to be audible beyond the property boundary of the land.
- (4) The use must be managed so that the amenity of the area is not detrimentally affected through the:
 - (a) transport of materials, goods or commodities to or from the land;
 - (b) appearance of any buildings, works or materials;
 - (c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
 - (d) the presence of vermin.

to the satisfaction of the Responsible Authority.

- (5) Construction activities must be managed so that the amenity of the area is not detrimentally affected through the:
- (a) transport of materials, goods or commodities to or from the land;
 - (b) inappropriate storage of any works or construction materials;
 - (c) hours of construction activity;
 - (d) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and
 - (e) presence of vermin.
- to the satisfaction of the Responsible Authority.

- (6) No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the buildings unless otherwise agreed in writing by the Responsible Authority

Noise restrictions

- (7) Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise from Industry in Regional Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority.

Patron Restriction

- (8) No more than 200 patrons in association with the use of the land as a function centre may be permitted on the land at any one time unless otherwise agreed in writing by the Responsible Authority.

Service of alcohol

- (9) The sale and consumption of liquor on the premises associated with this permit must only occur between the following hours:
- (a) 8:00am to 12 midnight Monday to Saturday (excluding ANZAC DAY and Good Friday)
 - (b) 8:00am to 10:00pm Sunday (Excluding ANZAC Day)

Where trading occurs on ANZAC Day or Good Friday (or for any other reason), the most restrictive hours in relation to the sale and consumption of liquor set out above or by VCGLR must be observed.

- (10) The consumption of liquor must only occur within the areas designated on the endorsed plans

Waste management conditions

- (11) Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.
- (12) All waste material not required for further onsite processing must be regularly removed from the land. All vehicles removing waste must have fully secured and contained

loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.

Lighting to be baffled

- (13) External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.

Delivery restrictions

- (14) Deliveries to or from the land must only occur between the hours of 8.00 am and 8.00 pm, unless otherwise agreed in writing by the Responsible Authority.

Car parking areas

- (15) Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
- (a) fully constructed
 - (b) properly formed to such levels that may be used in accordance with the plans
 - (c) surfaced with an all weather surface or seal coat (as appropriate)
 - (d) drained and maintained in a continuously usable condition
 - (e) line marked to indicate each access lane
 - (f) clearly marked to show the direction of traffic along access lanes and driveways

all to the satisfaction of the Responsible Authority.

- (16) Car spaces, access lanes and driveways must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.
- (17) The loading and unloading of goods from vehicles must only be carried out on the land or within designated car parking spaces and must not disrupt the circulation and parking of vehicles on the land.
- (18) The discharge of water from the land must be controlled around its limits to prevent any discharge onto any adjacent property or streets other than by means of an approved drainage system discharged to an approved outlet in a street or to an underground pipe drain to the satisfaction of the Responsible Authority.

Council Engineering

Stormwater Drainage

- (19) Before construction starts, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed before the use commences.

- (20) All buildings must be provided with drainage outfall (house connection) connected to the underground drainage system to the satisfaction of the Responsible Authority. House drainage connection shall be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 520.
- (21) Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.
- (22) Before the use starts, all drainage easements deemed necessary by the Responsible Authority must be provided by the Permit Holder to protect and facilitate existing and future drainage infrastructure. Easements shall also be provided through properties between the development site and the nominated legal point of discharge. Minimum width of drainage easements shall be a minimum of 2.0m for stormwater.
- (23) If the proposed stormwater drainage system includes any works to be undertaken during house construction stage, the Owner must enter into a Section 173 Agreement with the responsible Authority under section 173 and 174 of the Planning and Environment Act, requiring that such works shall be constructed and completed during house/building construction stage.
- (24) The Owner must pay all of the costs and expenses including Responsible Authority's lawyers checking fees in relation to preparation, execution, registration, enforcement and cancellation of this Agreement including costs for obtaining necessary consents if required by the Land Titles Office before registration of this Agreement
- (25) It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established. The Stormwater Strategy Plan shall identify any staging of stormwater construction.

New Intersection and Road Creation

- (26) All Roads and drains designs and constructions shall be based on sound engineering practice following the general principles of The Planning Scheme, the Austroads Guidelines, the Co-ordination of Streetworks Code of Practice, Relevant Australian Standards, VicRoads Road Design Guidelines, Infrastructure Design Manual [IDM] and to the satisfaction of Responsible Authority.
- (27) Professionally prepared plans are to be submitted to the Responsible Authority for approval prior to construction.

Access and Mobility

- (28) Prior to the development for stage 4, a footpath from the development to councils footpath network on Daylesford Trentham Road shall be constructed to the satisfaction of the Responsible Authority.
- (29) All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.
- (30) Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail or similar sealed all weather footpath

Landscaping on Road Reserves

- (31) Prior to construction, the Developer is to prepare and submit a landscaping plan for road reserves to the satisfaction of Responsible Authority for review and approval. These plans are to comply with the Code of Practice for Management of Infrastructure in Road Reserves and shall provide following information:
 - (a) Plant selection, layout and planting density
 - (b) Landscaping design intent

Linemarking and Signage

- (32) Appropriate signage and linemarking shall be provided to the satisfaction of the responsible authority

Street lighting

- (33) Energy efficient LED street lighting shall be provided in accordance with the current issue of Australian standard AS/ANZ 1158 – Lighting for Roads and Public Spaces and to the satisfaction of the Responsible Authority.

- (34) New lighting must be located outside the clear zones and meet the standards for category P lighting.

Carparking

- (35) Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with Planning Scheme Clause 52.06 and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.
- (36) Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:
- (a) Designed for residential parking to meet Planning Scheme Clause 52.06
 - (b) Designed for Commercial parking to meet Planning Scheme Clause 52.06
 - (c) Designed for Accessible parking to meet Planning Scheme Clause 52.06
 - (d) Surfaced with an fully sealed asphalt or concrete pavement;
 - (e) Drained in accordance with an approved drainage plan;
 - (f) Provision for vehicles to pass on driveways and
 - (g) Linemarked in accordance with plans
 - (h) Compliant to AS2890.1, AS2890.2
 - (i) Constructed and completed to the satisfaction of the Responsible Authority.
- (37) Where the boundary of any car space, access lane or driveway adjoins a footpath or a garden area, a kerb or a similar barrier shall be constructed to the satisfaction of Responsible Authority

Prior to Construction

- (38) Before any road, drainage and/or landscaping works associated with each development stage start, the following items must be satisfied:
- (a) Approval of the constructions plans by the Responsible Authority
 - (b) A pre-construction meeting must be held with the Responsible Authority the Contractor and the Developer/Developer's Consultant Engineer to discuss and agree on hold point inspections, roadside management, traffic management and any other construction related matters.

Completion of Construction Works

- (39) Prior to the issue of the Statement of Compliance for the relevant stage, the developer must construct and complete road works, drainage and other civil works in accordance with endorsed plans and specifications approved by the Responsible Authority and in accordance with Infrastructure Design Manual. Road works, drainage and other civil works to be constructed must include:
- street and drainage in accordance with the approved construction drawings
 - road reserve landscaping in accordance with the approved landscape plans

- construction of footpaths
- underground drainage and water treatment
- intersection and traffic control/mitigation measures
- street lighting
- signage and linemarking; and
- high stability permanent survey marks
- Lot access

As Constructed Drawings

- (40) Before the development works start, the Developer must provide as constructed plans for all infrastructure created by this development and vested to the ownership and control of the Responsible Authority. Such plans shall be prepared by a registered surveyor and/or qualified Engineer and endorsed by the Developer's Consultant Engineer and the Contractor.

Information to be presented in pdf. and dwg. formats, unless otherwise agreed in writing by the Responsible Authority.

Defects and Maintenance Bonds

- (41) Before works start, the developer must enter into an agreement with the Responsible Authority regarding responsibilities for maintenance and correction of defects of all infrastructure works. Agreement must include the defects liability period, the amount of bond and on how the date of practical completion occurs.
- (42) Before works start, the developer must provide the Responsible Authority with a maintenance bond(s) of \$5,000 or 5% of the total cost of infrastructure, whichever is greater.
- (43) The bond(s) shall be an unconditional bank guarantee or cash for the predetermined amount. The Responsible Authority will hold the bond(s) until any and all defects notified to the developer before and/or during the liability period have been made good to the satisfaction of the Responsible Authority. A request must be made to the Responsible Authority for the release of maintenance bond(s) after the defects maintenance period.
- (44) The Defects Liability Period for civil works shall be 12 months from the date of practical completion.
- (45) The Defects Liability Period for landscaping shall be 24 months from the date of acceptance.
- (46) All costs incurred in complying with the above engineering conditions shall be borne by the permit holder.

Country Fire Authority / Fire Rescue Victoria

Bushfire Management Plan

(47) Before the development starts, a bushfire management plan must be submitted to and endorsed by the Responsible Authority. The plan must show the following bushfire mitigation measures, unless otherwise agreed in writing by the CFA and the Responsible Authority:

(a) Defendable Space

Show an area of defendable space for a distance of 32 metres around the proposed residential units (23), guest house, wellness centre and conference centre (wings only), 70 metres around the central part of the function centre (proposed for shelter-in-place) and 10 metres around the entertainment pavilion, maintenance / laundry shed and boat house where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
- Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
- Plants greater than 10 centimetres in height must not be placed within 3 metres of a window or glass feature of the building.
- Shrubs must not be located under the canopy of trees.
- Individual and clumps of shrubs must not exceed 5 square metres in area and must be separated by at least 5 metres.
- Trees must not overhang or touch any elements of the building.
- The canopy of trees must be separated by at least 5 metres.
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

(b) Construction Standard

Nominate a minimum Bushfire Attack Level of BAL 29 that the residential units, guest house, wellness centre and conference centre will be designed and constructed.

There are no construction requirements for the entertainment pavilion, maintenance / laundry shed and boat house.

(c) Water Supply

Show the following effective water supply: 3 x 10,000 litres for the residential units, 10,000 litres for the guest house, 10,000 litres for the wellness centre, 40,000 litres for the conference centre, 10,000 litres for the entertainment pavilion, 10,000 litres for the maintenance / laundry shed and 10,000 litres for the boat house for firefighting purposes which meets the following requirements:

- Be stored in an above ground water tank constructed of concrete or metal.
- Have all fixed above ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
- Include a separate outlet for occupant use.
- Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.
- Be located within 60 metres of the outer edge of the approved building.

- The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
- Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).
- Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).

(d) Access

Show the access for firefighting purposes which meets the following requirements:

- All-weather construction.
- A load limit of at least 15 tonnes.
- Provide a minimum trafficable width of 3.5 metres.
- Be clear of encroachments for at least 0.5 metres on each side and at least 4 metres vertically.
- Curves must have a minimum inner radius of 10 metres.
- The average grade must be no more than 1 in 7 (14.4%) (8.1°) with a maximum grade of no more than 1 in 5 (20%) (11.3°) for no more than 50 metres.
- Dips must have no more than a 1 in 8 (12.5%) (7.1°) entry and exit angle.
- Incorporate a turning area for firefighting vehicles close to the building.
- Incorporate passing bays at least every 200 metres which must be at least 20 metres long and have a minimum trafficable width of 6 metres.

(48) Bushfire Emergency Plan

At all times the site must be managed in accordance with a bushfire emergency plan (BEP). The BEP must clearly describe the emergency management arrangements that will be implemented to reduce the risk of bushfire and unless agreed in writing by the CFA address the following matters:

- Describe property and business details.
- Identify the purpose of the BEP stating that the plan outlines procedures for:
 - Closure of premises by 10am on day forecast to have Fire Danger Rating (FDR) of 'extreme' or above and days declared as 'Code Red'.
 - Evacuation (evacuation from the site to a designated safer off-site location).
 - Shelter-in-place (remaining on-site in a designated building).
- Review of the BEP
 - Outline that the plan must be reviewed and updated annually prior to the commencement of the declared Fire Danger Period.
- Include a Version Control Table.
- Roles & Responsibilities
 - Detail the staff responsibilities for implementing the emergency procedures in the event of a bushfire and the triggers for acting. For example, when the facility will be closed and the circumstances under which guests and patrons will shelter in place or evacuate.
- Emergency contact details.
- Bushfire monitoring procedures
 - Details the use of radio, internet and social networks that will assist in monitoring potential threats during the bushfire danger period.
- Describe and show (include a map) the area to be monitored for potential bushfire activity.

Department Of Environment, Land, Water & Planning

- (49) Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.

Native vegetation permitted to be removed, destroyed or lopped

- (50) The native vegetation permitted to be removed, destroyed or lopped under this permit is comprised of:
- (a) 3.066 hectares of native vegetation,
 - (b) including five (5) large trees,
 - (c) with a strategic biodiversity value of 0.503.

Protection of retained vegetation

- (51) Before works start, a plan to the satisfaction of the responsible authority identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.
- (52) Except with the written consent of the responsible authority, within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use and/or development, the following is prohibited:
- (a) vehicular or pedestrian access
 - (b) trenching or soil excavation
 - (c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
 - (d) entry and exit pits for the provision of underground services
 - (e) any other actions or activities that may result in adverse impacts to retained native vegetation.

Native Vegetation offsets

- (53) To offset the removal of 3.066 hectares of native vegetation, the permit holder must secure a native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), as specified below:

A general offset of 2.010 general habitat units must meet the following criteria:

- (a) located within the North Central Catchment Management Authority boundary or Hepburn Shire Council municipal area.
- (b) with a minimum strategic biodiversity score of at least 0.503, and
- (c) The offset(s) secured must also protect five (5) large trees.

Offset evidence

- (54) Before the commencement of works approved by this permit, evidence that the required offset by this permit has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:
- (a) an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing
 - (b) management of the site, and/or credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
- (55) A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Planning Approvals at the Department of Environment, Land, Water and Planning - Grampians regional office via email: grampians.planning@delwp.vic.gov.au.

Goulburn Murray Water

- (56) All construction and ongoing activities must be in accordance with sediment control principles outlined in EPA Publication 275, Construction Techniques for Sediment Pollution Control (May 1991). No polluted or sediment laden run-off is to be discharged off-site either directly or indirectly to any waterways.
- (57) All wastewater from the development must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of Central Highlands Water.

VicRoads / Department of Transport

- (58) Before any on-site physical works approved by this permit commence, the following roadworks at the northern access point to Daylesford-Trentham Rd. must be completed at no cost to and to the satisfaction of the Head, Transport for Victoria:
- (a) Left turn lane (AUL)
 - (b) Right turn lane (CHR)
 - (c) Public lighting
- (59) Before occupation of Stage 4 of the development approved by this permit commences, creation of the Southern access point to the Daylesford-Trentham Rd must be completed at no cost to and to the satisfaction of the Head, Transport for Victoria. The access crossover shall be constructed generally in accordance with the attached drawing GD4010, using set-out dimensions for a 12.5m single unit vehicle as identified in table 2 therein.
- (60) The Southern access point to Daylesford-Trentham Rd shall have physical barriers in place to prevent regular access outside of its intended use as an emergency access point only.
- (61) Prior to the works on the Daylesford-Trentham Rd commencing, the applicant must enter into a works agreement with the Head, Transport for Victoria, confirming design plans and works approvals processes, including the determination of fees and the level of the Head, Transport for Victoria's service obligations. Contact: western.mail@roads.vic.gov.au

Expiry

- (62) This permit will expire if one of the following circumstances applies:
- (d) The development is not started within five years of the date of this permit.
 - (e) The development is not completed within seven years of the date of this permit.
 - (f) The use is not started within seven years of the date of this permit.
 - (g) The use is discontinued for a period of two years.

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

11 STRATEGIC PLANNING

11.1 STRATEGIC PLANNING WORK PLAN

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Strategic Planner, I Glenn Musto have no interests to disclose in this report.

ATTACHMENTS

1. Strategic Planning Strategic Work Plan - Three Year Plan [**11.1.1** - 3 pages]

EXECUTIVE SUMMARY

Following the review of Hepburn Planning scheme, a significant quantity of strategic Planning work has been identified and recommended by the independent review panel. Following consideration of the review outcomes and community feedback, the attached program is the proposed Strategic Planning Three Year Work Plan.

OFFICER'S RECOMMENDATION

That Council endorses the proposed Strategic Planning Three Year Work Plan and agrees to refer this program to Council's annual budget considerations.

MOTION

That Council endorses the proposed Strategic Planning Three Year Work Plan and agrees to refer this program to Council's annual budget considerations.

Moved: Cr Jen Bray

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

The proposed Strategic Planning Work Plan has been prepared considering the list of future strategic work identified through the Planning Scheme Review (C80hepb) and in consideration of the priorities identified by Councillors and community.

KEY ISSUES

The proposed Strategic Planning Work Plan has been informed by the anticipated resources at the disposal of the Strategic Planning team. It has also been arranged in a logical manner to take account of any interdependencies and to allow for projects to be staggered if they are dependent on other projects being completed first.

Some of the projects listed (or their sub-projects) are contingent on availabilities and deliverables that Council does not directly control. For example: the Distinctive Areas and Landscapes project is one that the Department of Environment, Land, Water and Planning oversee and will determine ultimate deliverables on. On this basis, an element of flexibility will be required in the delivery of the Work Plan.

POLICY AND STATUTORY IMPLICATIONS

This report meets Council's obligations as Responsible Authority under the *Planning and Environment Act 1987*.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report specifically. The report does speak to various projects that included sustainable outputs and outcomes, including an Environmentally Sustainable Development Strategy.

FINANCIAL IMPLICATIONS

Council has included funds in the 2021/2022 draft budget.

These funds will be used to implement and deliver the strategic Planning Work program.

The multi-year program can be adjusted and various projects bought forward if additional funding is secured. This may be achieved through increased annual budget allocations and / or securing grant funds to support the efficient completion of the works.

The draft program presented aligns with the 2021/2022 draft budget however it is noted that through the process of advertising the 2021/2022 draft budget, a number of submissions have been received seeking Council to consider expediting the delivery of the required Strategic Planning projects.

If additional funds are secured, Priority 1 and Priority 2 from the 2022/2023 schedule can be bought forward and successfully delivered in 2021/2022 at a total cost of \$680,000.

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

An extensive community and stakeholder engagement program was undertaken during the review of the Planning Scheme. Following Council's consideration of the independent Panel report, a community information session was convened in May 2021 to assist community understanding the works so far and the proposed way forward. In addition, it is also noted that a number of budget submissions have been received seeking an expeditious delivery of this work program.

Hepburn Shire Council - Strategic Planning Department
 Strategic Planning: Proposed Three Year Work Plan
 15-Jun-21

2021/22				
PRIORITY	PROJECT	JOB / REPORT	EST. DELIVERY	ESTIMATED BUDGET
1	Hepburn Settlement Strategy (HSS) Shire Wide Projects	Land Demand and Supply Study	Dec '21	
2	HSS Creswick Structure Plan Ph.1 <i>(initial reports and engagement)</i>	Creswick First Community Consultation	Dec '21	
		Creswick Infrastructure and Services Assessment	Apr '22	
		Creswick Land Capability Assessment	Jun '22	
		Creswick PEC and Indigenous Heritage Report	Mar '22	
		Creswick Access Management Strategy	Apr '22	
		Creswick Recreation and open space assessment	May '22	
3	Biodiversity Strategy Ph. 1 <i>(township studies)</i>	Flora and Fauna Study - Creswick Structure Plan	Dec '21	
		Flora and Fauna Study (other Structure Plans)	Ongoing	
4	HSS Shire Wide Agriculture and Rural Settlement Strategy	Restructure Plans	Mar '22	
5	HSS Shire Wide Indigenous Heritage Strategy Ph 1 <i>(indigenous engagement)</i>	Background research	May '22	
		Engagement sessions and walks on country	May '22	
6	Trentham Structure Plan Ph. 1 (consultation)	First Community Consultation	Mar '22	
7	Glenlyon Structure Plan Ph. 1 (consultation)	First Community Consultation	May '22	
8	Daylesford/Hepburn Structure Plan Ph. 1 (consultation)	First Community Consultation	Jun '22	
9	Clunes Structure Plan Ph. 1 (consultation)	First Community Consultation	Ongoing	
10	Distinctive Areas and Landscapes	Research and DELWP arrangement	Ongoing	
11	Creswick , Clunes and Daylesford Integrated Water Management Plan	Final report (w/ Central Highlands Water etc)	Ongoing	
			Total \$	460,000.00

2022/23			
PRIORITY	PROJECT	JOB / REPORT	EST. DELIVERY
1	HSS Creswick Structure Plan Ph.1	Creswick Native Vegetation Precinct Plan	Jun '22
		Creswick Stormwater Management Strategy (new development)	Jun '22
2	Trentham Structure Plan Ph. 1 (consultation)	Trentham Infrastructure and Services Assessment	May '22
		Trentham Land Capability Assessment	Jun '22
3	Hepburn Settlement Strategy (HSS) Shire Wide Projects	Permanent settlement boundaries assessment	Sep '22
		Report preparation	Dec '22
4	Creswick Structure Plan Ph. 2	Creswick Neighbourhood character assessment (w/ community)	Mar '23
		Creswick Developer contributions assessment	Apr '23
		Creswick Urban Design assessment	Apr '23
		Creswick Affordable housing assessment	Apr '23
		Draft Plans and Maps preparation	May '23
		Draft Report	May '23

5 Trentham Structure Plan Ph. 1	Second Community Consultation - Draft Structure Plan	Ongoing	
	Trentham Infrastructure and Services Assessment	Aug '22	
	Trentham Land Capability Assessment	Sep '22	
	Trentham PEC and Indigenous Heritage Report	Nov '22	
	Trentham Access Management Strategy	Dec '22	
	Trentham Recreation and open space assessment	Feb '23	
	Trentham Native Vegetation Precinct Plan	Mar '23	
	Trentham Neighbourhood character assessment (w/ community)	Apr '23	
	Trentham Urban Design assessment	Jun '23	
	Trentham Affordable housing assessment	Jun '23	
	6 Indigenous Heritage Strategy Ph 2 (values assessment)	Values Interpretation and Report	Nov '22
		Report and recommendation	May '23
	7 Hepburn Environment and Contamination Assessment	Background research	Sep '22
Community consultation		Nov '22	
Final report		April '23	
Preparation of Scheme Amendment		Ongoing	
8 Biodiversity Strategy Ph. 2 (shire wide studies)	Background research	Dec '22	
	Report and recommendation	Ongoing	
	9 Glenlyon Structure Plan Ph 1	Glenlyon Infrastructure and Services Assessment	Aug '22
Glenlyon Land Capability Assessment		Sep '22	
Glenlyon PEC and Indigenous Heritage Report		Nov '22	
Glenlyon Access Management Strategy		Dec '22	
Glenlyon Recreation and open space assessment		Feb '23	
Glenlyon Native Vegetation Precinct Plan		Mar '23	
Glenlyon Neighbourhood character assessment (w/ community)		Apr '23	
Glenlyon Urban Design assessment		Jun '23	
Glenlyon Affordable housing assessment		Jun '23	
10 Distinctive Areas and Landscapes		Finalise report, SLO's and prepare amendment	Apr '23
	Planning Scheme Amendment	Ongoing	
11 Trentham and Glenlyon Integrated Water Management Plan	in conjunction with Coliban Water	Ongoing	
12 HSS Daylesford & Hepburn Springs Structure Plan	D&HS Infrastructure and Services Assessment	Sep '22	
	D&HS Land Capability Assessment	Nov '22	
	D&HS PEC and Indigenous Heritage Report	Dec '22	
	D&HS Access Management Strategy	Feb '23	
	D&HS Recreation and open space assessment	Mar '23	
	13 HSS Clunes Structure Plan	D&HS Infrastructure and Services Assessment	Sep '22
D&HS Land Capability Assessment		Nov '22	
D&HS PEC and Indigenous Heritage Report		Dec '22	
D&HS Access Management Strategy		Feb '23	
D&HS Recreation and open space assessment		Mar '23	

PRIORITY	PROJECT	JOB / REPORT
	Hepburn Settlement Strategy Creswick Structure Plan	Finalise Final Report Developer Contributions Plan (QS and Land Valuer) Planning Scheme Amendment
	Trentham Structure Plan Ph 2 & 3	Draft Report Final Report Planning Scheme Amendment
	Glenlyon Structure Plan Ph 2 & 3	Draft Report Final Report Planning Scheme Amendment
	Indigenous Heritage Strategy Biodiversity Strategy Environment and Contamination Assessment Daylesford Hepburn Structure Plan Ph 1 & 2 Clunes Structure Plan Ph 1 & 2 Agriculture and Rural Settlement Strategy	Final Report Final Report Planning Scheme Amendment Draft and Final Report Draft and Final Report Agricultural land use assessment Rural settlement strategic assessments
	Mineral Springs Strategy Distinctive Area Landscapes Strategy Affordable Housing Strategy	Background research and aquifer assessment Planning Scheme Amendment Research, outcomes networking and community consultation

ONGOING PROJECTS

PRIORITY	PROJECT	JOB / REPORT
	Daylesford Hepburn Structure Plan Clunes Structure Plan Agriculture and Rural Settlement Strategy Mineral Springs Strategy Indigenous Heritage Strategy Post European Heritage Updates Affordable Housing Strategy Environmentally Sustainable Design Strategy Shire Wide Developer Contributions Plan Vegetation Protection Strategy	Planning Scheme Amendment Planning Scheme Amendment Finalise and Planning Scheme Amendment Finalise and Planning Scheme Amendment Planning Scheme Amendment Research and assessments Draft and final report and Planning Scheme Amendment Draft and final report and Planning Scheme Amendment (with DELWP) Research and Draft Report research VPO's, significant trees and other important veg

12 QUALITY COMMUNITY INFRASTRUCTURE

12.1 HEPBURN HUB AT THE REX - JUNE UPDATE DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Project Manager – Hepburn Hub, I Bruce MacIsaac have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The purpose of this report is:

- To provide an appropriate level of information to allow Council to properly monitor the progress of the project against the Project Plan endorsed on the 18 February 2020 and as amended on 15 September 2020.
- To acquit Council's resolution that management provide periodic reporting to Council on the progress of the Hepburn Hub at the Rex.
- To respond to Council resolution 18 May 2021 regarding options available to Council.

OFFICER'S RECOMMENDATION

That Council:

- 1. Receives and notes the June 2021 project update report regarding the Hepburn Hub at the Rex Project;*
- 2. Notes the decision by the builder not to commence works on site in accordance with the Notice to Proceed;*
- 3. Notes the Date for Practical Completion will be delayed a minimum of five (5) months with a claim from the builder that foreshadows a further four (4) months of delay;*
- 4. Notes some additional costs are likely to be associated with the delays and further investigations to respond to the builder's questions;*
- 5. Notes some additional costs are likely to be associated with additional works to the existing building fabric not included in the original scope; and*
- 6. Notes that monthly reporting to Council and the Community will continue.*

MOTION

That Council:

- 1. Receives and notes the June 2021 project update report regarding the Hepburn Hub at the Rex Project;*
- 2. Notes the decision by the builder not to commence works on site in accordance with the Notice to Proceed;*

3. *Notes the Date for Practical Completion will be delayed a minimum of five (5) months with a claim from the builder that foreshadows a further four (4) months of delay;*
4. *Notes some additional costs are likely to be associated with the delays and further investigations to respond to the builder's questions;*
5. *Notes some additional costs are likely to be associated with additional works to the existing building fabric not included in the original scope; and*
6. *Notes that monthly reporting to Council and the Community will continue.*

Moved: Cr Brian Hood

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

On the 18 February 2020 Council endorsed the Project Plan for the Hepburn Hub at the Rex setting out the governance for the project. This Plan was revised on the 15 September 2020 and outlines the project scope, budget, funding and delivery program.

In summary, the Project Scope includes a library, community auditorium, coworking space, customer service and council offices. The Project Budget is \$7.130M and the building works were scheduled for completion within 107 working days or the 6 July 2021.

Further, in terms of management and reporting, on the 18 February 2020 Council resolved the following:

“Endorses the Project Control Group (PCG) to administer the project in accordance with the project plan. The PCG be chaired by the Chief Executive Officer and progress reports be provided to Council at each quarterly meeting of Council.”

This report represents the acquittal of this resolution of Council.

Further on the 18 May 2021 Council resolved among other things that:

“Conducts a Councillor workshop prior to the June 2021 Council meeting to examine all available options relating to the Hepburn Hub at the Rex project. To enable responsible and evidence-based decision-making, Council requests officers to obtain legal advice and provide details of the consequences and implications, financial, non-financial and operational, relating to each option. Having considered all relevant information following the workshop and June Council Meeting, Council will appropriately communicate with the community.”

KEY ISSUES

As at the end of May the Project Control Group advise that the program is significantly behind due to the Contractor not having commenced works, the scope

identified, particularly the site conditions, are outside the scope envisaged by Council in the endorsed project plan, the claims for variations are outside the budget endorsed by Council in the project plan, and the completion will be delayed outside the program endorsed by Council in the project plan.

On this basis, under the endorsed governance structure the PCG is required to refer these matters to Council for consideration and direction before the project can be progressed further.

The endorsed project scope remains a facility of 2,052 Sqm of enclosed space but with some technical upgrades to the building to overcome identified defects and to improve outcomes.

The endorsed expenditure budget is \$7.130M. It is also noted that additional costs incurred due to further investigations and rectification works to Stage 1 are within the project budget and contingency. However, further significant expenditure is likely to be required to attend to site conditions identified on site by the builder. These are mostly associated with the existing concrete structure built behind the original Rex Theatre in the 2006 but also include some changes to the project scope in terms of upgrading the amenities.

The endorsed program indicated completion by this meeting, however construction is yet to commence. Apart from a couple of weeks granted for bone fide delays this is mostly due to the Contractor failing to comply with the Notice to Proceed and commence works on site. The forecast date for completion of the works is currently the 13 November 2021, five (5) months beyond the baseline. However, the builder has also foreshadowed a minimum of a further four (4) months of delay which would bring the date of completion to March or April next year. The builder has not provided a firm date when they will commence the works. (Refer **Table 1** below).

On that basis, and in response to the resolution of the 18 May 2021, a briefing of Councillors was held on the 7 June 2021 and a confidential report has been prepared for Council consideration.

Table 1 Project Plan Summary

Project Metric	Current Endorsed Metric	Current Forecast Outcome	Current Forecast Variance
Project Scope (Enclosed Area)	2,052Sqm	2,052Sqm	NIL Sqm
Project Budget (Estimate Cost)	\$7.130M	\$7.130M	\$NIL

Project Program (Date for PC)	14/06/21	13/11/21	(21 weeks)
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Project Scope

The current forecast functional areas endorsed by Council are outlined in the table below. (Refer **Table 2** below). These areas remain unchanged although some parts may need to be demolished and replaced with new. The risks associated with the Project Scope are outlined below the table.

Although a building permit has been obtained to complete the works, the existing building itself is between 15 to 90 years old. It has been identified that some upgrades are required to existing building elements to overcome deferred maintenance, building defects and to improve performance. This includes the replacement of the existing staff amenities or toilets located in the rear portion of the building and an upgrade to the storm water system.

Table 2 Project Scope Summary

Scope Element	Endorsed Area 15/09/20 Sqm	Current Forecast Area Sqm	Current Forecast Variance Sqm
Council Offices	944	944	NIL
Customer Services	122	122	NIL
Library	348	348	NIL
Community Auditorium	106	106	NIL
Tenancies 1, 2 & 3	111	111	NIL
Tenancies 4	136	136	NIL
Entry & Amenities	285	285	NIL
Enclosed Area	2,052	2,052	NIL
Carpark	1,298	1,298	NIL
Open Space	120	120	NIL

External Space	1,418	1,418	NIL
Total	3,470	3,470	NIL

Scope Risks

The scope was confirmed in September 2020 and remains substantially the same as that endorsed by Council in February 2020 in terms of the overall areas of each activity. The scope has been endorsed by the various stakeholders and no further changes are proposed.

On the 9 February 2021 the builder raised a number of queries regarding the existing site conditions. Although they do not vary significantly from the conditions inspected during the tender period, they have been investigated to confirm if further works are required to the existing building itself. Some of these works are associated with latent conditions and some with desired upgrades to current standards, however, others are simply site conditions present at the time of tender. In terms of the contract these are treated differently depending on the cause of the change and variations are funded from the contingency.

These issues are being assessed by the Project Control Group which has deemed they are required to be referred to Council for further consideration as they will be greater than the contingency allowance.

Project Budget

The endorsed Project Budget is \$7.130M (refer **Table 3** below).

This includes the additional costs due to further investigations and rectification works to Stage 1 which are within the budget and contingency at this stage.

The proposed expenditure required to address the site conditions, mostly associated with the works completed in 2006, are beyond the current budget. Consequently, this decision will be referred to Council for consideration.

The risks associated with the Project Budget are outlined below the following table.

Table 3 Project Budget Summary

Budget Element	Endorsed Budget 15/09/20 \$M	Current Forecast Cost \$M	Current Forecast Variance \$M
Total Stage 1	\$2.022	\$2.022	\$NIL

Construction Stage 2	\$4.658	\$4.449	\$0.209
Consultants Stage 2	\$0.450	\$0.450	\$NIL
FFE/ICT (included in construction)	\$NIL	\$NIL	\$NIL
Contingency	\$NIL	\$0.209	(\$0.209)
Total Stage 2	\$5.108	\$5.108	\$NIL
Total Project Budget	\$7.130	\$7.130	\$NIL

Budget Risks

A construction contract has been entered into for a fixed price of \$4,449,084 (ex GST) which should provide certainty in relation to the great majority of the remaining budget to be spent.

This price allows for several provisional sums for items that were not fully specified at tender. As these are not yet committed, they are being reviewed as part of the value management process.

Further, the price allows for tender options associated with the re-tanking and resurfacing of the carpark and the replacement of the metal roof along the frontage to Vincent Street. These have been taken up and documented with any changes resulting in an adjustment to the option price.

The fixed price does not allow for any variations identified during the construction period which are associated with: latent (hidden) conditions; documentation omissions; principal generated changes, and prolongation of the program. These variations are usually funded from an allowance in the budget known as a contingency.

Although the builder is responsible for site conditions present at tender and to ensure the building is watertight, a significant number of issues have been identified by them. These investigations have now been completed and most of them have now been claimed by the builder as variations to the lump sum price. These are being currently assessed. The items include:

- replacement of a small 1929 “lean to” roof of to the rear of the Main Hall

- provision of a spoon drain to the east & south walls of the 2006 structure
- replacement of the mastic seal between the precast concrete panels
- rectification of the rust effected stitch plates to the concrete parapet wall
- rectification of penetrations to the panel walls and carpark slab
- upgrade of the stormwater drainage system to a 1:100 stormwater event
- demolition of the existing amenities and replacement with new
- finalisation of the acoustic ceiling treatment to the office
- rectification of the existing acoustic treatment to the auditorium
- safe management of existing lead paint in 1929 structure
- Replacement of the cladding to the projector room to match existing

Project Program

The program was endorsed at the September Council meeting including a 107 working day construction program. This was later calculated to provide a Date for Practical Completion of 6 July 2021.

Since that time a twelve working day time extension for bona fide delays has been granted in accordance with the contract. This has extended the formal Date for Practical Completion from 6 July 2021 to the 22 July 2021.

The builder was provided with a Notice to Proceed in early January but is effectively claiming the existing site conditions are preventing the commencement of the work. At this stage, the commencement date has been delayed five (5) months and the builder has not committed to a date on which they intend to commence works on site.

The program summary is outlined in the table below (Refer **Table 4** below). Tasks that have been completed are highlighted. The risks to the Program are noted below the table.

Table 4 Project Program Summary

Project Stage	W	Endorsed Program Start Date	Endorsed Program 15/09/20 End Date	Current Program Forecast End Date	Current Program Variance Weeks
Endorsement			18/02/20	18/02/20	NIL
Documentation	13	19/02/20	03/05/20	03/05/20	NIL
Tender	16	04/05/20	15/09/20	15/09/20	NIL
Planning Amend.	13	16/09/20	15/12/20	22/12/20	(1 Week)

Mobilisation	3	16/12/20	11/01/21	18/01/21	(1 Week)
Construction	22	13/01/20	06/07/21	22/07/21	(2 Weeks)
Occupation	1	06/07/21	13/07/21	13/10/21	(17 Weeks)
	68				

Program Risk

Any forecast variations to the endorsed program shall be monitored by the Project Control Group and reported to Council monthly.

The risks with the project program are now mostly associated with the construction of the works and governed by the building contract between Council and the contractor. The builder may issue a Notice of Delay followed by a claim for a variation in time known as an Extension of Time (EOT) claim. We have received 3 EOT claims and granted an extension of 12 working days.

The builder has claimed all the time since January as a variation as well as the time required to complete the additional works they have identified since tender as a variation. Although these figures are currently within the contingency, they are significant. These claims may be set against Liquidated Damages as the Contractor will not complete the works by the Date for Practical Completion.

Further, the Contractor has foreshadowed a further six (6) to eight (8) weeks of delays before they will commence works which are likely to also be claimed.

Although a Notice to Proceed has been issued, the builder has not complied and commenced works. This is an extraordinary situation which council officers have been working to resolve. Combined with the contractor's other claims, these are beyond the endorsed program and budget and so are being referred to Council for consideration.

It should be noted that beyond the usual remedies to resolve disputes outlined in the contract, it also includes provisions to terminate the contract.

Recent Activities

Recent activities over the past period include:

- Receipt of builder's contract variation claims
- Assessment of those claims by the quantity surveyor
- Assessment that the claims are greater than the endorsed contingency.
- Presentation to a Councillor Briefing in response to the resolution of the 18 May 2021.

- Preparation of a confidential report to Council outlining options for consideration.

NEXT STEPS

Foreshadowed activities over the next period include:

- Consideration of all available options by Council
- Subject to consideration, any decision by Council shall be implemented.
- Appropriate communication to the community

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

1. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

Strategic Objective – Vibrant Economy

Key Strategic Activity:

10. Contribute to the strength of the economy through the ongoing development of key regional attractions and events that enable marketing of our region, attraction of visitors, business opportunities and underpin a strong community.

Strategic Objective – High Performing Organisation

Key Strategic Activity:

12. Enhance our processes and systems to deliver excellent customer service. To achieve this, we will focus on internal collaboration and new ways of working, combined with a continued focus on effective and timely communications, engagement and consultation. We will focus on achieving higher customer

satisfaction through making it easier to work with Council and by closing the loop on requests received from our community and other customers.

14. Develop our staff to enhance their work experience and enable them to deliver great outcomes to our community. Through a focus on their careers and developing new skills, we will build a positive culture and develop new leaders of the future.
15. Make Occupational, Health, Safety and Wellbeing an embedded part of our culture and the number one focus every day. We will continuously improve our systems and actions to make sure people go home safe and well every day.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

The proposed facility will comply with contemporary standards of environmental design and improve the sustainability of Council operations.

FINANCIAL IMPLICATIONS

The contract will be funded from the approved Council Budget.

RISK IMPLICATIONS

Due to the value of the contract, and in accordance with Council's Procurement Policy, the preferred tenderer was subject to an independent financial check. On behalf of Hepburn Shire Council, Equifax Australasia Credit Ratings Pty Limited was engaged to provide a Financial Viability Assessment on the recommended tenderer in relation to the Hepburn Hub at the Rex Stage 2 Works. This assessment is based on the most recent audited financial statements and more recent management accounting reports. The report indicated that the builder achieved a score indicating a *Strong Financial* capacity to undertake the contract in question.

Construction related risks shall be addressed in the builder's Construction Management Plan and pre-commencement site meetings. The builder will be required to confirm that the risks have been addressed and responded to appropriately. This will include managing the work site safely and providing Traffic Management Plan in accordance with AS 1742.3.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Stakeholders have been consulted during the design process with updates provided to the community. Council's decision has been communicated in a media release and regular updates on progress shall be made during the works. Directly affected

property owners and adjacent businesses will be informed prior to construction commencing.

12.2 TRENTHAM COMMUNITY HUB - CONCEPT DESIGN ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager, Major Projects, I Ben Grounds have no interests to disclose in this report.

ATTACHMENTS

1. Final Concept Design - Trentham Community Hub - Floor Plan [**12.2.1** - 1 page]
2. Final Concept Design - Trentham Community Hub - Site Plan [**12.2.2** - 1 page]
3. Final Concept Design - Trentham Community Hub - Elevation High Street [**12.2.3** - 1 page]
4. 12 Month Review Trentham Community Hub Project Advisory Group [**12.2.4** - 7 pages]

EXECUTIVE SUMMARY

The Trentham Community Hub is a priority Council project that has been in development for a number of years. The draft Final Concept Design was the subject of a recent community engagement process that displayed the draft Final Concept Design and described how the design responds to the feedback from the previous engagement. The concept design is now finalised and this briefing seeks Council's endorsement of the Final Concept Design.

Additionally, the Victorian Government recently announced \$3.5M funding for the project, which allows the progression of the project to construction stage.

OFFICER'S RECOMMENDATION

That Council:

1. *Adopts the Concept Design for the Trentham Community Hub;*
2. *Acknowledges the efforts of the members of the Project Advisory Group on the project to date;*
3. *Notes the review of the Project Advisory Group and extend the Project Advisory Group's tenure to the end of the construction phase of the project, anticipated to be early 2023; and*
4. *Confirms that any shortfall of funding for the total project budget will be budgeted in Council's Capital Works program.*

MOTION

That Council:

1. *Adopts the Concept Design for the Trentham Community Hub;*
2. *Acknowledges the efforts of the members of the Project Advisory Group on the project to date;*

3. *Notes the review of the Project Advisory Group and extend the Project Advisory Group's tenure to the end of the construction phase of the project, anticipated to be early 2023; and*
4. *Confirms that any shortfall of funding for the total project budget will be budgeted in Council's Capital Works program.*

Moved: Cr Brian Hood

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

The Trentham Community Hub is a priority project for Council, and a key project to help realise community need and vision for both Trentham and the Coliban Ward. The project was identified in the 2013 Trentham Community Facilities Review in 2013.

Council awarded a contract for design of the facility in 2020 and has committed a total of \$800,000 to part fund the completion of the project.

A Project Advisory Group (PAG) was instated by Council in late 2019, to help represent the diverse community interests in the design process, as well as assist in planning and delivering community engagement activities for the project. The PAG have met regularly since inception (with a pause through the caretaker and election period). The initial 12-month review period described in the Terms of Reference has passed.

The architect developed a draft concept design, with the PAG's involvement, in the first half of 2020. This design was used to undertake broad community engagement in the Coliban Ward. Feedback was gathered primarily by an online survey, which was also provided in hardcopy.

The feedback from this survey was used to revise the design, which was then used for the most recent community engagement.

KEY ISSUES

Initial Draft Concept Design

The architect developed the initial concept design based on community input through engagement in previous iterations of the project, as well as lengthy discussions with the PAG. This design had good support from the PAG, although there were varied views on some key elements, including whether a permanent stage should be retained, as well as whether the [proposed hall size was sufficient. The cost estimate for this design was \$4.0M.

Two options of this design were used for the community engagement in August 2020, the only difference being the use of a portable stage or keeping the existing permanent stage.

This design utilised the existing Mechanics Hall as the proposed future hall, with the new part of the building to house the library (and other functions).

The design maximised passive solar design principles, introduction of natural light into the building, as well as specifically designing the roof form to accommodate solar panels. Water efficiency and harvesting are easily accommodated and will be detailed in the design development stage.

Survey Results

A broad, extensive and detailed community engagement process was run in August 2020, to garner feedback on the draft concept design. The engagement was designed around COVID restrictions and risks at the time and was active for 4 weeks. A survey, based online and also available in hardcopy, was accompanied by thorough information about the project and the designs, including floor plans, 3d renders, a 3d video 'fly-through', and mood boards for interior and exterior material palettes.

The engagement was promoted by a hardcopy mailout to all ratepayers and residents, as well as through social media and the Trentham Trumpet. Members of the PAG developed a list of all local community groups, and ensured these groups were all made aware of the engagement. In addition, large coloured posters were placed in the front window of the Trentham Mechanics Institute, as well as in a vacant shopfront in the main street of Trentham.

Key highlights of the results include:

- A very high response rate – 184 surveys were completed, with a small number of additional responses via email.
- High levels of support for many of the key elements of the design, including
 - o Exterior form and character
 - o Interior materials
 - o Incorporation of the original parts of the Mechanics Institute building
 - o Library design
 - o Visitor Information design
 - o Natural light in the building
- Constructive comments were made around these elements:
 - o Casual seating provision
 - o Adequacy of hall size.

Revised Concept Design

The project team and the PAG reviewed the feedback and considered amendments to the design to respond to key, common feedback that would improve the design without taking away from other elements.

The architect has revised the design to retain the elements the community supported and improve other elements.

The revised concept design is shown in attachment 2. It essentially locates the library in the Mechanics Hall and utilises the new part of the building to provide a larger hall and additional meeting spaces.

The table below outlines room size/capacity changes from the original design to the revised design:

Element	Previous Design	Revised Design	% change
Hall Size - metres squared	168	250	49%
Hall Capacity – standing/school assembly (with stage) - no. ppl	130	188	45%
Hall Capacity - standing/school assembly (without stage) - no. ppl	162	245	51%
Hall Capacity - function seated (with stage) - no. ppl	90	140	56%
Hall Capacity - function seating (without stage) - no. ppl	112	170	52%
Kitchen metres squared	26.5	37	40%
Library *current Library is approx. 150m2	211	195	-8%
Lounge/meeting	0	43	

The revised design addresses feedback from the community on a number of key elements to incorporate these changes:

- Hall Size: the hall size is increased by approximately 50% compared with the initial design. This was not possible whilst retaining the original mechanics hall, and so the design location of the library and hall have been reversed, with the library now occupying the renovated hall.
- The addition of a 'lounge' space for regular user groups to enjoy casual seating and informal workshop type activities. Whilst no community spaces in the Trentham Community Hub will be exclusive, the lounge space will suit the Life Activities Group needs well.
- Children's outdoor area to the north of the building, rather than to the south, for passive solar gain

Estimated Project Costs

The revised design has been costed by a Quantity Surveyor. This cost estimate includes design, project management, furniture and equipment, and contingency.

The cost estimate for the revised design is \$4.62M.

Community Engagement – April/May 2021

Community engagement on the revised, draft final Concept Design was undertaken for three weeks in April and May. This engagement was planned using an assessment of the project against Council's Community Engagement Policy, and included website materials, media and direct promotion, promotion by the PAG, and drop-in sessions. The engagement was focussed on the *inform* level of the International Association for Public Participation (IAP2) spectrum, and at the *medium* level of Council's Community Engagement Policy.

A high number of community interactions resulted from the engagement – over 400 visits to the project webpage, and approximately 45 community members attending the drop-in sessions. A number of direct conversations with both the project manager and members of the PAG occurred, and approximately 50 people attended a Life Activities Group meeting where a session on the project was held. Three submissions were received through the webpage.

Feedback on the revised design was generally very positive, and no further changes to the concept design are proposed. The concept design drawings are attached.

A number of elements queried in the engagement will be resolved in the detailed design process, including maximising natural light in the library, floor coverings, storage details, window details, and bin storage.

PAG Review

The PAG was appointed at the November 2019 Council meeting, and first met in December 2019. The Terms of Reference for the PAG include a 12 month review of the group, to ensure the group is functioning well to meet its objectives. The review was conducted by the Project Manager, and specifically requested and considers feedback from the group members. Since the review was undertaken, one member has resigned from the PAG (having moved away from the area), however all other elements of the review remain current. The review is attached.

The group has functioned well - not always agreeing but always operating respectfully. They have inputted into the design process in a way that has added value and improved the design, and have been involved in the planning and execution of the community engagement for the project in a way that has significantly improved the project and its connection to and support by the community.

It is recommended that the group now continues to operate until the completion of the project's construction phase.

Next Steps

Subsequent to the adoption of the Concept Design by Council, drawings and other material will be finalised and submitted for the required Planning Permit Application.

The design development stage can then also be undertaken by the architect. This is anticipated to take 4 months. Procurement and construction will follow the completion of the design.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Quality Community Infrastructure

1. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

The Governance of the project has been structured with a Project Control Group, consisting of the Project Manager, the Director Community and Corporate Services (who is the project Sponsor), the Director of Infrastructure and Development Services, and the CEO. The Project Team includes the Project Manager and the Design Consultant. The PAG are an additional element to the project, instated due to the strategic importance of, and community interest in, the project.

The management and operations of the Trentham Community Hub are not included in the scope of the current project, which is focussed on the construction of the facility. A number of elements should be considered in the management of the facility, including security and access, management of bookings, and staffing of council services. This will now be considered as funding for construction has been secured.

SUSTAINABILITY IMPLICATIONS

The concept design is based on a high standard of building sustainability. Primarily this includes passive solar design, whereby natural light into the building is

maximised, solar gain in winter is used to bolster thermal performance, and orientation of glazing and spaces works with the local climate.

The roof design has been developed specifically to allow solar panels to be installed.

Water efficiency and harvesting are easily accommodated during the design development stage.

FINANCIAL IMPLICATIONS

Capital Cost

The cost estimate for the project is \$4.62M. Council has previously committed \$800,000 to the project. Officers have recently secured \$3.5M external funding from Regional Development Victoria (RDV), and are optimistic to be able to negotiate a Community contribution of up to \$120,000. Further State Government funding of up to \$500,000 will be pursued as well.

The RDV funding agreement requires Council to commit to underwriting any funding shortfall for the project, in the event that the required additional external funding (including Community or other Government) is not secured. This shortfall is currently estimated to be \$320,000.

Table A below summarises confirmed funding sources compared to project budget.

Source	Funds
Council contribution (confirmed)	\$800,000
Regional Development Victoria (confirmed)	\$3,500,000
Total Confirmed	\$4,300,000
Project Cost	\$4,620,000
Funding Shortfall	-\$320,000

Table B below summarises confirmed and unconfirmed funding sources compared to project budget.

Source	Funds
Council contribution (confirmed)	\$800,000
Regional Development Victoria	\$3,500,000

(confirmed)	
Community Contribution (not confirmed)	\$120,000
State Government Other (not confirmed)	\$500,000
Total	\$4,920,000
Project Cost	\$4,620,000
Potential funding surplus (not confirmed)	\$300K

Operating Costs

As the operating and management model has not been determined, it is not possible to estimate operating costs.

Maintenance Costs

A high-level approach to estimating maintenance costs is to apply an annual maintenance cost of 1% of the capital cost. This is high level and there are many factors that can affect the maintenance costs of a building.

RISK IMPLICATIONS

A risk register has been developed and maintained as part of the project plan.

Numerous risks have been reduced or mitigated through the design and consultation phases undertaken to date.

The project budget is a risk, albeit a significantly smaller risk than previously. Although the RDV funding allows the project to progress to construction, there still exists a shortfall of funding for the total project cost. If external funding cannot be secured to address the shortfall, Council will be required to commit additional funding to complete the project.

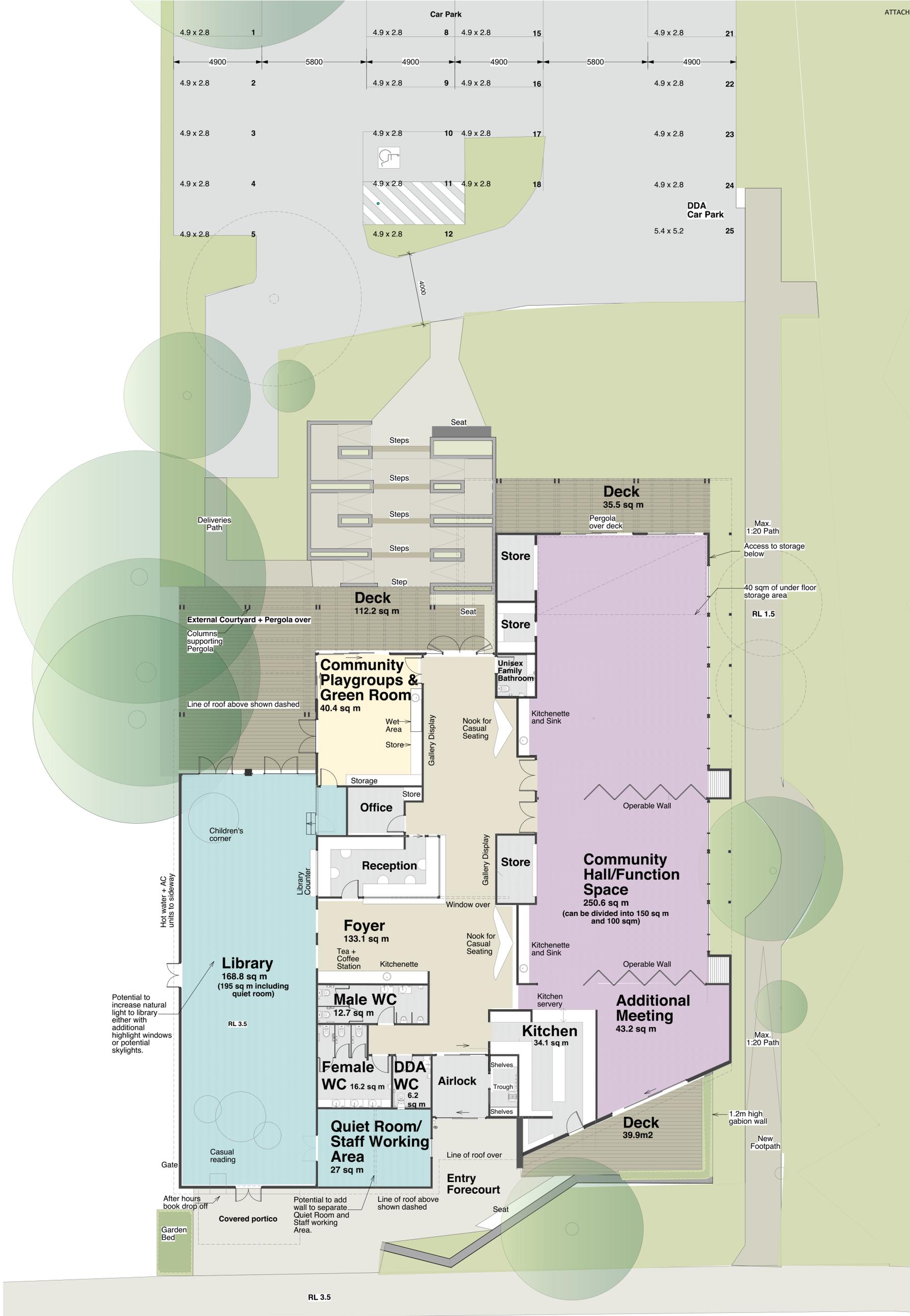
COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Project Advisory Group was set up specifically to have representative, continuous community input into the project, and this has worked very well. The PAG have had a high level of input into the design of both of the consultation stages.

Significant community engagement was undertaken in 2020 to garner feedback on the initial concept design, and the feedback has been used to revise the design. The main body of this report has further information about that consultation.

The most recent stage of community engagement presented the revised design, highlighting how it responds to the community feedback received in the previous engagement stage. The level of influence at this stage was lower as the process progresses toward the adoption of a final concept design.

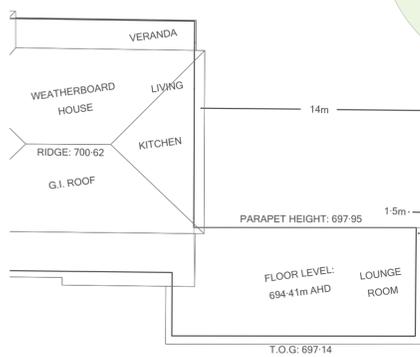
Community engagement for the duration of this iteration of the project (2019 onwards) has been designed and carried out according to the IAP2 principles. The proposed upcoming consultation stage has been assessed and planned in line with Council's Community Engagement Policy.



BATH STREET

HIGH STREET

Internal-no walls: 816.7m2
Decks: 169m2
Building-with walls: 859.9m2
Decks: 169m2





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TRENTHAM COMMUNITY HUB

PROJECT ADVISORY GROUP - 12 MONTHLY REVIEW

FEBRUARY 2021

In November 2019, Council adopted the membership of the Project Advisory Group (PAG) for the Trentham Community Hub project, after previously adopting the Terms of Reference for the group. The PAG first convened in December 2019.

The Terms of Reference require a review of the groups performance against the Terms of Reference every 12 months. The review is to be undertaken by Council officers, with Council formally considering the review recommendations in a Council Meeting.

This document is the review of the PAG for the period December 2019 – December 2020.

TERMS OF REFERENCE SECTION	REVIEW	RECOMMENDATION
OBJECTIVES		
Create a hub for community services, currently being delivered from a range of buildings in Trentham, limited to library, visitor information	Project remains on scope and PAG understand the scope and are working constructively to achieve this objective.	Continue as currently operating

▶ 12 Monthly Review

centre, customer service, meeting and function rooms, and original main hall;		
Maximise the synergy and collaboration between organisations that might arise from co-location in a single building or physical location;	PAG regularly discussing various user groups and community groups, and how the Trentham Community Hub can achieve this objective.	Continue as currently operating
Create a vibrant facility, consistent with town character and which through its form and function creates a landmark in the township, and is embraced by the community with pride and commitment.	The draft design, with the PAG's input, is achieving this. The broad community engagement feedback confirm the achievement of this objective so far.	Continue as currently operating
Roles and Responsibilities – PAG		
Representing broad community interests and needs, to help the Trentham Community Hub realise the Trentham (and broader Coliban Ward) community's vision and community needs	The PAG generally considers the broader community vision and needs for the facility in their deliberations and feedback through the design process.	Continue as currently operating
Engaging in the concept design process, and providing input and ideas to the designers;	The PAG have been actively engaged in the design process, seeking to understand the design intent and systems, proving broad and detailed feedback to the project team to improve the design for users.	Continue as currently operating

▶ 12 Monthly Review

<p>Providing advice about how to effectively engage the broader Trentham community on the project design.</p>	<p>The PAG have been very constructive and valuable in advising on engagement activities.</p>	<p>Continue as currently operating</p>
<p>Sharing information about the project to the Trentham community through various community channels and groups.</p>	<p>The PAG has fulfilled this role well.</p>	<p>Continue as currently operating</p>
<p>Roles and Responsibilities - Council</p>		
<p>Council will have accountability for management of the contract with the architect and ensuring satisfactory achievement of key deliverables for each of the project stages. Council will be required to approve any significant or material changes to scope, budget, or timelines.</p>	<p>Council has fulfilled this role appropriately.</p>	<p>Continue as currently operating</p>
<p>Council is committed to working co-operatively with Trentham community organisations and the community in the development of the Trentham Community Hub.</p>	<p>Council has fulfilled this role appropriately.</p>	<p>Continue as currently operating</p>

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MEMBERSHIP		
Membership will comprise of between four (4) and seven (7) community members (not including the chair) who are committed to working positively to see this project completed successfully.	The membership of the PAG has met this requirement, with all 7 original members participating positively.	Continue as currently operating
Membership shall represent the range of interests and needs of people in the Coliban Ward. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage, and community groups.	The original membership remains stable, and these members were chosen from a thorough Expression of Interest process to represent the Coliban Ward diversity, and continue to do so.	Continue as currently operating
Membership will also aim to include people who bring a range of skills to the group. Such skills may include community engagement, marketing and communication, tourism and economic development, community program development, and technology and innovation.	The original membership remains stable, and these members were chosen from a thorough EoI process to bring a range of skills and experience, and continue to do so.	Continue as currently operating
ADMINISTRATION		
<ul style="list-style-type: none"> The Project Advisory Group will be chaired by the Coliban Ward Councillor. 	Operating as specified.	Continue as currently operating

▶ 12 Monthly Review

<ul style="list-style-type: none"> The Project Advisory Group will be administered and supported by Hepburn Shire Council. Council, who will be responsible for calling meetings, and circulating minutes and written material as required. 	<p>Generally operating as specified.</p> <p>Some members have provided feedback that they were not adequately informed of the content of a Council Report (June 2020) which was recommending decisions on key aspects of the project. This gave them the experience of fielding queries from community members, without the PAG members themselves being aware/understanding the nature of the Council Report and how community would perceive the PAG's role in the recommendations.</p> <p>The Project team has taken this feedback on board and will – as appropriate – aim to provide greater clarity in future.</p>	<p>Continue as currently operating</p>
<ul style="list-style-type: none"> Minutes will be utilised only for the purpose of the PCG managing the project, and will not be routinely published. 	<p>Operating as specified.</p>	<p>Continue as currently operating</p>

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<ul style="list-style-type: none"> Meetings of the Project Advisory Group will occur 6-weekly. 	<p>This meeting frequency has changed twice: once early in the project to four-weekly, and once recently (early 2021) to fortnightly. This request for fortnightly meetings may be related to the gap of a number of months over the caretaker and election period where the PAG did not meet. Meeting fortnightly long term is considered unsustainable due to resourcing/workload, as well as the required level of input from the PAG.</p>	<p>Revert back to at least 4-weekly meetings (and perhaps 6-weekly) as the stages of the project require less input from the PAG.</p>
<ul style="list-style-type: none"> A 12 month review period will apply to the Project Advisory Group, and will be undertaken by Council. 	<p>This review constitutes the first 12 month review, for the period December 2019 to December 2020.</p>	<p>Continue as currently operating</p>
<ul style="list-style-type: none"> A quorum will be a majority plus one of the group present at a Project Advisory Group meeting. 	<p>This item remains relevant.</p>	<p>Continue as currently operating</p>
<p>CONDUCT</p>		
<p>Members are expected to:</p> <ul style="list-style-type: none"> Actively participate in Project Advisory Group meetings and offer opinions and views, and attend a minimum of 50% of meetings; Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others; 	<p>Conduct of the members of the PAG have been consistent with the expectations described in the Terms of Reference.</p> <p>The group members have rigorous discussions, and don't always agree, however always conduct themselves in a respectful manner.</p> <p>Where the requirement to attend a minimum of 50% of meetings has been at risk of non-compliance, group members have been reminded of this requirement by the project manager/</p>	<p>Continue as currently operating</p>

▶ 12 Monthly Review

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• Declare any conflicts of interest or perceived conflicts of interest;• Act with integrity and avoid the release of confidential information;• Adhere to the principle of clear and open communication;• Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner;• Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter. | | |
|---|--|--|

12.3 MINUTES OF COMMUNITY ASSET COMMITTEES ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Meeting Minutes - Lyonville Hall Community Asset Committee - 28 April 2021 [**12.3.1** - 3 pages]
2. CONFIDENTIAL REDACTED - Meeting Minutes - Creswick Community Museum Asset Committee - 5 May 2021 [**12.3.2** - 2 pages]
3. CONFIDENTIAL REDACTED - Meeting Minutes - Lee Medlyn Home of Bottles Community Asset Committee - 17 May 2021 [**12.3.3** - 3 pages]
4. CONFIDENTIAL REDACTED - Meeting Minutes - Lyonville Hall Community Asset Committee - 19 May 2021 [**12.3.4** - 2 pages]
5. CONFIDENTIAL REDACTED - Meeting Minutes - Drummond Hall Community Asset Committee - 27 May 2021 [**12.3.5** - 2 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to note the minutes from Council's Community Asset Committees.

OFFICER'S RECOMMENDATION

That Council receives and notes the minutes of the Community Asset Committees which have been distributed to Councillors:

- *Lyonville Hall Community Asset Committee – 28 April 2021*
- *Creswick Community Museum Asset Committee – 5 May 2021*
- *Lee Medlyn Home of Bottles Community Asset Committee – 17 May 2021*
- *Lyonville Hall Community Asset Committee – 19 May 2021*
- *Drummond Hall Community Asset Committee – 27 May 2021*

MOTION

That Council receives and notes the minutes of the Community Asset Committees which have been distributed to Councillors:

- *Lyonville Hall Community Asset Committee – 28 April 2021*
- *Creswick Community Museum Asset Committee – 5 May 2021*
- *Lee Medlyn Home of Bottles Community Asset Committee – 17 May 2021*
- *Lyonville Hall Community Asset Committee – 19 May 2021*
- *Drummond Hall Community Asset Committee – 27 May 2021*

Moved: Cr Don Henderson

Seconded: Cr Tim Drylie

Carried

BACKGROUND

Community Asset Committees are established by Council under section 65 of the *Local Government Act 2020* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council.

Council has the following Community Asset Committees:

- Dean Recreation Reserve and Tennis Courts Community Asset Committee
- Drummond Hall Community Asset Committee
- Creswick Museum Community Asset Committee
- Glenlyon Recreation Reserve Community Asset Committee
- Lee Medlyn Home of Bottles Community Asset Committee
- Lyonville Hall Community Asset Committee

KEY ISSUES

Listed below are the minutes Community Asset Committees for information:

- Lyonville Hall Community Asset Committee – 28 April 2021
- Creswick Community Museum Asset Committee – 5 May 2021
- Lee Medlyn Home of Bottles Community Asset Committee – 17 May 2021
- Lyonville Hall Community Asset Committee – 19 May 2021
- Drummond Hall Community Asset Committee – 27 May 2021

These minutes have been provided confidentially to Council.

POLICY AND STATUTORY IMPLICATIONS

Community Asset Committees are established by Council under section 65 of the *Local Government Act 2020* and operate in line with their issued instrument of delegation as executed by the Chief Executive Officer.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

There are no risk implications associated with this report. The governance requirement under each instrument of delegation is for the community asset committees to submit to the Manager Governance and Risk a copy of the minutes of all meetings. Providing these to Council formally is a good governance process.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees and should be reflective of community aspirations, needs and diversity in the management and oversight of the respective asset.

13 ACTIVE AND ENGAGED COMMUNITIES

13.1 LGBTIQA+ ADVISORY COMMITTEE OF COUNCIL

ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager Community Care, I Fran Fogarty have no interests to disclose in this report.

ATTACHMENTS

1. LGBTIQA+ Advisory Committee Draft Terms of Reference [13.1.1 - 3 pages]

EXECUTIVE SUMMARY

At the February 2021 Ordinary Meeting of Council the following resolution was passed:

“That Council, in support of the Lesbian, Gay, Bisexual, Transgender, Intersex, Queer / questioning and Asexual (LGBTIQA+) community requests the Chief Executive Officer to prepare a report that considers the establishment of an LGBTIQA+ Advisory Committee of Council and requests that a report be presented back to Council for consideration in its 2021/2022 budgeting that provides for:

- a. the terms of reference*
- b. membership composition*
- c. timeline*
- d. budget allocation requirement and other governance details relating to the functioning of the advisory committee so as to allow Council to undertake its due diligence in its establishment”.*

Council has supported the LGBTIQA+ community in a range of ways. Various Council units including Community Care, Sport and Recreation, Youth Services, Library Services, Community Partnerships, Economic Development and Events provide a variety of support and opportunities for the LGBTIQA+ community including youth events, flag raising, aged care projects, staff training and promotion of IDAHOBIT Day. Council also financially supports the Chillout Festival as one of the Shires’ signature events.

It is estimated that current resources are approximately \$40,000-\$50,000 per annum.

At the Council meeting in February 2021 there were a number of people who spoke in favour of the establishment of an LGBTIQA+ Advisory Committee and this has also been identified in previous communication to Council.

Council has 3 options to consider:

Option 1

Retain the current service and support levels and, without implementing an advisory committee, continue to support LGBTIQA+ events within current resources.

Option 2

Retain the current service and support levels and include as part of the Gender Equity Committee and fund an additional 0.2EFT resource that would support the LGBTIQ+ activities plus allocate a further \$10,000 for programs at a total additional cost to Council of \$30,000.

Option 3

Implement an LGBTIQ+ Advisory Committee which would include a resource allocation of 0.4EFT resource and operational budget of \$10,000 which would be an additional cost of \$50,000.

After reviewing the 3 options outlined, Officers recommend Option 2 for consideration.

OFFICER'S RECOMMENDATION

That Council retains the current service and support levels and include as part of the Gender Equity Committee and fund an additional 0.2EFT resource that would support the LGBTIQ+ activities plus allocate a further \$10,000 for programs at a total additional cost to Council of \$30,000.

MOTION

That Council:

- 1. Establishes an LGBTIQ+ Advisory Committee of Council;*
- 2. Allocates an officer resource of 0.4FTE and an operational budget of \$10,000; and*
- 3. Notes that the total cost of the implementation of the LGBTIQ+ Advisory Committee would total to an additional cost of \$50,000 annually.*

Moved: Cr Tessa Halliday

Seconded: Cr Jen Bray

Carried

BACKGROUND

Hepburn Shire Council has a richly diverse community. A key part of this diversity is our LGBTIQ+ community who call the Hepburn Shire home and the Shire has been a favoured place to live and visit for the LGBTIQ+ community for decades.

The contribution from the LGBTIQ+ community cannot be underestimated in making Hepburn Shire a safe and welcoming place for people from all backgrounds to live work, invest and visit.

A key example is the Daylesford Chillout Country Pride Festival that had a humble beginning in 1997 and is now recognised as the largest LGBTIQ+ country festival in Australia.

The festival has injected millions of dollars into the Hepburn Shire and donated many hundreds of thousands of dollars to worthwhile causes in the community. Hepburn Shire Council overall has been an active supporter and ally of the festival and has provided funding to contribute to its success.

The 2016 Census data was the very first time that sex and gender diversity statistics were collected. There were so few responses to this question (and a great deal of confusion) the count was considered inaccurate and therefore not part of the official statistics, however data sourced from the State Government Victorian Population Health Survey 2017 reports that 7.5% of the adult population in Hepburn Shire identify as LGBTIQ+ compared to a Victorian average of 5.7%.

It is very likely that if the population data was to include ratepayers, that this percentage could be much higher, as there are ratepayers who identify and have holiday properties and visit regularly.

It is also reasonable to assume that the population will increase, particularly as some of these rate payers retire and choose to live in their properties.

Local Government has a responsibility to foster inclusion and accessibility which involves taking positive action to eliminate discrimination in all forms and Hepburn Shire Council has a strong history of demonstrating leadership in this area.

KEY ISSUES

To effectively and sustainably establish and coordinate a LGBTIQ+ Advisory Committee and develop and implement a co-designed action plan further resourcing of 0.4 EFT and a budget for project funding will be required. This would involve an annual staffing cost of approximately \$40,000 and annual project funding of approximately \$10,000 to undertake and implement actions.

Some activities that may arise from the Action Plan could be managed within existing resources such as flag raising, Youth events and event support, whilst others such as achieving Rainbow Tick accreditation and additional events will require project funding.

If endorsed by Council, associated costs outlined will require a funding allocation. A full breakdown of funding options is provided in the Financial Implications section of this report.

A Terms of Reference (TOR) has been developed for Councils Consideration at the next Ordinary Meeting of Council. Membership of the Committee will be considered in the TOR, and covers categories including Councillor representation, Officer representation by role and community member representation.

Potential Activities

Potential activities to be included in an action plan (subject to Advisory Committee input, endorsing and resourcing) could include:

Events: Chill Out Festival event financial support will continue in accordance with Council's current Memorandum of Understanding, however there are a number of additional Pride events throughout the year that the LGBTIQ+ Advisory Committee could explore opportunities for Council participation.

Flag Raising: There are numerous potential dates that would be suitable for flag raising events. The LGBTIQ+ Advisory Committee would assist to identify most appropriate date.

Rainbow Tick Accreditation: Rainbow Tick Accreditation is a quality framework of 6 Standards to help organisations become safe and inclusive for the LGBTIQ+ community. It is an intensive process and could take 18 months to two years to complete. Depending on whether sites and services are audited and accredited individually or collectively will impact on costs involved.

According to the Victorian Councils Equality Index, developed by the Pride Lobby, there is only one metro Council, Banyule with full Rainbow Tick accreditation, with no rural Councils in Victoria have Rainbow Tick accreditation.

A small number of Councils have Rainbow Tick accreditation in their Aged Care Services.

Most recently, April 2021 Port Phillip Council voted no on their Rainbow Tick accreditation plan due to the \$200K cost involved.

An alternative action that could be considered could be for Council to become a LGBTIQ+ Ally.

Currently, the only neighbouring Council with an LGBTIQ+ Committee is the City of Ballarat, which established a committee in the last month. Council would be viewed as a leader should the decision be made to establish the committee.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Active and Engaged Communities

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

There is a wide range of State and Federal legislation and associated plans that will influence and assist to resource a LGBTIQ+ Advisory Committee.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

Advisory Committees are no longer a legislative requirement however do provide a strong mechanism for Council' community engagement process regarding a particular issue and often provide Council with a "lived experience" view of the subject matter.

Draft Terms of Reference have been compiled as requested and are attached to this report and, should Council decide to establish an LGBTIQ+ Advisory Committee, the Terms of Reference will be presented to a Council meeting for endorsement.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Resourcing of 0.4 EFT and a budget for project funding will be required. This would involve an annual staffing cost of approximately \$40,000 and annual project funding of approximately \$10,000 to undertake and implement actions.

Currently the Disability Advisory Committee (DAC) is supported by the Disability Inclusion Officer role which was created from funding from Working for Victoria.

The previous Rural Access funding for this role was made redundant due to a commitment from the State Government to commit this funding as a contribution to the National Disability Insurance Scheme.

This Band 6 .04 EFT role has been able to be extended by using Aged and Disability underspent funds.

Should a LGBTIQ+ Advisory Committee be approved by Council, the required additional resource of .04 EFT could be funded by existing Aged and Disability underspend resources for the remainder of this financial year however will need a budget allocation ongoing after the 2021/2022 financial year.

Ideally the role would be .08 EFT and be an Inclusion officer role that is responsible for improving inclusion across the Shire and providing support for the DAC and LGBTIQ+ committees.

RISK IMPLICATIONS

There has been lobbying and strong community interest for Council to have a LGBTIQ+ advisory committee. There could be some risk of reputational damage in not having the committee at a local, state and national level due to the high profile of the Chill Out Festival and the reputation of Hepburn Shire being one of the most LGBTIQ+ friendly communities in Australia.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Officers have applied the Community Engagement Policy and confirm that community consultation and engagement will underpin the formation and implementation of the proposed Advisory Committee and associated action plan,

If supported Council will undertake an Expression of Interest for community representation on the LGBTIQ+ Advisory Committee and members will be appointed by Council resolution.

Committee membership shall represent the range of interests and needs of LGTIQA+ people in the Hepburn Shire. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage and community groups.

Membership will be invited by way of an expression of interest and members will be appointed by Council resolution.

1. Introduction

Hepburn Shire Council is proud of its diversity and believes that communities are enriched when all people regardless of their background or identity are embraced and supported to participate and contribute to community life.

The aim of the LGBTIQA+ Advisory Committee is to provide Council with advice and information on inclusion, access and equity issues for the LGBTIQA+ community so that Council can strive to improve programs and services for the community and inclusion throughout the Shire.

Background:

The LGBTIQA+ Advisory Committee is a reference group and not a decision-making body.

2. Objectives

- Advocate on behalf of LGBTIQA+ people within the Hepburn community and beyond.
- Provide feedback and advice to Council on its policies, plans and services that impact on the LGBTIQA+ community.
- Consider and provide advice on key Government initiatives, programs and reviews that impact on LGBTIQA+ communities.
- Consider funding and other opportunities as they may arise
- Assist Council to promote the benefits of diversity and enhance understanding about the barriers to equality facing LGBTIQA+ communities.
- Promote and assist Council to celebrate LGBTIQA+ days of significance and events.

3. Membership:

The LGBTIQA+ Advisory Committee membership aims to ensure there is representation of broad community and positions are voluntary.

Membership will comprise of a Councillor who will be the Chair and between eight (8) and ten (10) community members who are committed to working positively to meet the objectives of the Committee.

Membership shall represent the range of interests and needs of LGBTIQA+ people in the Hepburn Shire. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage, and community groups.

Membership will be invited by way of an expression of interest and members will be appointed by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another EOI process. Council will otherwise not

accept membership Expressions of Interest after the initial membership has been appointed.

From time to time, LGBTIQA+ Advisory Committee may establish working groups, and may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

3.1 SELECTION PROCESS

The Selection Committee will include the appointed Councillor representative, Director Community & Corporate Services and/or Manager Community Care and a representative from the Community Care Early Years, Youth and Healthy Communities team. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

3.2 REQUIREMENTS FOR MEMBERS (Criteria)

Advisory Committee members will be able to demonstrate some of the following:

- Knowledge and understanding of the needs and issues relevant to LGBTIQA+ equity
- An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities
- The ability to contribute to the strategic development of LGBTIQA+ initiatives at local government level
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee

Council will aim to ensure that members of the Committee reflect the diversity of the Hepburn community including ethnicity, age, gender and different geographical areas across Hepburn. A high level of LGBTIQA+ representation will be encouraged.

Council will aim to ensure that members of the Committee reflect a balance between individuals and organisations and the community and business sectors.

3.3 TERMS OF APPOINTMENT

Appointments will be for a minimum four-year term.

Council will appoint a Councillor to chair the meetings.

LGBTIQA+ advisory committee members completing a four-year term may re-apply for a further four-year term.

4. Hepburn Shire Council

4.1 Role and Responsibilities

Council will have accountability for management of the LGBTIQA+ Advisory Committee.

Council is committed to working co-operatively with LGBTIQA+ Advisory Committee members to improve LGBTIQA+ equity across the Hepburn Shire Council and community.

5. Administration and Conduct

5.1 Administration

The Committee will receive administration support by a Council Officer in the Early Years, Youth and Healthy Communities Team.

5.2 Conduct

All members of the LGBTIQA+ Advisory Committee will work in a co-operative and positive manner. Members are expected to:

- Actively participate in meetings and offer opinions and views, and attend a minimum of 50% of meetings;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Declare any conflicts of interest or perceived conflicts of interest;
- Act with integrity and avoid the release of confidential information;
- Adhere to the principle of clear and open communication;
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner;
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in removal from the committee.

13.2 RECOMMENDATIONS FOR APPOINTMENT OF MEMBERS TO THE DISABILITY ADVISORY COMMITTEE ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Disability Community Development Officer, I Yusuf Kasap have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The Disability Access and Inclusion Plan 2018-2022 was adopted by Council in June 2018. At this time Council also established a Disability Advisory Committee (DAC). Membership represents all sectors of the community who have personal lived experience with peoples with disability to provide Council with lived experience advice, information and advocacy to create a more socially inclusive and accessible environment for people with a disability, their family and carers.

Currently there are seven Disability Advisory Committee members and three vacant positions. Accordingly, Officers advertised an Expression of Interest, to call for applicants to serve on Council's Disability Advisory Committee (DAC).

A total of four applications were received. An assessment panel comprising three Council Officers assessed all applications. Three applications have been recommended for appointment.

OFFICER'S RECOMMENDATION

That Council:

- 1. Receives and notes the report detailing the Expression of Interest process undertaken to recruit Disability Advisory Committee Members;*
- 2. Endorses the Officers recommendation to appoint Fiona Porter, Lainey Curr and Peter Waters as new members of Council's Disability Advisory Committee for a two year term, in line with the Terms of Reference, until 14 June 2023; and*
- 3. Approves Officers to undertake the necessary administrative functions to onboard and support the endorsed Committee members to undertake their role as Disability Advisory Committee Members.*

MOTION

That Council:

- 1. Receives and notes the report detailing the Expression of Interest process undertaken to recruit Disability Advisory Committee Members;*
- 2. Endorses the Officers recommendation to appoint Fiona Porter, Lainey Curr and Peter Waters as new members of Council's Disability Advisory*

Committee for a two year term, in line with the Terms of Reference, until 14 June 2023; and

- 3. Approves Officers to undertake the necessary administrative functions to onboard and support the endorsed Committee members to undertake their role as Disability Advisory Committee Members.*

Moved: Cr Don Henderson

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

The Disability Access & Inclusion Plan 2018-2022 was adopted by Council in June 2018. A Disability Advisory Committee was created in October 2018. Membership represents all sectors of the community who have personal lived experience with peoples with disability to provide Council with live experience advice, information and advocacy to create a more socially inclusive and accessible environment for people with a disability, their family and carers.

Currently there are seven Disability Advisory Committee members and three vacant positions. The Disability Community Development Officer commenced an Expression of Interest on behalf of Council, to call for applicants to serve on Council's Disability Advisory Committee (DAC).

Council received two applications from people who have either physical, sensory, psychiatric or neurological impairments and two professional representatives from the disability and advocacy sector who work or have previously worked within the Shire.

KEY ISSUES

Summary of selected applicants, in alphabetical order by first name:

Applicant	Recommendation
Fiona Porter , lives in Tipperary Springs Daylesford, in the Birch Ward. Fiona have been working in the disability sector for over 16 years and is currently working for Wintringham as a Recreational Officer.	Recommended
Lainey Curr , lives in Clunes, in the Cameron Ward. Lainey has grown up in the Hepburn shire with a disability and believes she could be a great advocate for others that have disability.	Recommended
Peter Waters , lives in Hepburn Springs, in the Birch Ward. Peter has personal lived experience with a disability and is a dedicated advocate for improving	Recommended

access and inclusion in the disability community.	
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POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Active and Engaged Communities

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Administrative and operational support for the Disability Access Committee is currently being funded through the Community Care Operational budget. There is no ongoing budget allocation for this Committee and further consideration will be required post 2022/2023 as to funding the administration of the committee.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Expression of Interest process undertaken seeking applications from interested community members within the Shire.

The process of recruitment included advertisements and an article in the Advocate newspaper, social media posts, notifications in numerous community newsletters, promotion on the Council website, promotion directly at community consultations and targeted discussions with key sector advocates and community members.

Cr Tim Drylie declared a material conflict of interest for Items 13.3 and 14.1 and left the meeting at 8:16pm.

13.3 COMMUNITY GRANTS PROGRAM 2020/2021 - ROUND 4 ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Acting Director Corporate and Community Services, I Andrew Burgess have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The Community Grants Program 2020/2021 aligns with the Council Plan to support the strength and resilience of the community. Eligible community groups can access funds in four rounds annually across five categories that support a variety of community needs.

At the Ordinary Meeting of Council held on 20 April, 2021 Council resolved that (Community Grant) Funds remaining now totalling \$8,924.05 be combined and made available for all successful Round 4 applications in any category.

Five applications were received for Round 4, 2020/2021. Total funds requested amount to \$9,742.84 which exceed the project budget by \$818.79. Three of the grants have been assessed as scalable projects and will therefore be recommended for partial funding. The two remaining applications have been assessed for full funding.

OFFICER'S RECOMMENDATION

That Council:

- 1. Award Round Four Community Grant Program funding of \$4,379.21 supporting community projects worth in total \$18,040 to applicants in the following categories:*

'Category A' Grants

Project Name	Organisation	Amount
Creswick Swingalong Ukestra	Creswick Amateur Theatre Group Incorporated	\$2,029.21
Website for Trentham Sustainability Group	Trentham Sustainability Group auspiced by Trentham Neighbourhood Centre	\$2,350

- 2. Award Round Four Community Grant Program funding of \$4,544.84 supporting community projects worth in total \$5,366.84 to applicants in the following categories:*

'Category B' Grants

Project Name	Organisation	Amount
Essential Small Equipment for St John Ambulance Australia Daylesford Division	St. John Ambulance Australia (Victoria) Inc	\$2,425
Small Equipment Purchases	Pavilion Arts & Sustainability Inc	\$1,703.84
Public Address System	Kingston Friends of the Avenue Inc	\$416

MOTION

That Council:

- 1. Award Round Four Community Grant Program funding of \$4,379.21 supporting community projects worth in total \$18,040 to applicants in the following categories:*

'Category A' Grants

Project Name	Organisation	Amount
Creswick Swingalong Ukestra	Creswick Amateur Theatre Group Incorporated	\$2,029.21
Website for Trentham Sustainability Group	Trentham Sustainability Group auspiced by Trentham Neighbourhood Centre	\$2,350

- 2. Award Round Four Community Grant Program funding of \$4,544.84 supporting community projects worth in total \$5,366.84 to applicants in the following categories:*

'Category B' Grants

Project Name	Organisation	Amount
Essential Small Equipment for St John Ambulance Australia Daylesford Division	St. John Ambulance Australia (Victoria) Inc	\$2,425
Small Equipment Purchases	Pavilion Arts & Sustainability Inc	\$1,703.84

Moved: Cr Don Henderson

Seconded: Cr Juliet Simpson

Carried

BACKGROUND

Council's Community Grants Program 2020/2021 receives applications and awards funding on a quarterly basis. Round 1 and 2 were scheduled to accommodate the Council Caretaker period, ensuring community groups have continuity to access funds. Key Program dates are as follows:

Round 1	
Round Opens:	19 June 2020
Community Grants Webinar:	7 July 2020
Round Closes:	13 July 2020
Council Meeting:	18 August 2020
Round 2	
Round Opens:	24 October 2020
Community Grants Webinar:	29 October 2020
Round Closes:	10 November 2020
Council Meeting:	15 December 2020
Round 3	
Round Opens:	1 February 2021
Community Grants Webinar:	10 February 2021
Round Closes:	1 March 2021
Council Meeting:	20 April 2021
Round 4	
Round Opens:	5 April 2021
Community Grants Webinar:	12 April 2021

Round Closes:	3 May 2021
Council Meeting:	15 June 2021

Within this program, there are five Categories that support a range of community needs. These include:

- A. Active and Engaged Communities (up to \$2,500)
- B. Quality Community Infrastructure (up to \$2,500)
- C. Sustainable Environments (up to \$2,500)
- D. Children’s Program (up to \$2,500)
- E. Charitable Purposes (up to \$2,000)

The overall Program budget is \$65,000. Categories A-C are funded through the Community Grants Program Fund of \$45,000, including \$3,000 for New Resident Sessions. Category D is funded through the Children’s Program Fund of \$10,000. Category E is funded through the Charitable Purposes Fund of \$10,000, of which a maximum of \$2,000 can be awarded per Council ward.

KEY ISSUES

Applications for Round 4 of this program opened on 5 April 2021 and closed on 3 May 2021. During this time Council Officers promoted the opportunity to community groups across the Shire and advertised on both printed and digital platforms. Council Officers offered individual support to all community members with the purpose of supporting possible applications.

All applications assessed were deemed eligible in line with the requirements outlined in the Community Grants Guidelines 2020/2021. An assessment of the applications was conducted by an evaluation panel consisting of three Community Assessment Panel members and Council’s Community Partnerships Coordinator.

Funding Distribution Model

Five applications were received in Round 4 of the 2020/2021 Community Grants Program. Two applications are recommended for full funding with a further three applications recommended for partial funding. Funds remaining have been combined and have been made available for all successful Round 4 applicants in any given category in accordance with the Council motion passed at the 20 April 2021 Ordinary Council Meeting. The remaining Community Grants budget for the 2020/2021 financial year is \$8,924.05.

Projects Recommended for Partial Funding

The total funds requested amount to \$9,742.84. This amount exceeds the remaining project budget of \$8,924.05 by \$818.79. Upon assessment of the application budgets, three of the grants recommended below were determined to be scalable and are recommended for partial funding as detailed in Table 1 below.

Projects Recommended for Full Funding

All remaining applications are recommended for full funding and are not deemed scalable.

Table 1

Category	Project Name	Community Group	Description	Grant Amount Requested	Total Project Amount	Recommendation
A	Creswick Swingalong Ukestra	Creswick Amateur Theatre Group Incorporated	Music workshops leading to eventual public performance.	\$2,500	\$7,540	Recommended for partial funding of \$2,029.21.
A	Website for Trentham Sustainability Group	Trentham Sustainability Group auspice by Trentham Neighbourhood Centre	Website creation to connect like-minded people and inspire sustainable living.	\$2,500	\$10,500	Recommended for partial funding of \$2,350.
B	Essential Small Equipment for St John Ambulance Australia Daylesford Division	St. John Ambulance Australia (Victoria) Inc	IT equipment to support volunteer training and first aid support in the community.	\$2,425	\$3,049	Recommended for full funding.
B	Small Equipment Purchases	Pavilion Arts & Sustainability Inc	Performance equipment to support arts events.	\$1,901.84	\$1,901.84	Recommended for partial funding of \$1,703.84.
B	Public Address System	Kingston Friends of the Avenue Inc	Purchase a PA system to support Anzac Day and other community events.	\$416	\$416	Recommended for full funding.
Total amount eligible requested: Category A-C				\$9,742.84		
Total amount requested: Category D				\$0		
Total amount requested: Category E				\$0		

Total funds available \$8,924.05

Total amount recommended for funding \$8,924.05.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Active and Engaged Communities

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

The Community Grants Program supports projects by volunteer community groups. The focus of these projects is to strengthen community resilience and connection, promote sustainability and to assist in the implementation of community priorities.

FINANCIAL IMPLICATIONS

Category	Total Eligible Funds Requested	Annual Budget	Available Funds
A. Active and Engaged Communities	\$5,000	\$45,000	\$1,719.01
B. Quality Community Infrastructure	\$4,742.84		
C. Sustainable Environments	Nil		
D. Children's Program	Nil	\$10,000	\$5,203
E. Charitable Purposes	Nil	\$10,000	\$2,002.04
Total Amounts:	\$9,742.84	\$65,000	\$8,924.05

As this is the last round of the financial year, funds remaining from each category were combined and have been made available for all successful Round 4 applicants in any given category in accordance with the Council motion passed at the 20 April 2021 Ordinary Council Meeting. Council has allocated the entire Community Grants

budget for the 2020/2021 year. The five applications will draw upon the entire budget.

RISK IMPLICATIONS

All applicants are required to identify how project risk and safety issues will be managed and this formed part of the assessment process. Insurance and not-for-profit-status are checked for all applications. All successful applicants are required to sign grant terms and conditions prior to receiving the grant allocation. Council Officers monitor the receipt of acquittals and follow up any outstanding acquittals.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A Communications Plan was implemented with Facebook posts, advertising on Council's Page in The Local, website updates and via the Webinar. Council Officers conducted one-on-one phone support to a variety of groups during and post the application process.

14 SUSTAINABLE ENVIRONMENT

14.1 2020/2021 BIODIVERSITY GRANT PROGRAM - RECOMMENDATIONS FOR FUNDING DIRECTOR OF INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Biodiversity Officer, I Brian Bainbridge have no interests to disclose in this report.

ATTACHMENTS

1. Summary of Recommendations for Funding [14.1.1 - 2 pages]

EXECUTIVE SUMMARY

The Biodiversity Grant Program is an action of the Council's Biodiversity Strategy 2018-2021. Grant Guidelines were developed and approved by Council in April 2019 and the grant has been advertised annually since 2019. The grant applications are assessed by a panel of Council officers and recommendations presented to Council for approval.

OFFICER'S RECOMMENDATION

That Council approves the allocation of grant funds from the 2020/2021 Community Biodiversity Grant program to the following applicants:

Project Name	Community Organisation	Funding Amount
<i>Bright Eyed Brown Butterfly Habitat Restoration</i>	<i>Trentham Public Park & Recreation Reserve Committee of Management</i>	<i>\$2,835</i>
<i>Revegetation after weed removal Creswick Creek</i>	<i>Clunes Landcare and Waterways Group</i>	<i>\$4,580</i>
<i>Creswick Indigenous Food and Fibre Demonstration Site - Biodiversity and Cultural Awareness Building Pilot Project</i>	<i>Transition Creswick</i>	<i>\$4,580</i>
<i>MDLG Fox Control Project</i>	<i>Malmsbury District Landcare Group Incorporated</i>	<i>\$2,061</i>
<i>Woody Weed Control along Slaty Creek in Wattle Flat</i>	<i>Wattle Flat-Pootilla Landcare Group</i>	<i>\$4,580</i>
<i>Volunteer training - chemical use and weed control</i>	<i>Friends of Cornish Hill</i>	<i>\$2,350</i>
<i>Renewing the biodiversity of Trentham Quarry Street</i>	<i>Trentham Quarry Street Reserve Committee of Management</i>	<i>\$3,013</i>

<i>Reserve</i>	<i>Incorporated</i>	
<i>Total</i>		<i>\$23,999</i>

MOTION

That Council approves the allocation of grant funds from the 2020/2021 Community Biodiversity Grant program to the following applicants:

<i>Project Name</i>	<i>Community Organisation</i>	<i>Funding Amount</i>
<i>Bright Eyed Brown Butterfly Habitat Restoration</i>	<i>Trentham Public Park & Recreation Reserve Committee of Management</i>	<i>\$2,835</i>
<i>Revegetation after weed removal Creswick Creek</i>	<i>Clunes Landcare and Waterways Group</i>	<i>\$4,580</i>
<i>Creswick Indigenous Food and Fibre Demonstration Site - Biodiversity and Cultural Awareness Building Pilot Project</i>	<i>Transition Creswick</i>	<i>\$4,580</i>
<i>MDLG Fox Control Project</i>	<i>Malmsbury District Landcare Group Incorporated</i>	<i>\$2,061</i>
<i>Woody Weed Control along Slaty Creek in Wattle Flat</i>	<i>Wattle Flat-Pootilla Landcare Group</i>	<i>\$4,580</i>
<i>Volunteer training - chemical use and weed control</i>	<i>Friends of Cornish Hill</i>	<i>\$2,350</i>
<i>Renewing the biodiversity of Trentham Quarry Street Reserve</i>	<i>Trentham Quarry Street Reserve Committee of Management Incorporated</i>	<i>\$3,013</i>
<i>Total</i>		<i>\$23,999</i>

Moved: Cr Juliet Simpson

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

The Community Biodiversity Grant Program provides Community Groups with support to conduct works that protect and enhance the Shire's biodiversity and further the objectives in the Hepburn Shire's Biodiversity strategy. An annual assessment and recommendation process has been designed.

The total 2020/2021 budget allocation is \$24,000. The program guidelines allow individual funding applications up to \$5,000.

KEY ISSUES

There were seven applications requesting a total of \$28,335.

One of these projects (Friends of Cornish Hill) is recommended by the panel for partial funding (50%) considering the risk of low take-up and utilisation of the identified training. An approach of supporting 5 training places was considered to still provide the important increase in group capacity to safely and effectively conduct weed control identified in the application.

The six remaining applications are recommended based on their high level of leverage funding, ecological impact and community impact. However, more funds have been requested than are available. There is a shortfall of \$1,985.00.

As all remaining recommended projects are scalable, it is recommended that all remaining recommended projects be funded to 92% of the requested amount.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Sustainable Environment

9. Take proactive steps to protect, maintain and enhance biodiversity, including rare/endangered species and wildlife corridors, and reduction of weeds on Council land while minimising herbicide use. Partner with other stakeholders to achieve greater weed management outcomes Shire wide.

Hepburn Biodiversity Strategy 2018-2021

Strategic Focus area – Community Knowledge and Awareness Building

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

Successful delivery of the projects will contribute to the Shire's environmental sustainability including climate change adaptation through increase in the community capacity to restore the resilience of the Shire's biodiversity.

FINANCIAL IMPLICATIONS

The Biodiversity Grant Program is a budgeted item in the Council's 2020/2021 budget and recommended projects would result in this budget item to be fully expended.

RISK IMPLICATIONS

Each Applicant has provided a risk and risk mitigation assessment that has been reviewed by the evaluation panel. Groups have also supplied copies of current Landowner agreement and public liability insurance certificate of currency arrangements where required.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The 2021 Biodiversity Grant Program was open for a three-week period in April and May. It was promoted via the Shire's social media and webpages and an advertisement was placed in 'The Local'. The secretaries or group contacts of 21 environmental groups operating in the Shire were also directly emailed.

Prospective applicants were advised to contact the Biodiversity Officer who provided technical advice on the projects prior to submission.

One of the projects (Malmsbury Landcare) involves building on a project that has been supported by Macedon Ranges Shire Council in the previous year. The Clunes Creek and Waterway Landcare Group application will augment a project in the event of success of a Council grant application currently being developed in conjunction with the North Central CMA. (An appropriate contingency has been identified in the event this grant is unsuccessful.)

Cr Tim Drylie returned to the meeting at 8:31pm.

Project Name	Community Organisation	Description	Amount Requested	Recommendation	Recommended funding amount
Bright Eyed Brown Butterfly Habitat Restoration	Trentham Public Park & Recreation Reserve Committee of Management	The project will restore a wetland area where a stormwater drain enters the northern end of Stoney Creek Reserve currently occupied by invasive plants. Following weed control, the planting of indigenous plants (mainly sedges) will create a natural filtration system to remove pollutants before the water enters the creek. Works will expand habitat and connectivity of local populations of the uncommon Bright-Eyed Brown butterfly. This project is highly visible from both High St and the Wombat Trail walking track, providing an opportunity to inform passers-by of the value of wetlands and the role they play in keeping our creeks healthy.	\$3,095	Recommended Partial funding (92%)	\$2,835
Revegetation after weed removal Creswick Creek	Clunes Landcare and Waterways Group	Revegetation of Creswick Creek bank between Government Bridge and the ford to take place after the removal of invasive suckers and trees. Plantings will be designed to ensure stability of the creek bank and generally improve the appearance of the creek. Funds will cover plant and plant guard costs.	\$5,000	Recommended Partial funding (92%)	\$4,580
Creswick Indigenous Food and Fibre Demonstration Site - Biodiversity and Cultural Awareness Building Pilot Project	Transition Creswick	Transition Town members will engage Aboriginal mentors, ecology and landscape design experts to identify and document food and fibre plants native to Creswick and through development of a demonstration garden on the Creswick Neighbourhood Centre grounds, gain understanding of the conditions required to encourage their growth. Funds will cover costs of 5 events and workshops open to the whole Creswick community for cultural awareness and understanding of native ecosystems including the traditional food and fibre plants. \$1000 will cover plant purchase.	\$5,000	Recommended Partial funding (92%)	\$4,580
MDLG Fox Control Project	Malmsbury District Landcare Group Incorporated	The aim of the Malmsbury District Landcare Group (MDLG) Fox Control Plan (commenced in 2020 with Macedon Ranges Shire) is to engage the community in a long-term plan to reduce fox impacts. A property cluster that in North Drummond will be one of three pilots for the program. Grant will fund control from licensed contractor and subsidised training and equipment for landholders. Funds will also support community education by expert Tim Bloomfield.	\$2,250	Recommended Partial funding (92%)	\$2,061

Project Name	Community Organisation	Description	Amount Requested	Recommendation	Recommended funding amount
Woody Weed Control along Slaty Creek in Wattle Flat	Wattle Flat-Pootilla Landcare Group	Conduct initial control of woody weeds on two properties (3.5 ha) that adjoin the headwaters of Slaty Creek and the Creswick Forest in Wattle Flat. The Slaty Creek is a priority water way in the Wattle Flat-Pootilla Landcare Group strategic plan. The group has worked with land managers along the Slaty Creek for the last 19 years to remove weeds and improve bio-diversity.	\$5,000	Recommended Partial funding (92%)	\$4,580
Volunteer training - chemical use and weed control	Friends of Cornish Hill	10 FOCH volunteers will be given the opportunity and encouraged to undertake the AQF3 Chemical Accreditation course, which focuses on upskilling chemical users on the best practice methods and national standards.	\$4,700	Recommended Partial funding (50%)	\$2,350
Renewing the biodiversity of Trentham Quarry Street Reserve	Trentham Quarry Street Reserve Committee of Management Incorporated	Furthering the Trentham Quarry Street Reserve's biodiversity, and deepening community awareness of diversity via: <ul style="list-style-type: none"> • clearing and planting along water edges and, • community education with; <ul style="list-style-type: none"> ○ signage, in the pavilion ○ plant ID labels ○ three community meetings/workshops 	\$3,290	Recommended Partial funding (92%)	\$3,013
TOTAL			\$28,335		\$23,999

15 HIGH PERFORMING ORGANISATION

15.1 FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2021 ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Acting Manager Financial Services, I Robert Ellis have no interests to disclose in this report.

ATTACHMENTS

1. Financial Report for the period ending 31 March 2021 [**15.1.1** - 23 pages]
2. Capital Projects - March 2021 [**15.1.2** - 6 pages]
3. Operational Projects - March 2021 [**15.1.3** - 3 pages]

EXECUTIVE SUMMARY

This report details Council's financial performance and position for the 2020/2021 financial year up until 31 March 2021, and the status of Operational and Capital projects as at 31 March 2021.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the financial position and performance for the nine months ending 31 March 2021;*
2. *Notes the Operating and Capital Works project reports effective 31 March 2021, and*
3. *Notes that the Operating and Capital Works project reports will be placed on Council's website.*

MOTION

That Council:

1. *Notes the financial position and performance for the nine months ending 31 March 2021;*
2. *Notes the Operating and Capital Works project reports effective 31 March 2021, and*
3. *Notes that the Operating and Capital Works project reports will be placed on Council's website.*

Moved: Cr Brian Hood

Seconded: Cr Jen Bray

Carried

BACKGROUND

This report and the supporting attachments provide information on Council's financial performance for the period 1 July 2020 to 31 March 2021.

The results in the first half of the financial year were impacted by the supports that Council has put in place in response to the COVID-19 pandemic which are in addition to those restrictions that have been forced on Council had on the operations of the Council itself. The operating environment is continuing to return to normal and the return of staff to the office has enabled the provision of almost all “normal” services and an increase in the delivery of capital and operating projects.

KEY ISSUES

The purpose of this report combined with the attachments is to provide assurance that Council is prudently managing its financials in an open and transparent way, to meet the requirements of the Local Government Act 2020. The attachments form a package which gives a comprehensive picture of Council’s financial performance and current financial state, in comparison to the revised budget (inclusive of carry forwards from 2019/2020) by Council.

The main items to note at the end of the quarter:

- Capital and operating project reports are now being compared to the mid-year budget, which had significant adjustments due to the cancellation or deferral of projects as determined by Council.
- Year-to-date Capital works expenditure increased by \$2.828 million to \$6.582 million during the quarter. This increase in activity has continued through April with the year-to-date spend increasing to \$7.815 million as at the 8th of May. It is projected that Capital expenditure will exceed \$10 million by the end of the financial year.
- Cash holdings have decreased by \$1.64 million during the quarter as project activity increases. While the trend of increased project spend will continue into quarter 4, this is generally offset by the receipt of grant funding from the Victorian Grants Commission (VGC), which equates to approximately \$2.5 million based on previous years.
- Trade and other receivables which were higher than the same time last year by \$1.86 million at the end of December are now only \$653K higher at the same time last year. This has been impacted by the payment of a large invoice relating to the Working for Victoria program and also the receipt of rates from residents as the post covid “normal” is established. With the end of the interest free period on rates arrears ending at the end of June, it is expected that this variance will decrease further during the final quarter of the year.

Council officers will remain flexible and agile in the management of their forecasts while responding in the best interests of our community.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

High Performing Organisation

13. Deliver sustainable financial management, supported by effective long-term financial planning (10 Years), cost savings and efficient purchasing, and developing additional income streams beyond rates revenue.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

This report and associated attachments provide the opportunity for review of Council's financial position and forecasts.

RISK IMPLICATIONS

There are no risk implications associated with this report.

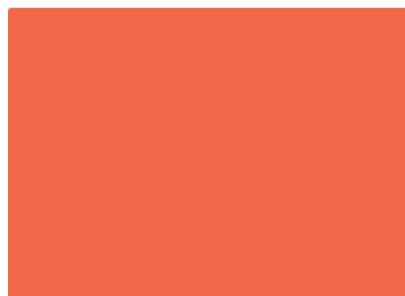
COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community engagement implications associated with this report. The Operating and Capital works reports once noted by Council will be made publicly available on the Council website.



FINANCIAL REPORT

For the nine months ending 31
March 2021



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1. Overview

The March Quarterly Finance Report outlines the financial results for the nine months ended 31 March 2021, along with a comparison to the mid-year budget. This report includes the following:

- Income Statement;
 - Statement of Capital Works;
 - Balance Sheet;
 - Statement of Cash Flows;
 - Cash, investments and financial reserve schedules;
 - Key performance indicators;
 - Rates and other debtors; and
 - Councillor expenditure.

The current financial position needs to be read in the context of Council's financial plan contained within the 2020/21 Budget.

The ongoing impacts of COVID-19 on operational costs and recovery support for the community will be monitored throughout the 2020/21 financial year. Costs and reduced income as a result of COVID-19 is estimated at approximately \$550K for the 2020/21 financial year.

This report represents nine months of business in the 2020/21 year. Council revised the adjusted underlying deficit result to \$2.958M, as part of the mid-year budget process.

The main items to note at the end of the quarter:

- Capital and operating project reports are now being compared to the mid-year budget, which had significant adjustments due to the cancellation or deferral of projects as determined by Council.
- Year-to-date Capital works expenditure increased by \$2.828 million to \$6.582 million during the quarter. This increase in activity has continued through April with the year-to-date spend increasing to \$7.815 million as at the 8th of May. It is projected that Capital expenditure will exceed \$10 million by the end of the financial year.
- Cash holdings have decreased by \$1.64 million during the quarter as project activity increases. While the trend of increased project spend will continue into quarter 4, this is generally offset by the receipt of grant funding from the Victorian Grants Commission (VGC), which equates to approximately \$2.5 million based on previous years.
- Trade and other receivables which were higher than the same time last year by \$1.86 million at the end of December are now only \$653K higher at the same time last year. This has been impacted by the payment of a large invoice relating to the Working for Victoria program and also the receipt of rates from residents as the post covid "normal" is established. With the end of the interest free period on rates arrears ending at the end of June, it is expected that this variance will decrease further during the final quarter of the year.

2. Financial Statements

The adjusted underlying result seen in the Income Statement is the net surplus/(deficit) for the year adjusted for non-recurrent capital grants, monetary contributions (open space contributions) and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by non-recurrent capital income items, which can often mask the operating result.

Analysis is detailed in the notes below.

2.1. Income Statement for nine months ending 31 March 2021

	Notes	YTD Budget	YTD Actuals	YTD Variance		Mid-Year Budget
		\$'000	\$'000	\$'000	%	\$'000
Revenues						
Rates and charges	1	22,110	21,970	(140)	(0.6%)	22,235
Statutory fees and fines	2	651	796	145	22.3%	880
User fees		743	767	24	3.2%	1,047
Grants - Operating	3	5,691	4,951	(740)	(13.0%)	10,876
Grants - Capital	3	4,297	1,942	(2,355)	(54.8%)	4,688
Contributions - Monetary	4	307	381	74	24.1%	375
Other Income		812	821	9	1.1%	1,094
Net gain on disposal of property, infrastructure, plant and equipment	5	(22)	(182)	(160)	732.2%	(243)
Total Income		34,589	31,446	(3,143)	(9.1%)	40,952
Expenses						
Employee costs	6	11,404	11,539	(135)	(1.2%)	15,397
Materials and services	7	10,502	7,780	2,723	25.9%	15,732
Bad and doubtful debts		304	307	(3)	(1.0%)	308
Depreciation and amortisation		5,452	5,452	-	0.0%	7,269
Borrowing costs		106	116	(9)	(8.6%)	206
Other expenses	8	681	458	223	32.8%	904
Total Expenses		28,449	25,651	2,798	9.8%	39,816
Net Surplus/(Deficit)		6,140	5,795	(345)	(5.6%)	1,136
Underlying Result Adjustment:						
Contributions - Monetary		307	381	74	24.1%	375
Grants - Capital (non-recurrent)		3,328	1,394	(2,355)	(54.8%)	3,719
Total Underlying Adjustment		3,635	1,775	(2,281)	(30.7%)	4,094
Adjusted Underlying Surplus/(Deficit)		2,505	4,020	1,936	25.1%	(2,958)

Commentary is provided to outline the source of key information relied upon or assumptions used for each revenue and expense category.

Note 1 – Rates and charges

Rates and charges are lower than the year to date budget by \$140K (0.6%), due to:

- supplementary rates down, due to timing (\$41K); and
- Solar Savers Scheme not yet charged due to delays in finalising charges (\$82K). These charges are anticipated to be raised prior to the end of the year.

Note 2 – Statutory fees and fines

Statutory fees and fines income is greater than the year to date budget by \$145K (22.3%). This is mainly due to waste fees up by \$90K and planning fees up by \$34K.

Note 3 – Grants – operating and capital

Grants include all monies received from State and Federal sources for the purpose of funding the delivery of Council's programs, services and capital projects.

Operating and capital grant income is lower than the year to date budget by \$740K (13%) and \$2.355M (54.8%) respectively. The timing of grants received can be difficult to determine, particularly regarding those that relate to project milestone or completion payments. Except for the grant funding relating to the Aquatic precinct project, which has been stopped, payment of budgeted grants is anticipated either in the current, or future financial years.

Note 4 – Contributions - monetary

Other monetary contributions are greater than the year-to-date budget by \$74K (24.1%). The timing of public open space contributions received during the year can be difficult to determine, so the budget is phased across the entire year evenly. Funds received are transferred to the Open Space Reserve to contribute towards future year projects.

Note 5 – Net gain on disposal of assets

Proceeds from the disposal of assets are unfavourable compared to the year to date budget by \$160K. This has been impacted by the timing of sales of plant and fleet and the processing of asset related entries. Some of the planned disposals and purchases will also carry forward into the 2021-22 financial year.

Note 6 – Employee costs

Employee costs expenditure is \$135K (1.2%) higher than year to date budget. As a result of Covid, leave taken by employees has reduced relative to normal. Increases in annual leave accruals and long service leave provisions have been significantly above budget.

Note 7 – Materials and Services

Materials and services are lower than the year to date budget by \$2.73M (25.9%). A significant component of this budget line relates to operating project expenditure and includes carry forwards from 2019/20. Historically this expenditure category will be underspent, with most of the underspend being carried forward to the following year to complete these projects. Project delays are inevitable and have been further impacted by COVID during the current financial year.

Note 8 – Other expenses

Other expenses are greater than the year to date budget by \$223K (32.8%). COVID has impacted event and tourism costs which are down by \$62K and \$40K respectively. Community grants and the L2P program are behind budget by \$91K, however these grants are anticipated to be distributed prior to 30 June 2021.

2.2. Statement of Capital Works for the nine months ending 31 March 2021

Asset Class	Notes	YTD Budget	YTD Actuals	YTD Variance		Mid-Year Budget
		\$'000	\$'000	\$'000	%	\$'000
Land		161	100	(61)	(37.9%)	232
Buildings		6,370	1,981	(4,389)	(68.9%)	9,868
Bridges		265	47	(218)	(82.3%)	767
Drainage		248	13	(235)	(94.8%)	330
Footpaths and Cycleways		1,137	434	(703)	(61.8%)	1,555
Roads		2,919	3,062	143	4.9%	4,890
Offstreet Car Parks		19	9	(10)	(52.6%)	25
Recreation, Leisure and Community Facilities		608	152	(456)	(75.0%)	832
Parks, Open Space and Streetscapes		414	190	(224)	(54.1%)	570
Plant, Machinery and Motor Vehicles		1,191	259	(932)	(78.3%)	1,589
Computers and Telecommunications		690	239	(451)	(65.4%)	913
Library Books		41	34	(7)	(17.1%)	60
Other Capital		91	62	(28)	(31.2%)	200
Sub Total	9	14,154	6,582	(7,571)	(53.5%)	21,831
Renewal		8,463	5,174	(3,289)	(38.9%)	12,731
New Assets		4,324	927	(3,397)	(78.6%)	7,119
Upgrade		1,367	481	(886)	(64.8%)	1,981
Sub Total		14,154	6,582	(7,572)	(53.5%)	21,831

Note 9 – Capital Works Expenditure

The capital works expenditure for the nine months ended 31 March 2021 was \$6.582M or 30% of the mid-year budget.

The table below provides a year-on-year comparison against the previous 3 financial years expenditure for the same period. Currently expenditure is tracking higher and continues to trend in an upward direction.

Financial Year	Amount \$'000
2020/21	6,582
2019/20	6,182
2018/19	4,842
2017/18	3,900

By default, the carry forward project budgets were scheduled to be undertaken or completed early in the current financial year. This was unrealistic and has been further impacted by COVID, especially during the first half of the year.

Council's recent investment into resources to deliver new capital projects and reduce the backlog that had grown over the past four years, is going to become more effective over the next 12-18 months as the operating environment returns to normal.

Further details relating to individual operational and capital project status can be found in the Appendix of this document.

Any uncompleted projects at 30 June 2021 will be carried forward and completed into 2021/22.

The total capital works budget for the year is \$21.831M, which has reduced as a result of Council's decision to cease a number of projects and defer others to 2021-22.

2.3. Balance Sheet as at 31 March 2021

	Notes	Current Year	Prior Year	Variance		Mid-Year
		Actual 31-Mar-21 \$'000	Actuals 31-Mar-20 \$'000	\$'000	%	Budget 30-Jun-21 \$'000
Assets						
Current assets						
Cash and cash equivalents	10	8,552	16,670	(8,118)	(95%)	6,515
Trade and other receivables	11	9,450	8,797	653	7%	4,585
Other financial assets	10	10,202	1,133	9,069	89%	5,000
Inventories		11	12	(1)	(9%)	15
Non-current assets classified as held for sale		-	-	-	0%	-
Other assets			12	(12)	0%	39
Total current assets		28,215	26,624	1,591	6%	16,155
Non-current assets						
Property, infrastructure, plant and equipment	12	295,670	270,174	25,496	9%	307,485
Intangible Assets		416	406	10	2%	692
Total non-current assets		296,087	270,581	25,506	9%	308,177
Total Assets		324,302	297,205	27,097	8%	324,332
Liabilities						
Current liabilities						
Trade and other payables		42	114	71	169%	2,177
Trust funds and deposits		1,746	1,651	(95)	(5%)	1,194
Provisions	13	2,461	2,214	(247)	(10%)	2,318
Interest bearing loans and borrowings		411	427	16	4%	2,231
Other liabilities	14	1,294	254	(1,040)	(80%)	1,671
Total current liabilities		5,955	4,661	(1,294)	(22%)	9,591
Non-current liabilities						
Provisions		442	464	22	5%	401
Interest bearing loans and borrowings	15	3,303	3,700	397	12%	4,400
Other liabilities		45	63	18	40%	45
Total Non-current liabilities		3,790	4,227	436	12%	4,846
Total Liabilities		9,745	8,887	(858)	(9%)	14,437
NET ASSETS		314,556	288,317	26,239	8%	309,895
Represented by:						
Accumulated Surplus	16	168,951	167,766	1,185	1%	164,148
Reserves	17	145,605	120,551	25,053	17%	145,747
Equity		314,556	288,317	26,238	8%	309,895

Commentary is provided for variances greater than \$100,000 or 10%, whichever is greater.

Note 10 – Cash and cash equivalents and Other financial assets

Total cash and cash equivalents and other financial assets are higher than this time last year, with more cash being invested in short and longer-term instruments (other financial assets). The main reason for the higher level of cash and other financial assets (\$951K) relates to income received in advance.

Note 11 – Trade and other receivables

Trade and other receivables are higher than this same time last year (31 March 2020) by \$653K. This is mainly due to deferment of rate payments associated with COVID impacts. This will be monitored closely over the final quarter to establish a comparative start point once interest charging recommences as at 1st July 2021. This will influence rate debtor management over the following 12 months.

Note 12 – Property, infrastructure, plant and equipment

The large increase of \$25.49M in assets relates mainly to the revaluation of infrastructure assets (\$24.23M) at the end of the 2019/20 financial year.

Note 13 – Provisions

Provisions have increased from last year by \$247K as a result of additional employee leave entitlements. As a result of the COVID pandemic, leave taken reduced significantly. Management will continue to monitor and manage this as both a financial consideration and an employee welfare issue.

Note 14 – Other liabilities (Current)

Other liabilities have increased by \$1.04M as a result of a change in application of accounting standards. Council now holds a significant amount of grant income on the balance sheet as Council is yet to deliver outcomes of such grants which are set out in funding agreements. As at 30 June 2020 there was \$1.40M being held for future delivery of grant outcomes.

Note 15 – Interest bearing loans and borrowings

There have been no new borrowings in the past two financial years, and therefore there has been a principal debt reduction. Borrowings associated with the Hepburn Hub are budgeted and expected to occur in June 2021.

Note 16 & 17 – Accumulated Surplus and Reserves

The accumulated surplus is \$1.185M higher than at the same time last year. This figure is influenced by the timing of grants received and project related expenditure. Reserves have increased by \$25.05M since 31 December 2019. Of this, \$24.23M relates to the asset revaluation reserve which is a result of an inhouse revaluation of roads (30 June 2020). Section 4 of this report provide greater detail on the movements and balances expected at 30 June 2021.

2.4. Statement of Cash Flows as at 31 March 2021

	Notes	Current Year	Prior Year	Variance		Mid-Year
		Actual 31-Mar-21 \$'000	Actuals 31-Mar-20 \$'000	\$'000	%	Budget 30-Jun-21 \$'000
Cash flows from operating activities						
Rates and charges	18	17,068	15,973	1,095	6%	22,235
Statutory fees and fines	19	683	561	122	18%	693
User fees	20	1,185	1,498	(313)	(26%)	934
Grants - operating	21	4,951	3,690	1,261	25%	10,876
Grants - capital	22	1,942	1,380	562	29%	4,688
Contributions - monetary		381	435	(54)	(14%)	375
Interest received	23	49	289	(240)	(486%)	110
Rent received	24	69	561	(492)	(711%)	760
Trust funds and deposits taken	25	113	221	(108)	(95%)	-
Other receipts		99	100	(1)	(1%)	104
Net GST refund/payment		(17)	(3)	(14)	83%	-
Employee costs	26	(11,355)	(10,104)	(1,250)	11%	(15,397)
Materials and services	27	(9,874)	(9,343)	(531)	5%	(14,998)
Other payments		(458)	(482)	24	(5%)	(904)
Net cash provided by/(used in) operating activities		4,835	4,776	60	1%	9,476
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment	28	(6,777)	(5,600)	(1,176)	17%	(21,440)
Proceeds from sale of property, infrastructure, plant and equipment	29	753	146	608	81%	712
Payments for investments	30	(9,009)	5,000	(14,009)	155%	(3,808)
Net cash provided by/(used in) investing activities		(15,033)	(455)	(14,578)	97%	(24,536)
Cash flows from financing activities						
Finance costs		(116)	(123)	8	(7%)	(206)
Repayment of borrowings		(276)	(287)	12	(4%)	2,640
Net cash provided by/(used in) financing activities		(391)	(411)	19	(5%)	2,434
Net increase (decrease) in cash and cash equivalents	31	(10,589)	3,910	(14,499)	137%	(12,626)
Cash and cash equivalents at the beginning of the financial year		19,141	12,759	6,381	33%	19,141
Cash and cash equivalents at the end of the period	31	8,552	16,670	(8,118)	(95%)	6,515

Commentary is provided for variances greater than \$100,000 or 10%, whichever is greater.

Note 18 – Rates and charges

Rates and charges payments have increased as compared to the previous year by \$1.095M. This is due to:

- rate and charges increasing in line with the rate cap of 2.0%;
- supplementary rate increases during 2019/20 and 2020/21 years;
- increase in waste fees between 2019/20 and 2020/21.

Note 19 – Statutory Fees and Fines

Statutory fees and fines income received is \$122K higher than at the same time last year.

Note 20 – User fees

User fees in the prior year were overstated as the result of an anomaly in the classification of invoices raised to some government departments. The current year inflows are more in line with expectations of cash collected from user fees.

Note 21 – Grants - operating

Grant amount and timing can vary significantly from year-to-year. In the current year, the Working For Victoria program has had a significant impact, with over \$1 million of additional funds being received in the first half of 2020/21 when comparing to 2019/20.

Note 22 – Grants - capital

Additional capital grants have been received as a result of the government injecting funds into the economy through a number of infrastructure programs. These receipts are anticipated to increase as projects are completed during the final quarter of the year.

Note 23 – Interest received

The interest rates Council has been able to secure are holding steady at around 0.4%-0.8%, which is lower than expected and budgeted. Furthermore, the timing of investments maturing also impacts on the when cash is received and recognised.

Note 24 – Rent received

Rent received has been significantly impacted by COVID. Council is working closely with tenants through this period to provide relief and financial support. This is expected to return to normal during the final quarter.

Note 25 – Trust funds and deposits taken

Trust funds and deposit receipts vary year-on-year, items such as contractor retentions often vary in their timing throughout the year based on completion of capital works projects.

Note 26 – Employee costs

Employee costs are \$1.25M greater than at the same time last year, this mainly relates to the Working for Victoria program which has incurred \$1.077M in salary costs. This program is fully funded.

Note 27 – Materials and Services

Payments are \$531K higher than as at the same time last year. This is a direct result of the increase in capital project activity.

Note 28 – Payments for property, infrastructure, plant and equipment

Payments for property, infrastructure, plant and equipment relate to payments made to suppliers and contractors in relation to capital works. With a larger program of capital works to deliver in 2020/21, it is expected that payments are higher than last year.

Note 29 – Proceeds from sale of property, infrastructure, plant and equipment

Proceeds from sale relate to the sale of land, plant and fleet. 2020/21 includes the sale of the property at 59 Main Road Hepburn, which has increased these figures as compared to last year.

Note 30 – Payments for investments,

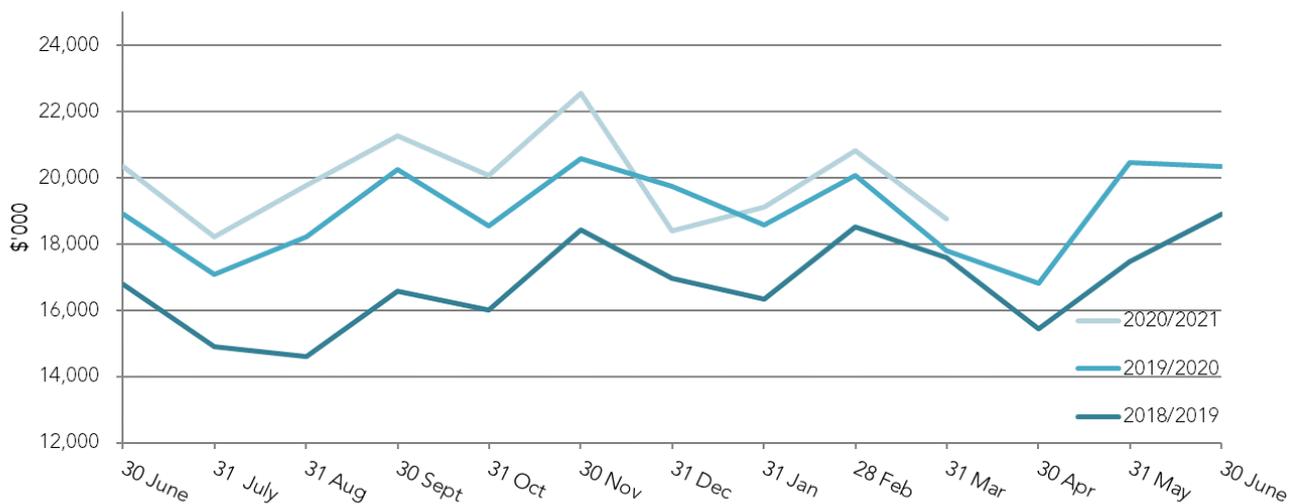
Council has invested a significant amount of funds in short term investment during the current financial year. During the same period last year, investments had matured and were being held as cash.

Note 31 - Net increase (decrease) in cash and cash equivalents and Cash and cash equivalents at the end of the period

These items highlight the impact on cash, moving funds from cash and short-term deposits to other investments. Total cash and cash equivalents at 31 March 2021 is \$8.55M compared to \$16.67M at 31 March 2020.

3. Cash Holdings

The following graph shows the monthly balances of cash and investments combined over time. Cash and term deposits held at 31 March 2021 were \$18.80M. The increasing trend, year on year, is the result of increasing reserve balances, continued unspent capital and operating projects, and grants held to complete multi-year projects.



The table below shows the balances of cash and investments as at 31 March 2021.

	Amount \$'000	%
Investments	10,069	53.7%
CAC Cash at Bank ¹	133	0.7%
At call funds	7,613	40.6%
Cash at bank	837	4.5%
Unpresented items	102	0.5%
Total	18,754	100.0%

¹ Council incorporates investments held on behalf of Community Asset Committees into our financial position.

3.1. Restrictions on Cash and Investments

Council's working capital (current assets / current liabilities) and unrestricted cash to current liabilities are measures of Council's liquidity. Restrictions on cash and investments does not account for cash liabilities.

The table below should be considered in the context of Council's 2019/20 financial results and financial plan contained within the 2021/22 Draft Budget.

	Actuals	Actuals	Mid-Year Budget	Projections 2022-2024		
	30-June-19 \$'000	30-June-20 \$'000	30-June-21 \$'000	30-Jun-22 \$'000	30-Jun-23 \$'000	30-Jun-24 \$'000
Cash and Investments						
Cash and cash equivalents	12,759	19,141	6,515	3,238	3,823	4,564
Other financial assets	6,133	1,192	5,000	5,000	3,000	3,000
Total Cash and Investments	18,892	20,333	11,515	8,238	6,824	7,564
Restrictions on Cash and Investments¹						
Trust Funds and Deposits	950	1,194	1,194	1,189	1,193	1,197
Statutory Reserves	530	1,102	1,361	1,361	1,431	1,381
Other Restrictions ²	11,681	14,477	2,851	796	776	759
Total Restricted Cash and Investments	13,161	16,773	5,406	3,346	3,400	3,337
Total Unrestricted Cash and Investments	5,731	3,560	6,109	4,892	3,424	4,227
Discretionary Reserves ³	1,997	2,244	2,068	957	1,182	1,432
Unrestricted Cash after discretionary reserves	3,734	1,316	4,041	3,935	2,242	2,795

1. A statutory requirement for Council to hold in trust. This includes bond payments, development contributions toward Public Open Space and grant income received in advance for future year projects.

2. Other restrictions expected to apply as at 30 June 2021 include:

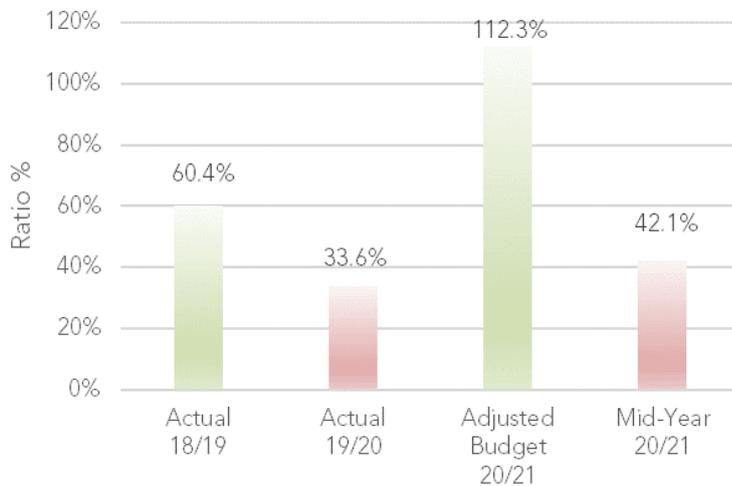
Other Restrictions	\$'000
Grants received in advance for future year projects	2,788
Rental income received in advance	63
Total	2,851

Other restriction held as at 30 June 2020 were:

Other Restrictions	\$'000
Cash held to fund carry forward capital works	10,320
Grants and other income received in advance for future year projects	4,157
Total	14,477

3. Discretionary reserves are internal reserves such as Waste Management, Debt Management and Mineral Springs. These are at the discretion of Council to account for, with no statutory obligations. Reserve balances will decrease in 2022 when the Debt Management reserve will be used to repay a \$1.419 million loan.

3.2. Unrestricted cash



Measure:

unrestricted cash / current liabilities

2020/21 Mid-Year Budget Calculation:

4,041 / 9,591 = 42.1%

Purpose of ratio:

To assess if Council has enough cash, that is not tied to a reserve or trust account, to meet its obligations for the financial year.

The current forecasted KPI of 42.1% sits below the target of between 50-100%. This was a consideration in the setting of the 2021-22 budget and will also be a factor in the Long Term Financial Plan (Financial Plan).

4. Financial Reserves

The below table shows reserve balances expected as at 30 June 2021.

Reserve	Opening Balance 1-July-20 ('000)	Transfers to ('000)	Transfers from ('000)	Closing Balance 30-June-21 ('000)
Statutory Reserves				
Public Open Space Reserve	1,102	364	(105)	1,361
Statutory Reserves Total	1,102	364	(105)	1,361
Discretionary Reserves				
Clunes Caravan Park Reserve	7	-	-	7
Debt Management Reserve	1,592	200	-	1,792
Heritage Advisory Fund	20	-	-	20
Mineral Springs Financial Reserve	824	351	(365)	810
Mt Beckworth Pit Reserve	28	-	-	28
Smeaton Hill Pit Reserve	74	-	-	74
Waste Management Reserve	(300)	3,992	(4,295)	(603)
Discretionary Reserves Total	2,245	4,543	(4,660)	2,128
Total Reserves	3,347	4,907	(4,765)	3,489

Public Open Space (POS)

POS contributions are for the provision and maintenance of open space.

Levies collected are based on conditions placed on planning permits requesting contributions, usually 5% of site value in accordance with the Subdivision Act 1988.

Debt Management Reserve

Council previously made a commitment to transfer \$200K per annum into a Debt Management Reserve to set aside cash to pay back the principal component of a \$1.42M interest only loan taken out in 2013 (maturing in 2023). Council staff are currently investigating the early repayment of this and other loans, utilising the funds within the reserve.

Mineral Springs Financial Reserve

The purpose of this reserve is to fund future works associated with mineral springs across the municipality and the refurbishment of the spa complex. The reserve is supported through commercial rental income from the Hepburn Bathhouse and Spa.

Waste Management Reserve

Waste Management operations and capital works are to be fully funded by waste charges. A reserve in deficit will need to be recouped in future years.

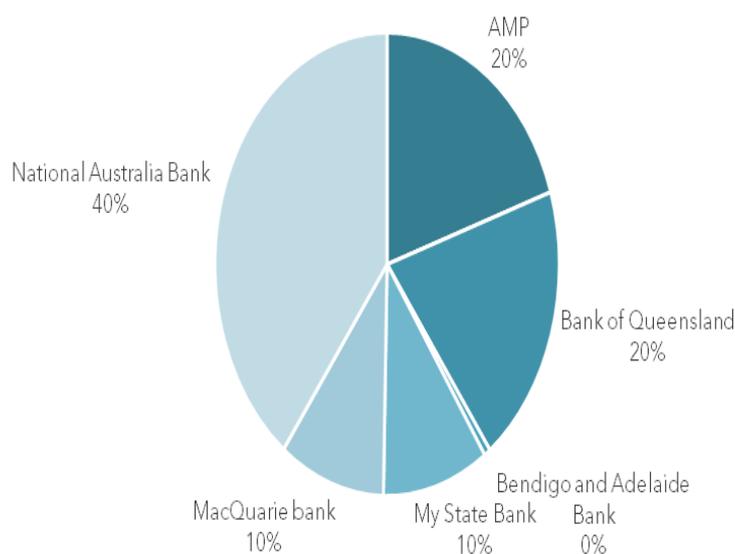
5. Investment Mix

Council invests funds held in Trust and Reserves in short to medium term investments such as term deposits. All investments are made in accordance with the *Local Government Act 2020* and are made with APRA (Australian Prudential Regulation Authority) approved financial institutions.

The table below shows a varied interest rate per investment. This is due to lower interest rates currently offered within the market, combined with maximum allowable investments with financial institutions as per Council's policy.

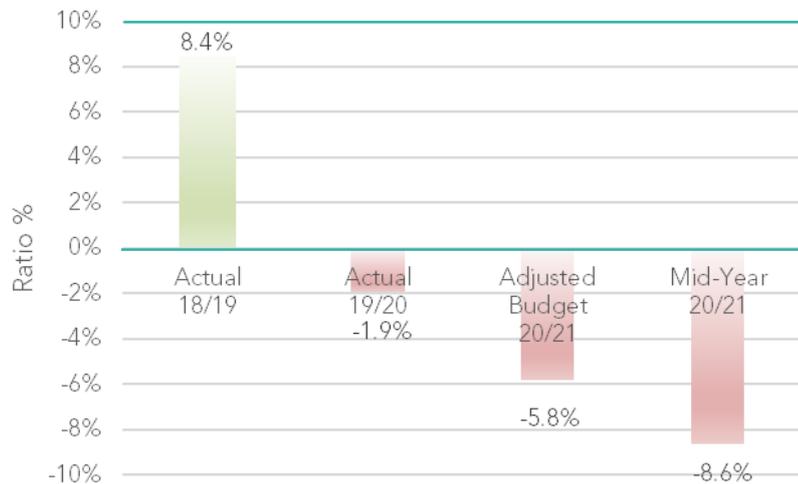
As at 31 March 2021 investments consisted of the following term deposits:

Institution	Maturity Date	Interest Rate	Term (months)	Amount \$'000
National Australia Bank	9/04/2021	0.45%	4	1,000
Bank of Queensland	3/05/2021	0.75%	8	1,000
Bendigo and Adelaide Bank	20/05/2021		9	60
Bank of Queensland	31/05/2021	0.65%	8	1,000
National Australia Bank	9/06/2021	0.72%	9	1,000
National Australia Bank	10/08/2021	0.45%	8	1,000
AMP	12/08/2021	0.70%	7	1,009
My State Bank	1/10/2021	0.75%	12	1,000
MacQuarie bank	18/10/2021	0.70%	9	1,000
AMP	10/11/2021	0.75%	12	1,000
National Australia Bank	9/12/2021	0.50%	12	1,000
Total				10,069



6. Financial Performance Indicators

6.1. Adjusted underlying result



Measure:

adjusted underlying surplus (deficit) / adjusted underlying revenue

2020/21 Mid-Year Budget Calculation:

$$-3,187 / 36,864 = -8.6\%$$

Purpose of ratio:

This ratio measures Council's ability to meet operating expenditure with operating revenue.

The current forecast of -8.6% sits below the State Government target of between 0-10%.

A short term negative adjusted underlying result can be managed, Council will review the long-term projections as part of the development of a financial plan (10-year financial plan), due by October 2021.

6.2. Obligations

The 2020/21 Budget outline borrowings for capital projects that have long term intergenerational benefits that would otherwise be unable to be funded by Council.

Borrowing Ratio

Measure:

interest bearing loans and borrowings / rate revenue

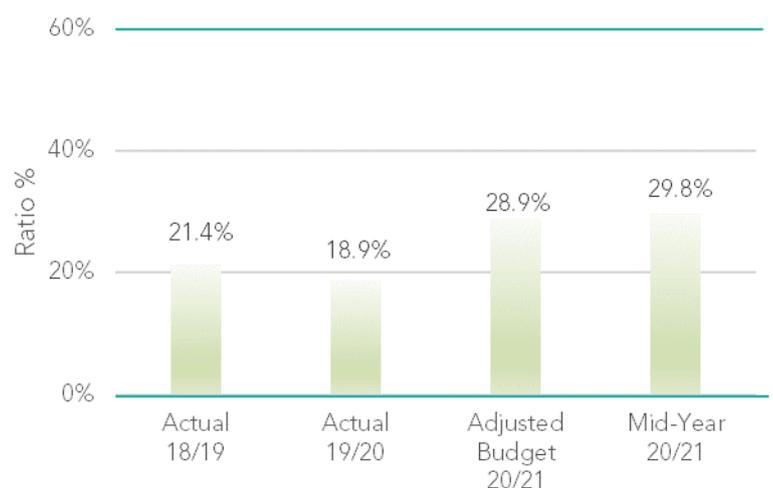
2020/21 Mid-Year Calculation:

$$6,631 / 22,235 = 29.8\%$$

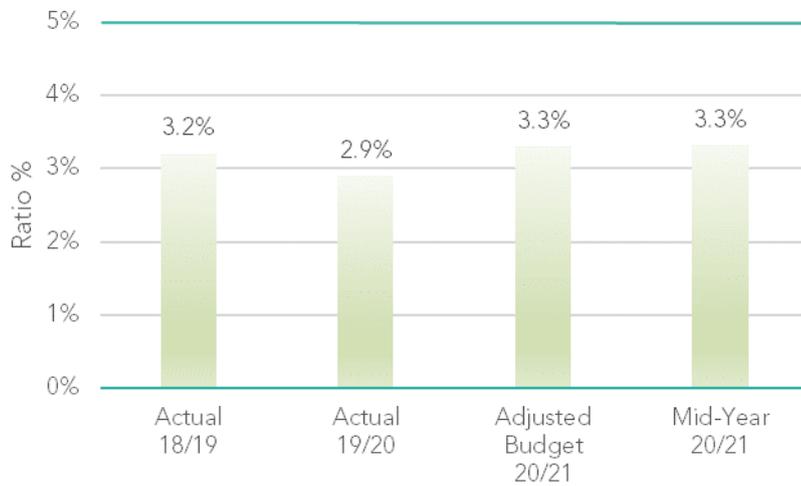
Purpose of ratio:

To assess the utilisation of debt to fund Council's intergenerational works projects, in relation to rates and charges revenue.

The current forecast KPI of 29.8% is higher than the revised budget due to reduced rates income (see note 1) and sits well within State Government targets of between 0-60%.



Debt Commitment



Measure:

interest and principal repayments on interest bearing loans and borrowings / rate revenue

2020/21 Mid-Year Calculation:

$738 / 22,235 = 3.3\%$

Purpose of ratio:

To assess how reliant Council is on rates and charges revenue to meet interest and principal loan repayments.

The ratio of 3.3% remains unchanged as at 31 December 2020 as borrowing schedules and repayments remain as per the Mid-Year budget and remains within State Government targets of between 0-5%.

Indebtedness

Measure:

non-current liabilities / own source revenue

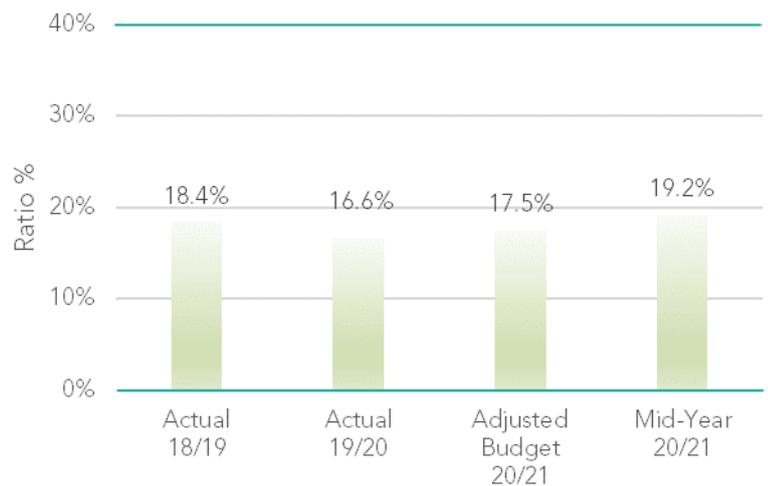
2020/21 Mid-Year Calculation:

$4,846 / 25,256 = 19.2\%$

Purpose of ratio:

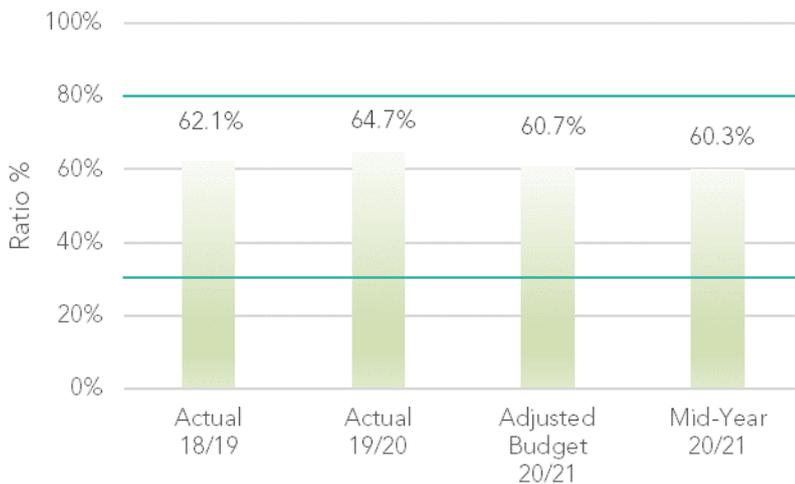
To assess Council's ability to cover its medium to long-term liabilities with revenue not sourced by grants, monetary contributions, or non-monetary contributions.

The KPI change is mainly due to a slight decrease in anticipated non-current liabilities as at 30 June 2021; and remains within State Government targets of between 0-40%.



6.3. Rates and charges

Rates concentration



Measure:

rates and charges / adjusted underlying revenue

2020/21 Mid-Year Calculation:

22,235 / 36,865 = 60.2%

Purpose of ratio:

This ratio measures Council's reliance on rates and charges to fund operating services.

Sitting within the KPI range (30-80%) means that Council is less reliant on operating grants and user fees to fund operating expenditure.

Our reliance on operating grants and user fees has not changed. Additional grant expenditure is usually once off and project specific.

7. Rates and Other Debtors

As at 31 March 2021, Council's debtors are summarised below:

Debtor	March 2020 \$'000	March 2021 \$'000	Current \$'000	> 30 Days \$'000
Rates (including FSL debtors) ¹	7,820	8,310	6,831	1,479
Sundry	299	551	328	223
Other Debtors	213	235	54	181
-GST	211	276	276	-
-Pension Concession	212	216	216	-
Less: provision for doubtful debts	(50)	(138)	-	(138)
TOTAL	8,705	9,450	7,705	1,745

¹ Any payments made on rates and charges are applied to prior year outstanding balances first. Rates are classified as overdue when payment is not received by installment date.

Overdue rates debtors were \$1.50M (including Fire Services Levy collected on behalf of the State Government) at 31 March 2021. As at 31 March 2020 overdue rates were \$1.20M which is a 25% increase in outstanding rates. This is mainly due to, the rate cap and the impacts of COVID and offering a support package of payment extensions on installments.

Outstanding sundry debts of \$551K include the following:

Debtor Details	Notes	March 2020 \$'000	March 2021 \$'000
Government Grants	1	90	300
Leases	2	15	42
Planning		18	18
Environmental Health	3	2	2
Contract Services		18	2
HACC		9	5
Building		2	3
Fire Hazards		3	3
Local Laws	4	4	1
Other		138	175
Total		299	551

Note 1 – Government Grants

Of the \$300K outstanding \$168K relates to invoice raised for Trentham Kindergarten milestones 2 & 3 and \$132K relates to claim 2 Pension Rebates.

Note 2 – Leases

The \$42K outstanding for leases income will be assessed and reduced accordingly in line with COVID waivers.

Note 3 – Environmental Health

Outstanding income related to Environmental Health permits, charges at 50%, still outstanding.

Note 4 – Local Laws

Outstanding income related to Local Laws is \$1K compared to \$4K in March 2020. This is due to fees being waived on outdoor furniture and a-frame permits, as part of Council's COVID relief package.

8. Councillor Expenses

Councillor Expenses for the three months ended 31 March 2021.

Councillor	Councillor Allowance	Mobile and Data	Conferences & Training	Travel and Accom	Total
Cr Bray	5,298	243	662	-	6,203
Cr Drylie	5,298	243	662	-	6,203
Cr Halliday	5,298	243	662	-	6,203
Cr Henderson	5,298	354	662	-	6,314
Cr Hewitt	15,829	243	662	3,300	20,034
Cr Hood	5,298	243	662	-	6,203
Cr Simpson	5,298	243	1,212	-	6,753
Total	47,617	1,811	5,184	3,300	57,912

Councillor Allowances and Expenditure

The Victorian Government sets upper and lower limits for all allowances paid to Councillors and Mayors. Hepburn Shire Council is classified as a category two Council and allowances are paid in accordance with section 39 of the *Local Government Act 2020*.

Mobile and Data

The provision of telecommunications services, including phones and laptop/tablet, are paid for by Council.

Travel and Accommodation

This category covers expenses associated with attendance by Councillors at approved short-term training, conferences and/or functions. The travel costs associated with the Mayor are associated with the provision of a council vehicle.

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Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Actual	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments
			2020/21 Expenditure		2020/21 Expenditure		2020/21 Income									
COMMUNITY & CORPORATE SERVICES																
000497	Trentham Community Hub Design & Construct	New	229,720	51,500	159,540	211,040	92%	-	-	Consultation	Oct-21	●	B Thomas	A Burgess	B Grounds	Design revised based on community feedback and Councillors briefed. Final consultation on concept design to occur April/May, before recommendation of adoption of concept design in June.
Total Coporate Services			229,720	51,500	-	211,040		-	-							
000733	Trentham Child Care Construction for In-Venue Family DayCare	Renew	521,692	521,878	-	521,878	100%	153,539	152,500	Closure	Apr-21	●	B Thomas	F Fogarty	B Grounds	Construction complete and facility is operational. Claim for the final grant milestone payment has been lodged.
000964	Hepburn Kindergarten Extension	Upgrade	229,138	19,350	37,535	56,885	25%	162,128	-	Plan and Design	Feb-22	●	B Thomas	F Fogarty	E Atkin	Original scope which included improved accessibility, exceeds the available funding. Rescoped project focuses on the buildings' interior and undercover play area, which can be funded by a new grant opportunity. Completion date is dependent on final scope, however current target is to undertake works in Dec 21/Jan 22 to minimise disruption to the kinder term.
000965	Creswick Kindergarten Accessibility	Upgrade	50,138	50,400	-	50,400	101%	54,529	54,529	Closure	Jul-20	●	B Thomas	F Fogarty	S Hattam	Project complete and acquitted.
000972	Daylesford Community Childcare Centre Refurbishment	Renew	117,403	125,120	-	125,120	107%	113,351	50,598	Closure	Mar-21	●	B Thomas	F Fogarty	S Hattam	Works complete. Acquittal lodged with VSBA.
Total Community Care			918,371	716,747	-	754,282		483,547	257,627							
Total Financial Services			-	-	-	-		-	-							
000557	IT Hardware / Technology Renewal Program	Renew	476,391	148,448	117,377	265,825	56%	-	-	Procurement	Jun-21	●	C Whyte	C Whyte	C Whyte	Ongoing project. Major purchase made this month with laptop tender being evaluated and PO being reaised for \$106k. A review will be conducted now in order to look at remainder of year and available budgets after this order.
000926	Software Upgrades	Upgrade	275,459	75,566	99,981	175,547	64%	-	-	Procurement	Jun-21	●	C Whyte	C Whyte	C Whyte	Technology One Cloud purchase made this month along with additional Defect module for use by works in Enterprise Assets Management and eRequests. A review will be conducted now in order to look at remainder of year and available budgets after this order.
000979	Hepburn Hub Coworking Space	New	147,500	-	-	-	0%	97,500	30,000	Delivery	Aug-21	●	C Whyte	A Burgess	A Perrett	This project is inline with the Hepburn Hub project. Dependant on this and delays to start.
000981	Councillor ICT Equipment Renewal	Renew	14,600	14,793	-	14,793	101%	-	-	Closure	Dec-20	●	C Whyte	C Whyte	C Whyte	Completed and closing.
Total ICT			913,950	238,808	-	456,165		97,500	30,000							
Buildings																
000970	Hepburn Recreation Pavilion	Renew	582,839	30,233	491,745	521,978	90%	190,000	100,000	Delivery	Jun '21	●	A Burgess	J Carr	S Hattam	Site handed over to builder.
Building Improvements																
000741	Calambeen Park Aquatics Project	Renew	256,019	6,593	80	6,673	3%	171,000	154,440	Plan and Design	Dec-21	●	A Burgess	K Schnur	A Rousset	Developed design phase has commenced. Officers liaising with SRV Officers to achieve funding body endorsement of the project schematic design and delivery plan. A construction sign acknowledging project funding has been erected on site. Project on track to be delivered by December 2021 within SRV funding agreement requirements.
Off Street Car parks																
000769	Doug Lindsay Carpark and Traffic Management	Upgrade	4,711	4,711	-	4,711	100%	-	-	Consultation	Dec-21		A Burgess	J Carr	E Atkin	Consultant report has been delivered that details drainage from the oval and under the carpark. Awaiting review from engineering for required actions arising out of the consultant report. Asketch design can be used for consultation with the committee and then progressed to a formal design for tendering
Footpaths and Cycleways																
000838	Walking+Cycling - Clunes Walkability Project - Planning Clu	New	1,838	-	-	-	0%	-	-	Delivery	Sep-21	●	A Burgess	J Phiddan	K Schnur	Final draft plan being prepared for Council reporting to endorse for public exhibition period anticipated in June 21. No funds anticipated to be carried forward.
001023	Doug Lindsay Reserve - Security Lighting & Shared Pathway	Upgrade	280,000	4,353	-	4,353	2%	-	-	Consultation	Jan-22	●	A Burgess	J Carr	E Atkin	Conceptual alignment of shared pathway has been developed, ready for consultation with the committee and Creswick community. Following acceptance of alignment, engineering designs and costings can be produced.
Land Improvements																
000646	Gateway signage - permanent market sign in each town	New	4,584	10,781	-	10,781	235%	-	-	Closure	Mar-21	●	A Burgess	R Pedretti	Major Projects	Project Complete.
Library Collection																
000423	Library Collection and Technology Renewal	Renew	59,771	34,192	36,691	70,883	119%	-	-	Delivery	Jun-21	●	A Burgess	A Perrett	A Perrett	Project being managed through a contractor. (On-going)

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			2020/21 Expenditure		2020/21 Expenditure											
Other Infrastructure																
000504	Public Art Appropriation	New	77,533	44,130	20,198	64,328	83%	-	-	Procurement	May-21	●	A Burgess	M Whyte	D Spiller	Petition received for Glenlyon Public Art Commission. Report before Council for consideration. Piece under construction and due for installation in May. Rex commission - Progress photos received and on track for installation when Rex is ready. Artists have been notified of delivery date change.
001047	Bullarto Interpretive Sign	New	15,000	-	-	-	0%	-	-	Procurement	Jun-21	●	A Burgess	M Whyte	I Hamilton	Awaiting quotes for installation
Parks, Open Space and Streetscapes																
000871	Daylesford Skate Park Redevelopment	Upgrade	-	-	-	-	-	24,000	24,000	Closure	Jul '20	●	A Burgess	K Schnur	S Hattam	Project complete
000898	Playspace Strategy Implementation	New	86,300	1,000	-	1,000	1%	-	-	Procurement	Dec-21	●	A Burgess	J Phiddan	K Schnur	Procurement documentation for the renewal works to Hepburn Recreation Reserve Playspace and design for the future upgrade of the Jubilee Lake playspace is being in progress. Daylesford Skate Park Signage final draft artwork is in progress and anticipated for key stakeholder engagement in May 2021. It is also anticipated that this budget will also fund any required additional Rod May Memorial Project costs. Committed project funds to be carried forward.
000905	Rod May Reserve	Upgrade	4,000	-	4,758	4,758	119%	-	-	Delivery	May-21	●	A Burgess	J Phiddan	J Carr	Project is on track to be delivered by mid May 2021 to enable the Tree Planting Ceremony to be held at the end of May 2021 as per the family wishes. Any project overspend will be costed against PJ000898 Playspace Strategy Implementation.
000908	Clunes Community Park Masterplan	Upgrade	10,000	-	9,367	9,367	94%	-	-	Plan and Design	Sep-21	●	A Burgess	J Phiddan	K Schnur	First phase community consultation and engagement has been completed. Issues and opportunities are currently being reviewed to inform the development of the draft master plan. Project on track for Council reporting of the final draft master plan to endorse public exhibition period in June 2021. Any remaining committed consultants fees to be carried forward.
001027	Outdoor Fitness Equipment Clunes Creek Walk & Wombat Trail	New	41,630	-	-	-	0%	-	-	Consultation	Dec-21	●	A Burgess	J Phiddan	J Carr	Following feedback regarding the proposed Trentham location, further community consultation will be undertaken to be completed by early May providing some alternatives locations to the proposed location of Wombat Trail. Once the Trentham location is finalised, the RFQ is anticipated to be released in June for the supply and install of the equipment for both the Clunes and Trentham locations.
Recreational, Leisure and Community Facilities																
000414	Hard Court Renewals	Renew	56,700	-	5,401	5,401	10%	-	-	Plan and Design	Dec-21	●	A Burgess	J Phiddan	J Carr	Following concerns the range of works and expertise required to complete the works site visits were completed in February to determine what specialists input were required. During the month of March of April 2021 several preliminary investigations are being undertaken so that the scope of works can be amended and RFQ advertised. Lighting design for Drummond Tennis will be completed separately and is on track to be completed by June 2021. Repair works to the remaining courts will be completed following completion of the current planning and design and is anticipated to be carried out by December 2021 considering optimum weather conditions for hard court works.
000609	Daylesford Pool Upgrade and Civic Plaza	Renew	60,904	65,144	-	65,144	107%	(160,000)	60,000				A Burgess	K Schnur	E Atkin	Project cancelled
000766	Reserve Benches and Tables Renewal and Expansion Program	Renew	-	1,916	-	1,916	-	-	-	Delivery	Jun-21	●	A Burgess	K Schnur	Major Projects	Roll out of park furniture renewal throughout various locations within the Shire in progressing. 2020/2021 projects on track to be delivered by June 2021.
000896	Reserve Entry Enhancement Program	Upgrade	28,789	2,299	-	2,299	8%	-	-	Consultation	Dec-21	●	A Burgess	J Carr	E Atkin	Concept plans for entry signage have been developed, ready for consultation with the committee. Budget likely to be sufficient, but works will not occur until locations coordinated with shared pathway works
000897	Newlyn Cricket Nets	New	1,260	-	-	-	0%	-	-	Closure	Feb-21	●	A Burgess	J Carr	Major Projects	Project Complete
000899	Hepburn Cricket Nets	New	115,073	45,376	42,554	87,930	76%	60,000	27,000	Delivery	Mar-21	●	A Burgess	J Carr	Major Projects	Construction on track to be completed at the end of March 2021 in line with the Stronger Communities funding Programme.
000904	Outdoor Fitness Spaces	New	100,949	-	-	-	0%	25,000	-	Consultation	Dec-21	●	A Burgess	J Phiddan	J Carr	Following feedback regarding the proposed Trentham location, further community consultation will be undertaken to be completed by early May providing some alternatives locations to the proposed location of Wombat Trail. Once the Trentham location is finalised, the RFQ is anticipated to be released in June for the supply and install of the equipment for both the Clunes and Trentham locations.
000910	Doug Lindsay Stage 2 - Masterplan	Upgrade	34,540	14,693	-	14,693	43%	-	-	Plan and Design	Dec-21	●	A Burgess	J Carr	E Atkin	See also comments for PJ000769 regarding review of drainage report by the engineering team. Actions arising out of that report will be addressed by completion of a drainage design with the remaining funds.

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Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Actual	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments
			2020/21 Expenditure		2020/21 Expenditure		2020/21 Income									
000913	Clunes Recreation Reserve Masterplan	Upgrade	30,000	10,992	16,281	27,273	91%	-	-	Plan and Design	Sep-21	●	A Burgess	J Phiddan	K Schnur	First phase community consultation and engagement has been completed. Issues and opportunities are currently being reviewed to inform the development of the draft master plan. Project on track for Council reporting of the final draft master plan to endorse public exhibition period in June 2021. Any remaining committed consultants fees to be carried forward.
000920	Fencing Glenlyon Recreation Reserve	Upgrade	18,008	1,400	-	1,400	8%	-	-	Closure	Apr-21	●	A Burgess	K Schnur	Major Projects	Project complete
000923	Netball Court Hepburn	Upgrade	45,300	-	1,768	1,768	4%	-	-	Plan and Design	Apr-22	●	A Burgess	J Phiddan	J Carr	Getechnical Testing report of sub base was completed in February 2021 with the report to be provided to Council by the end of March 2021. Once the report has been received, scope of works can be amended and the RFQ readvertised. Works to be undertaken at the conclusion of the 2021 netball season therefore anticipated to be completed between September 2021 to February 2022.
000989	Glenlyon Recreation Reserve Community Pavillion Redevelop.	Renew	121,000	-	-	-	0%	-	-	Plan and Design	Dec-21	●	A Burgess	K Schnur	D Owe-Young	Procurement of Architectural Services in progress and anticipated by May 2021. Community engagement to be undertaken in June 2021. Committed funds to be carried forward with any savings from the design phase to be earmarked for the construction phase which is pending future external funding opportunities.
000990	Trentham Recreation Reserve Pavillion - detailed design	Renew	199,650	1,486	-	1,486	1%	-	-	Plan and Design	Jun-21	●	A Burgess	K Schnur	E Atkin	Developed design phased has commenced. New architect has provided suggestions for improvements that have been shared with and approved by SRV. Expect cost plan C, based on the developed design package, in May. Remaining funds from design are earmarked for the construction phase if successful with SRV funding
Total Community & Economic Development			2,236,398	279,298	-	908,141		310,000	365,440							
TOTAL COMMUNITY & CORPORATE SERVICES			4,298,439	1,286,352	-	1,286,352	30%	891,047	653,067							
INFRASTRUCTURE AND DEVELOPMENT																
000551	Hepburn Hub at the Rex	New	4,962,899	505,682	-	505,682	10%	-	-	Procurement	Oct-21	●	B Lucas	B Lucas	B MacIsaac	Contractor claims that latent conditions delaying commencement. Three (3) month delay minimum date for completion now estimated to be mid September. Additional consultant costs are likely associated with the delay of 3 months and further investigations with some further rectification works. Currently within project contingency but subject to finalisation of negotiations with Contractor.
Total Infrastructure and Development Services			4,962,899	505,682	-	505,682		-	-							
Total Development and Community Safety			-	-	-	-		-	-							
Building Improvements																
000662	Daylesford Town Hall Community Hub	Renew	100,000	-	-	-	0%	-	-	Not Started	TBC	●	S Mennie	J Mitchell	J Mitchell	Budget has been adjusted as part of the mid-year budget review to allow for urgent works and the planning and scoping of the project.
000853	Hammon Park toilet upgrade	Renew	188,644	6,593	-	6,593	3%	-	-	Plan and Design	TBC	●	S Mennie	J Mitchell	A Rousset	Head Consultant appointed. Contract being drawn up with start up meetings and site visits completed. Site surveys and Geotechnical inspection started.
Total Major Projects			288,644	6,593	-	6,593		-	-							
Bridges																
000114	Bridge Renewal Program	Renew	-	14,238	100	14,338		-	-	Closure	Sep-21	●	T May	T Powell	T Powell	Works Complete
000714	Bridge Renewal - Beaconsfield Rd	Renew	-	-	-	-		21,690	21,690	Closure	Jul-20	●	T May	T Powell	T Powell	Project completed in July 2020
000753	Bridge Renewal - Wheelers Bridge	Renew	164,019	17,520	100,145	117,665	72%	-	-	Plan and Design	Jul-21	●	T May	T Powell	T Powell	Design works ongoing. On target to have the design scope of works completed by July 2021. This will allow Council to seek external funding in future financial years.
000803	Bridge Renewal - Drummond Lauriston Rd Drummond	Renew	70,000	-	60,000	60,000	86%	-	-	Delivery	Jun-20	●	T May	T Powell	T Powell	Joint venture with Macedon Ranges Shire Council. Proposed to commence work in April 2021 and expected to be delivered before June 2021.
000957	Bridge Renewal - Newstead Road	Renew	40,000	-	-	-	0%	-	-	Delivery	Jul-21	●	T May	T Powell	P O'Leary	Vegetation removal have been undertaken by internal Parks & Opens Space team in April '21. A further geotechnical & structural assessment of the culvert will now be undertaken.

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Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Actual	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments	
			2020/21 Expenditure				2020/21 Expenditure				2020/21 Income						
001035	Bridge Renewal - Telegraph Road Bridge	Renew	252,500	-	-	-	0%	126,250	-	Plan and Design	Sep-21	●	T May	T Powell	T Powell	Tender Drawings are expected back April 21. Initial notifications sent to surrounding landholders in December 2020. It is anticipated that will be tendered in April/May with a view to awarding before the end of financial year. Works currently anticipated for September 2021. This project has a 50/50 funding contribution between Council and a Federal Gov Funding Program.	
001036	Bridge Renewal - West Parade Bridge	Renew	40,000	15,545	-	15,545	39%	-	-	Closure	Sep-20	●	T May	T Powell	T Powell	Project completed in September 2020	
001046	Blampied Mollongghip Road Bridge Strengthening	Renew	200,000	-	-	-	0%	200,000	-	Plan and Design	Dec-21	●	T May	T Powell	T Powell	Tender Drawings are expected back April 21. It is anticipated that will be tendered in April/May with a view to awarding before the end of financial year. Works currently anticipated for September 2021. This project is 100% externally funded through a State Gov Agrilink Program. This funding was confirmed in December 2020 and is intended to be delivered in the 21/22 program. For financial recording purposes this project should be considered a 21/22 project.	
Building Improvements																	
000821	Central Springs Master Plan and Cafe works	Renew	51,445	21,444	1,418	22,862	44%	-	-	Plan and Design	Aug-21	●	T May	S Ludeke	E Atkin	Preliminary documentation under development. Consultation/communications being carried out with project working group. Rotary, Friends of Lake Daylesford and the Disability Advisory Committee. Community survey conducted during March/April to ascertain usage levels and aspirations for the future.	
Off Street Car parks																	
000907	Accessible Parking Improvement Program	Upgrade	20,415	4,102	-	4,102	20%	-	-	Plan and Design	Jun-21	●	T May	T Powell	T Powell	All work in Creswick, Clunes & Trentham are complete. Remaining work in Daylesford to be delivered before the end of financial year to complete the scope of the project. Presentation made to the Disability Access Committee in March 2021 confirming finalising proposed changes to the original scope of works.	
Drainage																	
000651	Drainage condition assessment and renewal/upgrade program	Renew	31,331	10,087	-	10,087	32%	-	-	Plan and Design	Dec-21	●	T May	T Powell	T Powell	This project is currently waiting on easement registration through the titles office. Construction works are set to commence in 2021 once approval is granted.	
001038	Kerb & Channel - Pearman St Creswick	Renew	276,870	3,440	-	3,440	1%	-	-	Procurement	Sep-21	●	T May	T Powell	T Powell	Design largely complete, final stakeholder consultation underway. It is proposed to tender this project in April with a target contract award before end of financial year. As this will involve road construction works it would be preferable to not seal/asphalt during winter months and would expect construction to be completed around September 2021.	
001039	Drainage Upgrade - Fifteenth Street Hepburn	Renew	22,000	-	14,290	14,290	65%	-	-	Closure	Mar-21	●	T May	T Powell	T Powell	Works completed in February 2021.	
Footpaths and Cycleways																	
000112	Footpath Renewal Program	Renew	500,722	217,317	40,503	257,820	51%	-	-	Delivery	Jun-21	●	T May	T Powell	T Powell	Clunes package completed in November 2020. Creswick package completed in January 2021. Daylesford & Hepburn package completed in February 2021. Trentham package ready to award and is anticipated for construct before end of financial year.	
000836	Walking+Cycling - Daylesford to Coomoora Trail (Stage1)	New	60,000	3,365	34,500	37,865	63%	-	-	Delivery	Apr-21	●	T May	T Powell	T Powell	Trail was constructed in 19/20 with the sealing works currently underway and expected to be complete by April 2021	
000958	Fairview Trail Alfred Street Clunes	Renew	125,000	27,650	142,954	170,604	136%	-	-	Delivery	Apr-21	●	T May	T Powell	T Powell	Construction work are almost finalised and expected to be complete late April 2021.	
001021	Daylesford Civic Plaza & Access Path Lighting Project	Upgrade	-	245	-	245	-	-	-				A Burgess	K Schnur	E Atkin	Project cancelled	
001022	Fairview Estate Trail Loop	New	210,000	9,969	-	9,969	5%	-	-	Delivery	Apr-21	●	T May	T Powell	T Powell	Construction work are almost finalised and expected to be complete late April 2021.	
001024	Daylesford - Coomoora Trail Construction - Stage 2	New	228,000	30,693	118,629	149,322	65%	-	-	Delivery	Jun-21	●	T May	T Powell	P O'Leary	Project is procured and construction is expected to commence in May 2021. This project is funded through the LRCI program and will be delivered before end of financial year.	
001025	Clunes Railway Station to Township - Connecting Footpath	New	100,000	100,000	-	100,000	100%	-	-	Closure	Nov-20	●	T May	T Powell	P O'Leary	Project completed in November 2020.	
001026	Bald Hills Road connecting footpath	New	49,200	40,897	-	40,897	83%	-	-	Closure	Jan-21	●	T May	T Powell	P O'Leary	Project completed in January 2021.	
Land Improvements																	
000944	Mineral Springs Pit Closure	Upgrade	20,000	19,696	-	19,696	98%	-	-	Closure	May-21	●	T May	T May	S Ludeke	Construction works completed in December 2020. DELWP grant acquittal to be finalised in May 2021.	
000974	Central Springs Lake Reserve - Footbridge and Signage	Upgrade	26,620	23,360	-	23,360	88%	-	-	Closure	Mar-21	●	T May	S Ludeke	Major Projects	Project completed in March 2021.	
000984	Lake Jubilee Path Construction and improvements	Upgrade	61,050	-	-	-	0%	-	-	Plan and Design	Jun-21	●	T May	S Ludeke	D Owe-Young	Design & procurement works are currently underway and expected to be finalised in April 2021. Construction works are expected to commence late May'21.	
Other Infrastructure																	
001020	Local Roads and Community Infrastructure Grant	New	60,000	-	-	-	0%	968,830	589,200	Not Started	Dec-21	●	B Lucas	B Lucas	B Lucas	\$60K to be reallocated to a yet to be selected project following the cancellation of the Daylesford Civic Plaza & Access Path Lighting Project	
Parks, Open Space and Streetscapes																	
000543	Trentham Streetscape Implementation	Upgrade	176,478	108,715	68,741	177,456	101%	-	-	Closure	Apr-21	●	T May	B Grounds	Major Projects	Construction works completed with finalisation of contract documentation expected in April 2021.	

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Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Actual	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments
			2020/21 Expenditure				2020/21 Income									
000563	Hepburn Streetscape construction	Upgrade	-	1,045	-	1,045		-	-	Closure	Jul-20	●	T May	T Powell	S Hattam	Project completed in July 2020
000595	Mineral Springs Improvement Works	Renew	23,807	11,520	280	11,800	50%	-	-	Closure	Nov-21	●	T May	S Ludeke	S Ludeke	Project completed in November 2020.
000775	Jubilee Lake Remedial Works	Renew	47,382	2,632	48,349	50,981	108%	-	-	Delivery	Jun-21	●	T May	S Ludeke	D Owe-Young	Vegetation removal works have been undertaken. Further assessment is required on the extent of removal to enable the structural assessment of the dam to be undertaken.
000925	Jubilee Lake Revegitation	Upgrade	25,391	13,880	-	13,880	55%	-	-	Delivery	Jun-21	●	T May	S Ludeke	D Owe-Young	Vegetation removal works have been undertaken. Further assessment is required on the extent of removal to enable the structural assessment of the dam to be undertaken.
000939	Clunes Dog Park	Renew	18,394	17,457	-	17,457	95%	-	-	Closure	Nov-21	●	T May	S Ludeke	Major Projects	Project completed in November 2020.
000983	Lake Jubilee Furniture renewal	Renew	32,670	16,903	17,495	34,398	105%	-	-	Delivery	Jun-21	●	T May	S Ludeke	Major Projects	Furniture repairs are now complete. New furniture has been order and is set to be installed inline with Jubilee path and drainage project to be completed end of financial year.
000985	Creswick Fountain Refurbishment	Renew	42,350	7,249	5,000	12,249	29%	-	-	Delivery	Jul-21	●	T May	S Ludeke	Major Projects	Structural engineer's report shows fountain is structurally unsound. Contractor engaged for work plan of restoration outlining works required. Repair works to plumbing completed and fountain will be functional and presentable for ANZAC day
000993	Chatfield Reserve Lake Daylesford - Develop Landscape Plan	Renew	8,800	9,103	-	9,103	103%	-	-	Closure	Feb-21	●	T May	S Ludeke	Major Projects	Design work & total project completed in February 2021.
000994	Creswick Information Centre Irrigation and Turf	Renew	49,610	-	-	-	0%	-	-	Delivery	Sep-21	●	T May	S Ludeke	B Darby	Project is currently being procured will be finalised by the end of financial year. Construction works will be scheduled in September 2021 to enable optimal conditions for turf growth.
Recreational, Leisure and Community Facilities																
000929	Drinking Fountain Queens Park	New	5,500	-	-	-	0%	-	-	Procurement	May-21	●	T May	S Ludeke	S Ludeke	Installation works are schedule for May 2021.
000982	Hepburn Recreation Reserve irrigation controller	New	13,200	9,334	-	9,334	71%	-	-	Closure	Feb-21	●	T May	S Ludeke	S Ludeke	Project complete in February 2021.
000992	Queens Park Clunes Irrigation	Renew	-	-	-	-		-	-	Not Started	Dec-21	●	T May	S Ludeke	S Ludeke	This project has been deferred until the Queens Park Masterplan has been adopted in accordance with the March 2021 Ordinary Council Meeting Minutes.
Roads																
000100	Road Reseals Program	Renew	886,000	622,912	107,979	730,891	82%	-	-	Delivery	Apr-21	●	T May	T Powell	P O'Leary	Scope of work complete in April 2021.
000102	Road Reseal Preparation	Renew	126,808	55,815	33,917	89,732	71%	-	-	closure	Jan-21	●	T May	T Powell	P O'Leary	Reseal preparation works were completed in January 2021.
000103	Gravel Road Resheet Program	Renew	432,890	426,214	-	426,214	98%	-	-	closure	Dec-20	●	T May	T May	P Healy	Gravel Road Resheet Program for 20/21 was completed December 2020
000463	Road Safety Improvements	Renew	51,078	51,079	-	51,079	100%	-	-	Procurement	May-21	●	T May	T Powell	P O'Leary	Intersection lighting works scheduled for May 2021.
000701	Road Reconstruct - Forward Design Program	Renew	142,726	46,472	64,925	111,397	78%	-	-	Plan and Design	Jun-21	●	T May	T Powell	T Powell	Various design works are ongoing. Officers currently have a tender out to the market for the drawings for the Glengower Road project.
000952	Road Reconstruct - Back Glenlyon Road Coomoora	Renew	268,604	261,010	-	261,010	97%	-	-	Closure	Dec-20	●	T May	T Powell	P O'Leary	Project completed in December 2020.
000953	Road Reconstruct - Old Ballarat Road Daylesford	Renew	700,000	633,725	27,672	661,398	94%	-	-	Closure	Jan-21	●	T May	T Powell	P O'Leary	Project completed in January 2021.
001019	Clunes Community Liveability Stage 2 - Angus Street	Renew	200,000	190,373	2,152	192,525	96%	-	-	Closure	Sep-20	●	T May	T Powell	P O'Leary	Project completed in September 2020.
001028	Road Rehab - Creswick-Lawrence Road	Renew	867,830	673,925	26,943	700,868	81%	433,915	-	Closure	Dec-20	●	T May	T Powell	T Powell	Project completed in December 2020.
001029	Road Rehab - Asphalt Overlays	Renew	31,340	-	-	-	0%	-	-	Plan and Design	Jun-21	●	T May	T Powell	T Powell	Creswick Town Hall Carpark was completed in December 2020. Further scoping required to deliver the remainder of the program by June 2021.
001030	Road Rehab - Orford St, Daylesford	Renew	178,808	-	-	-	0%	-	-	Procurement	Oct-21	●	T May	T Powell	P O'Leary	This project is currently out to tender with and is expected to be awarded in May 2021. Construction work is expected to be delivered in September 2021.
001031	Road Rehab - Kingston-Werona & Whitehills Rd	Renew	124,200	-	-	-	0%	-	-	Delivery	May-21	●	T May	T Powell	T Powell	Construction works are set to commence in April-21 and are anticipated to be delivered within 4 weeks.
001032	Road Rehab - Clunes-Mt Cameron Rd	Renew	30,000	-	-	-	0%	-	-	Plan and Design	Jun-22	●	T May	T Powell	T Powell	This project was deferred as per the March Council Meeting resolution. Remaining funds in the project to finalise a design and identify land acquisition (if required)
001033	Sealed Road Upgrade - Grant St, Clunes	Upgrade	100,000	100,616	-	100,616	101%	-	-	Delivery	Apr-21	●	T May	T Powell	P O'Leary	Construction works are in progress and are expected to be complete in April 2021
001034	Sealed Road Upgrade - Eldon St, Glenlyon	Upgrade	100,000	-	-	-	0%	-	-	Delivery	Apr-21	●	T May	T Powell	P O'Leary	Construction works are in progress and are expected to be complete in April 2021
001045	Glengower/Cotswald Rd Intersection	Upgrade	150,000	-	-	-	0%	150,000	-	Plan and Design	Apr-22	●	T May	T Powell	P O'Leary	Funding received for this project in December 2020. It is anticipated to be delivered as part of the 21/22 Infrastructure program .Design work is already underway with this project.
001048	Daylesford-Smeaton Road	Renew	499,862	-	-	-	0%	249,931	-	Plan and Design	Dec-21	●	T May	T Powell	T Powell	Funding received for this project in December 2020. It is anticipated to be delivered as part of the 21/22 Infrastructure program .
Total Operations			7,942,901	3,819,547	-	4,735,539		2,150,616	610,890							
Buildings																
000849	E-waste Infrastructure - Daylesford Transfer Station	Upgrade	-	-	-	-		4,148	4,148	Closure			S Mennie	S Mennie	S Mennie	Completed
000976	Clunes Stadium Kitchen Minor Upgrade	Upgrade	44,770	7,430	30,353	37,783	84%	-	-	Delivery	Jun-21	●	S Mennie	J Mitchell	Major Projects	Works progressing.
000977	Stage One Public Toilet Additions	Upgrade	199,000	-	4,360	4,360	2%	-	-	Plan and Design	Dec-21	●	S Mennie	J Mitchell	A Rousset	Head Consultant appointed. Contract being drawn up with start up meetings and site visits completed. Site surveys and Geotechnical inspection started.
Building Improvements																
000287	Building and Structures Renewal Program	Renew	316,200	13,256	22,740	35,996	11%	-	-	Delivery	Sep-21	●	S Mennie	J Mitchell	J Mitchell	Appointment of a facilities manager will kickstart this work late in the financial year and carry forward into 2021-22.
000553	Sustainability Strategy - Towards Zero - Council Assets	Renew	194,287	20,080	2,045	22,125	11%	-	16,398	Delivery		●	S Mennie	M Pasqualini	M Pasqualini	

Hepburn Shire Council
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Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Actual	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments
			2020/21 Expenditure		2020/21 Expenditure					2020/21 Income						
000725	Swimming Pool Painting Program	Renew	13,800	13,800	-	13,800	100%	-	-	Closure	Nov-20	●	S Mennie	J Mitchell	J Mitchell	Completed November 2020
000726	Building Essential Safety Measures (ESM)	Renew	20,000	16,346	-	16,346	82%	-	-	Delivery	Jun-21	●	S Mennie	J Mitchell	J Mitchell	ESM is progressing as per regulations.
000731	Clunes Victoria Park Toilets	Renew	122,091	4,477	-	4,477	4%	-	-	Plan and Design	Dec-21	●	S Mennie	J Mitchell	A Rousset	Head Consultant appointed. Contract being drawn up with start up meetings and site visits completed. Site surveys and Geotechnical inspection started.
000737	Lee Medlyn Toilet Replacement	Renew	146,490	4,477	-	4,477	3%	-	-	Plan and Design	Dec-21	●	S Mennie	J Mitchell	A Rousset	Head Consultant appointed. Contract being drawn up with start up meetings and site visits completed. Site surveys and Geotechnical inspection started.
000739	Quarry St Reserve Shelter & Toilet	Renew	236,781	13,265	220	13,485	6%	-	-	Plan and Design	Dec-21	●	S Mennie	B Grounds	A Rousset	Head Consultant appointed. Contract being drawn up with start up meetings and site visits completed. Site surveys and Geotechnical inspection started.
000740	Glenlyon Public Toilets	Renew	86,223	5,463	-	5,463	6%	-	-	Plan and Design	Dec-21	●	S Mennie	J Mitchell	A Rousset	Head Consultant appointed. Contract being drawn up with start up meetings and site visits completed. Site surveys and Geotechnical inspection started.
000820	Building Painting program	Renew	17,093	18,432	-	18,432	108%	-	-	Closure	Mar-21	●	S Mennie	J Mitchell	J Mitchell	Minor painting carried out eg: Creswick kinder, daylesford library
000824	Smeaton Recreation Reserve Public Toilets	Renew	1,202	4,477	-	4,477	372%	-	-	Plan and Design	Dec-21	●	S Mennie	J Mitchell	A Rousset	Head Consultant appointed. Contract being drawn up with start up meetings and site visits completed. Site surveys and Geotechnical inspection started.
000825	Vic Park toilet (Netball/Table Tennis)	Renew	149,906	4,477	-	4,477	3%	-	-	Plan and Design	Dec-21	●	S Mennie	J Mitchell	A Rousset	Head Consultant appointed. Contract being drawn up with start up meetings and site visits completed. Site surveys and Geotechnical inspection started.
000850	Clunes Town Hall Renovation	Renew	1,032,968	514,705	203,215	717,920	70%	317,000	-	Delivery	Apr-21	●	S Mennie	J Mitchell	S Hattam	Main body of works complete, defects list complete, furniture to be reinstated. Court house works near completion with some painting to finalise package of works. Asphalt works at front of building and side road have commenced and will be completed by 19th April.
000946	Market Street Toilet Removal	Renew	2,000	-	-	-	0%	-	-	Plan and Design	Dec-21	●	S Mennie	J Mitchell	J Mitchell	Part of a larger set of works relating to public toilets
Land Improvements																
000963	Glenlyon Rec Res Land Remediation	Renew	120,000	46,061	46,896	92,957	77%	-	-	Procurement	Jun-21	●	B Lucas	S Mennie	D Owe-Young	Detailed Site Investigation and Environmental Recommendations Report completed. Temporary fencing works completed. Procurement finalised and Auditor engaged. Procurement ongoing for Assessor and will be engaged April 2021. Assessor and auditor work will determine next steps regarding potential remediation requirements.
Other Infrastructure																
000991	Transfer Station Infrastructure Upgrades	Upgrade	47,180	18,316	40	18,356	39%	-	-	Procurement	Jun-21	●	S Mennie	S Mennie	S Mennie	Upgrades ongoing.
Plant and Machinery																
000131	Vehicle and Plant Replacement	Renew	979,130	184,582	272,352	456,934	47%	192,000	40,771	Procurement	Dec-21	●	S Mennie	J Mitchell	J Mitchell	Truck with Custom Horizontal Discharge body to go to April Council meeting for award of Tender. This truck may take up to 6 months to build body. Waiting on stock to arrive for 2 x compliance vehicles and one to be fitted with custom body. Expected end July 2021. Funds have been committed. Tender for Roller Tow Tractor closes 13 April and is scheduled for May or June Council meeting.
000599	National Flagship Bioenergy Facility	New	603,684	74,507	74,976	149,483	25%	375,000	120,000	Delivery	Jun-21	●	S Mennie	M Pasqualini	M Pasqualini	Clunes organics collection service commenced. Composting units on site and to be commissioned in late April.
000777	Transfer Stations CCTV	New	5,736	-	5,215	5,215	91%	-	-	Closure	Apr-21	●	S Mennie	S Mennie	S Mennie	Final CCTV unit installed at Trentham
Total Waste and Environment			4,338,541	964,150	-	1,626,561		888,148	181,317							
TOTAL INFRASTRUCTURE			17,532,985	5,295,972	-	5,295,972	30%	3,038,764	792,207							
TOTAL CAPITAL WORKS			21,831,424	6,582,324	-	6,582,324	30%	3,929,811	1,445,274							
Represented by:																
New asset expenditure		New	7,119,606	927,234	455,611	1,382,845	19%	1,526,330	766,200							
Asset renewal expenditure		Renew	12,730,830	5,173,923	1,892,885	7,066,808	56%	2,008,676	596,397							
Asset upgrade/expansion expenditure		Upgrade	1,980,987	481,167	273,183	754,350	38%	394,805	82,677							
Total capital works expenditure			21,831,424	6,582,324	2,621,679	9,204,003	42%	3,929,811	1,445,274							

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Project Number	Project Name	Forecast Budget	YTD Actual	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments
		2020/21 Expenditure		2020/21 Expenditure			2020/21 Income								
Non-Recurrent Projects															
CEO SERVICES															
Total CEO															
		-	-	-	-		-	-							
000263	Sale of Land	-	-	-	-		712,360	712,360	Closure	Jul-20	●	S Mennie	S Mennie	S Mennie	Complete
000999	Councillor Induction Program	20,000	4,917	2,800	7,717	39%	-	-	Delivery	May-21	●	K Forte	K Forte	K Forte	Councillor Induction Program is nearing completion. With two compulsory training elements left to provide, which are scheduled for both late April and early May 2021 the program in line with requirements under the 2020 Act will be complete.
001000	Integrated Planning and Reporting Framework	105,000	60,644	50,864	111,508	106%	-	(100)	Delivery	Jun-21	●	B Thomas	B Thomas	B Thomas	Hepburn Together project is on-going.
001001	Council Elections 2020	211,000	-	195,455	195,455	93%	18,000	-	Closure	Mar-21	●	B Thomas	K Forte	K Forte	Council elections are finalised. The VEC are currently (as of 20 March 2021) issuing Failure to Vote infringement notices to those who did not vote and where the VEC determined that their rationale for failing to vote was not accepted. No more expenditure to be undertaken from this budget.
Total Governance, Compliance and Risk		336,000	65,561	249,118	314,679	94%	730,360	712,260							
Total People & Culture		-	-	-	-		-	-							
TOTAL CEO SERVICES		336,000	65,561	249,118	314,679	94%	730,360	712,260							
COMMUNITY & CORPORATE SERVICES															
001008	COVID-19 Response Costs	200,000	130,559	14,415	144,974	72%	-	(900)	Delivery	Jun-21	●	B Lucas	D George	D George	Minimal expenditure still being incurred
Total Corporate Services		200,000	130,559	14,415	144,974	72%	-	(900)							
000453	Walk To School	-	1,136	-	1,136		-	-	Delivery	Jun-21	●	F Fogarty	F Fogarty	K Procter	Project on track for completion by 30 June 2021
000959	Prevention Lab	8,940	9,500	-	9,500	106%	-	-	Closure		●	B Thomas	F Fogarty	K Procter	Project Completed
000968	Pride Brigayed 2020	10,000	-	-	-	0%	-	-	Not Started	Jun-21	●	F Fogarty	J Van Der Ploeg	J Van Der Ploeg	Project on track for completion by 30 June 2021
001015	Kindergarten Central Enrolment Project Plan	24,839	9,050	-	9,050	36%	-	-	Closure		●	B Thomas	F Fogarty	K Procter	Project Completed
001016	3 y.o Kindergarten infrastructure building blocks grants	34,775	-	-	-	0%	-	-	Not Started	N/A	●	B Thomas	F Fogarty	K Procter	All projects completed except for Hepburn Kindergarten. Grant likely to be returned to DET and new Grant application made for increased amount
Total Community Care		78,554	19,686	-	19,686	25%	-	-							
Total Financial Services		-	-	-	-		-	-							
000572	Installation of free Public WiFi	75,901	1,745	-	1,745	2%	40,000	105,000	Procurement	Jun-21	●	C Whyte	F Fogarty	C Whyte	Ongoing project. Initial setup completed in background with servers built at minimal cost. Seeking vendors during COVID has been difficult. Grant has ended so may need to hand back around \$15k of unspent grant monies. Able to cover this as required out of renewal into the future. Unable to source wireless vendors in region and gather information required. Project has been expanded to Trentham with additional funding. Working with facilities to confirm site list and building access for possible buildings to locate wi-fi hotspots for the public access.
001002	Security Penetration Testing	25,000	-	-	-	0%	-	-	Procurement	May-21	●	C Whyte	C Whyte	C Whyte	Initial quotes sought. Scoped. Vendor selected and finalising details.
001018	ICT Infrastructure Support Program	100,000	19,351	65,392	84,743	85%	100,000	90,000	Delivery	Apr-21	●	C Whyte	C Whyte	C Whyte	Equipment purchased and awaiting delivery of some equipment, due early May. 3 of 4 current rooms fitted out with equipment and equipment for non-Daylesford offices is on order. Separate system for meetings purchased as per current technology, and will look at speakers for Town Hall to augment this for live audience.
Total ICT		200,901	21,096	65,392	86,488	43%	140,000	195,000							

Hepburn Shire Council
Operational Projects Report as at 31 March 2021

Project Number	Project Name	Forecast Budget	YTD Actual	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments
		2020/21 Expenditure		2020/21 Expenditure		2020/21 Income									
000672	Daylesford - Macedon rail trail	95,697	27,500	55,000	82,500	86%	-	-	Consultation	Jun-21	●	A Burgess	R Pedretti	R Pedretti	Major stakeholder engagement is underway as part of preparation of feasibility study for the trail network. Feasibility study is due for completion in June 2021.
000878	Hub For Premium Produce	443,971	89,657	2,437	92,094	21%	-	-	Delivery	Jun-22	●	A Burgess	R Pedretti	S Hebbard	3 year project. Year on actions achieved, Year 2 project plan in place. Next steps two upcoming Producers & Growers event New and Aspiring farmers forum and farm walk – Sat 24 April & Regenerative Farming Chit Chat and farm walk – Mon 17 May. On farm meetings with Artisan Agriculture Producers with COVID safe protocols in place. The next 3 months to include: Further on-site producer meetings, workshops/groups to discuss barriers for the sector, investigation into a support program for business mentoring, scope for produce hub website.
000881	Management of Council Own Recreation Facilities	16,587	8,616	-	8,616	52%	-	-	Plan and Design	TBC	●	A Burgess	J Phiddan	J Phiddan	Officers are reviewing the project plan and timeframe for this project and will update Councillors on the revised timeframe for delivering this project in May 2021.
000883	Customer Experience Service Review	30,000	8,500	17,273	25,773	86%	-	-	Delivery	May-21	●	A Burgess	A Perrett	A Perrett	Consultant engaged and review findings anticipated to be presented to management during April or May.
000888	Significant Renaming Project - Jim Crow Creek	5,000	-	-	-	0%	-	-	Consultation	Oct-21	●	A Burgess	M Whyte	D Spiller	Filming scheduled for mid April. Communications draft complete along with some supporting documentation. Met with Mt Alexander Shire. Still seeking clarity on roles and responsibilities of all project partners with Geographic Place Names Victoria.
000930	Table Creswick Museum	5,760	-	-	-	0%	-	-	Delivery	May-21	●	A Burgess	M Whyte	D Spiller	New conservator engaged and project will be completed by April
000969	This Girl Can Marketing and Promotion	10,240	9,740	500	10,240	100%	-	-	Closure	Nov-20	●	A Burgess	J Phiddan	K McMahan	Project complete and acquitted.
000971	Aboriginal Peoples Memorial Avenue	5,000	4,545	-	4,545	91%	-	-	Procurement	Jun-21	●	A Burgess	M Whyte	D Spiller	Met with language repatriation officer at the DDWCAC. Project will progress to graphic designer in April. Signage and opening in May. A reconciliation week event timeline is scheduled. Opening event planning commenced.
000973	Visit Victoria	100,000	-	-	-	0%	100,000	10,000	Delivery	Jun-21	●	R Pedretti	A Burgess	B O'Brien	Visit Victoria Event Funding contract variation complete. Invoice forwarded for payment to State Government for payment in April. Next step Spudfest to commence their Strategic Plan. Consultants engaged to commence the plan and remaining funds to be distributed to approved events.
000996	Arts and Culture Strategy	-	-	-	-	-	-	-	Procurement	Apr-22	●	A Burgess	M Whyte	M Whyte	Request for Quotes have closed with six applications received. Panellists have met with three applicants being shortlisted. Short listed applicants have been asked to provide an example of work completed for rural councils and community engagement that will be delivered in person. Panel meeting again to make final decision.
000997	Artist in Residence Pilot	18,500	-	-	-	0%	-	-	Plan and Design	TBC	●	A Burgess	M Whyte	D Spiller	Project paused. Require facilities audit and further scope on project.
000998	Hepburn Shire Aquatics strategy	80,290	-	-	-	0%	30,000	27,000	Consultation	Jan-22	●	A Burgess	J Phiddan	J Phiddan	First phase project consultation and engagement has commenced and will be undertaken throughout April - June 2021. Strategy development on track to be completed within SRV funding requirements by January 2022.
001041	Covid Outdoor Dining	151,250	42,649	58,985	101,634	67%	250,000	250,000	Delivery	Jun-21	●	B Lucas	D George	D George	Expenditure being finalised and collated ready for acquittal.
Total Community & Economic Development		962,295	191,207	134,195	325,402	34%	380,000	287,000							
TOTAL COMMUNITY & CORPORATE SERVICES		1,441,750	362,548	214,003	576,550	40%	520,000	481,100							
INFRASTRUCTURE AND DEVELOPMENT															
000962	Wildlife Protection Increasing Capacity	14,407	-	-	-	0%	-	-	Not Started	Dec-21	●	B Southee	D George	D George	Not progress has been achieved on this project. COVID commitments halted the work. Will need to reconsider works program over 2021
001017	DHHS Community Activation and Social Isolation initiative	157,503	48,415	948	49,363	31%	123,860	50,000	Delivery	Dec-21	●	B Lucas	D George	D George	Project on track and funding extension received for 6 months
Total Development and Community Safety		171,910	48,415	948	49,363	29%	123,860	50,000							

Hepburn Shire Council
Operational Projects Report as at 31 March 2021

Project Number	Project Name	Forecast Budget	YTD Actual	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments
		2020/21 Expenditure		2020/21 Expenditure		2020/21 Income									
000616	Creswick Trails	2,173,737	243,451	30,504	273,955	13%	1,638,000	-	Plan and Design	May-14	●	B Lucas	B Grounds	A Breach	Stage One Trails have progressed to planning permit application and community engagement.
000876	Calembeen to Hammon Park Connection	12,480	-	-	-	0%	-	-	Delivery	Sep-21	●	T May	B Grounds	B Lohse	Path along Pearman St to be completed in conjunction with Engineering upgrade. Engineering currently consulting on design. Some signage works to follow path construction.
Total Major Projects		2,186,217	243,451	30,504	273,955	13%	1,638,000	-							
000577	Street Decorations Banner Brackets	7,500	5,642	399	6,041	81%	-	-	Closure	Feb-21	●	T May	T Powell	T Powell	Annual street decorations were installed in all townships as per our standard schedule
000622	Wills Square Fountain and Landscape	-	4,613	545	5,158		-	-	Closure	Jan-21	●	T May	T Powell	B Lohse	Project completed in January 2021
000635	Turf Playing Surface Renewal Program	32,000	29,190	19	29,209	91%	-	-	Closure	Apr-21	●	T May	S Ludeke	S Ludeke	Project completed in April and oval is reopened to the public.
000781	Tree management strategy development	27,500	14,368	6,752	21,120	77%	-	-	Delivery	Jun-21	●	T May	S Ludeke	S Ludeke	Strategy is in draft form with stakeholder engagement currently underway. Community Engagement plan is currently being developed in line with the adopted policy with the intention to have the strategy adopted in mid 2021.
000890	Newlyn Oval Alternative Water Supplies	15,000	-	-	-	0%	-	-	Delivery	Jun-21	●	T May	S Ludeke	S Ludeke	Central Highlands Water are leading this project and are currently facilitating further discussion with Goulburn Murray Water to approve the licence application.
000938	Weed Management Hepburn Mineral Springs	180,154	10,604	7,486	18,090	10%	-	-	Delivery	Jun-21	●	T May	S Ludeke	D Owe-Young	Stakeholder consultation and seasonal weather variations - will dictate when works are delivered. Given the nature of the works and the size of the budget, it is probable that these works will continue into 2021-22 and a budget rollover request will be required. Works to be separated in a number of different individual contracts (i) clearing and blackberry slashing Creek (ii) Spring Creek (East) weed removal (iii) Mineral Springs Pine and tree weed removal Procurement for above works to be finalised April 21
Total Operations		262,154	64,417	15,202	79,619	30%	-	-							
000578	Sustainability Strategy - Towards Zero - Community Buildings	56,753	(1,883)	5,000	3,117	5%	-	-	Not Started			S Mennie	M Pasqualini	M Pasqualini	To commence following the appointment of an officer to the sustainability role.
000757	Old Hepburn Depot site cleanup for property sale	40,396	40,396	-	40,396	100%	-	-	Closure	Jul-20	●	S Mennie	S Mennie	S Mennie	Complete
000869	Waste Services Planning	15,499	-	999	999	6%	-	-	Not Started	Jun-21	●	S Mennie	S Mennie	S Mennie	Appointment of appropriate resource pending.
000875	Solar Savers	206,525	70,184	-	70,184	34%	206,530	-	Delivery	Jun-21	●	S Mennie	M Pasqualini	M Pasqualini	SRC has been declared and if all goes smoothly as expected, installs should start in May and be completed by end of June.
000918	Streetlights Towards Zero	215,906	-	102,968	102,968	48%	-	-	Delivery	Aug-21	●	S Mennie	M Pasqualini	M Pasqualini	Service Level Agreement with the LED lighting supplier approved w/c 12-04-21. Hardware to be delivered and installed by July/August 2021.
001005	Organic Waste Kerbside Collection	26,400	-	-	-	0%	-	-	Delivery	Aug-21	●	S Mennie	S Mennie	S Mennie	Delivery has commenced, expenditure documentation not received.
001006	Weed Management Plan - HSC Transfer Stations	25,080	15,604	2,000	17,604	70%	-	-	Delivery	Jun-21	●	S Mennie	S Mennie	S Mennie	Significant work done at Creswick, Trentham and Daylesford.
001011	Hepburn Energy Savvy Upgrades 2020	13,345	1,600	-	1,600	12%	-	-	Delivery	Aug-21	●	S Mennie	M Pasqualini	M Pasqualini	Installs increasing towards next milestone payment at 20 upgrades. Uptake has been slower than planned with covid-19 causing significant delays for the program. Increased local advertising is contributing to increased activity.
Total Waste and Environment		599,904	125,901	110,967	236,868	39%	206,530	-							
TOTAL INFRASTRUCTURE		3,220,185	482,185	157,620	639,805	20%	1,968,390	50,000							
TOTAL NON-RECURRENT PROJECTS		4,997,935	910,293	620,741	1,531,034	31%	3,218,750	1,243,360							

15.2 APPOINTMENT OF INDEPENDENT AUDIT AND RISK COMMITTEE MEMBERS BY COUNCIL ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Council as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

On 25 August 2020 Council established the Audit and Risk Committee under section 53 of the *Local Government Act 2020* as required under the legislation. At this time Council also adopted the Audit and Risk Committee Charter.

At the same meeting, the Council confirmed the previous Council resolutions made relating to the appointments of Council's current Councillor and independent committee members to the Audit and Risk Committee for the terms previously resolved by Council.

As per the Audit and Risk Committee Charter and per the status of the tenure of two of the independent committee members, Mr Trevor Shard and Mrs Rachelle Tippet, Council was required to undertake a recruitment campaign and seek applications for the two vacancies.

As such, Officers undertook a recruitment campaign, with associated shortlisting and interviews that followed. Accordingly, Officers now have a recommendation to Council to approve two independent committee members to the Audit and Risk Committee.

OFFICER'S RECOMMENDATION

That Council:

- 1. Receive and note the Officer report detailing the recruitment campaign, shortlisting and interview process that was undertaken for two (2) independent committee members to the Hepburn Shire Council Audit and Risk Committee;*
- 2. Endorse the Panel's recommendation to appoint _____ and _____ to the Audit and Risk Committee in accordance with the Audit and Risk Committee Charter;*
- 3. Note that the skills and attributes of the recommended independent committee members meets and fulfils the requirements pursuant to section 53(3)(b) of the Local Government Act 2020;*
- 4. Formally thank and acknowledge the contribution, skills and attributes of Mr Trevor Shard and Ms Rachelle Tippet to the Committee during their tenure;*

5. *Approve Officers to undertake the necessary administrative functions to onboard and support the endorsed independent committee members to the Audit and Risk Committee accordingly;*
6. *Approve and support the Audit and Risk Committee to nominate a temporary chairperson for the June 28 Audit and Risk Committee meeting and note that report will come to Council at a future Council Meeting with a recommendation for a Chairperson for the remainder of the 2021 calendar year.*

MOTION

That Council:

1. *Receive and note the Officer report detailing the recruitment campaign, shortlisting and interview process that was undertaken for two (2) independent committee members to the Hepburn Shire Council Audit and Risk Committee;*
2. *Endorse the Panel's recommendation to appoint Mr Domenic Isola and Ms Linda McNeill to the Audit and Risk Committee in accordance with the Audit and Risk Committee Charter;*
3. *Note that the skills and attributes of the recommended independent committee members meets and fulfils the requirements pursuant to section 53(3)(b) of the Local Government Act 2020;*
4. *Formally thank and acknowledge the contribution, skills and attributes of Mr Trevor Shard and Ms Rachelle Tippet to the Committee during their tenure;*
5. *Approve Officers to undertake the necessary administrative functions to onboard and support the endorsed independent committee members to the Audit and Risk Committee accordingly;*
6. *Approve and support the Audit and Risk Committee to nominate a temporary chairperson for the June 28 Audit and Risk Committee meeting and note that report will come to Council at a future Council Meeting with a recommendation for a Chairperson for the remainder of the 2021 calendar year.*

Moved: Cr Don Henderson

Seconded: Cr Jen Bray

Carried

BACKGROUND

Section 53 of the Act requires Council to establish an Audit and Risk Committee which must include members who are Councillors of Council and consist of a majority of members who are not Councillors of the Council and who collectively have:

- expertise in financial management and risk; and
- experience in public sector management; and

- not include any person who is a member of Council staff of the Council.
- The chairperson of an Audit and Risk Committee must not be a Councillor of the Council.

On 25 August 2020 Council established the Audit and Risk Committee under section 53 of the *Local Government Act 2020* as required under the legislation to be completed by 1 September 2020.

The Council rescinded the Audit Committee that was previously established under section 139 of the *Local Government Act 1989*.

At the same meeting, the Council confirmed the previous Council resolutions made relating to the appointments of Council's current Councillor and independent committee members to the Audit and Risk Committee for the terms previously resolved by Council, being:

- *Mr Trevor Shard (Independent Committee Member) up until 22 April 2021.*
- *Mr Robert Taylor (Independent Committee Member) up until 31 December 2023.*
- *Ms Rachelle Tippett (Independent Committee Member) up until 22 April 2021.*
- *Ms Carol Pagnon (Independent Committee Member) up until 31 December 2023.*

The Audit and Risk Committee Charter provides for section 4 – membership and tenure.

The Charter states that the:

- Committee must comprise of a majority of members who are not councillors of the Council, appointed by Council.
- Total membership will be 6 members (2 councillor delegates and 4 independent committee members)
- Independent members will be appointed for a four (4 year period) term after a public advertisement process has been undertaken.
- A sitting member can reapply and be appointed for a subsequent 1 term, subject to the evaluation process set below and subject to maintain the ration of councillors to external members.
- The Chief Executive Officer or the Director Corporate and Community Service and the Councillor representatives on the Committee will undertake the evaluation of the potential external members considering the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills and will make a recommendation to Council for appointment to the Committee.

In line with the Audit and Risk Committee Charter and Council's records of independent committee members tenure the following memberships ended as of 22 April 2021:

- Ms Rachelle Tippet
- Mr Trevor Shard

In preparation of the recruitment of independent committee members to the Audit and Risk Committee, the following was developed:

- An 'Information pack for prospective Independent Audit and Risk Committee members' was prepared.
- Correspondence to Council's Audit and Risk Committee was sent on 12 May 2021 detailing recruitment campaign and way forward.
- A Councillor Bulletin item was prepared and disseminated in a Councillor Bulletin on 14 May 2021 providing information to Councillors on recruitment process.
- The Panel were informed and engaged with email correspondence and key dates, a copy of the information pack on 10 May 2021.
- The Audit and Risk Committee webpage hyperlinked below that detailed the recruitment process, contact details for further information and a hyperlink to the Information Pack [Audit and Risk Committee - Hepburn Shire Council](#)

The recruitment campaign commenced on 12 May 2021 and concluded on 26 May 2021.

The following advertising forums were prepared:

- Advertisement of vacancies via www.seek.com.au
- Advertisement of vacancies via Council's Facebook page
- Advertisement of vacancies via Council's LinkedIn page
- Advertisement of vacancies via FinPro - which is a not-for-profit incorporate association that provides training and support to finance professionals in Local Government.

A total of 12 applications were received during the recruitment campaign.

A Panel was appointed to undertake shortlisting and interviews which comprised of:

- Chief Executive Officer – Mr Bradley Thomas
- Cr Lesley Hewitt – Mayor, and Councillor appointed delegate to the Committee and is a voting member.
- Cr Brian Hood – Deputy Mayor, and Councillor appointed delegate to the Committee and is a voting member.
- Ms Krysten Forte- Manager Governance and Risk and senior officer responsible for the oversight and secretariat role for the Committee.

The four-member panel ensured gender balance and a representative of senior staff and Councillor delegates who are familiar with and understanding of the requirements of an Audit and Risk Committee and the *Local Government Act 2020*.

The Panel met on Monday 31 May 2021 to shortlist, after completing required paperwork and independent shortlisting prior to this.

Four applicants were shortlisted, with one applicant withdrawing their application when offered an interview.

Interviews of the three applicants were held on Monday 7 June 2021 and Tuesday 8 June 2021, with reference checks undertaken by the Chief Executive Officer (CEO) when after the panel confirmed their preferred candidate and completed associated paperwork.

KEY ISSUES

Council and the Audit and Risk Committee must adhere to the Audit and Risk Committee Charter, and the *Local Government Act 2020*.

Officers have a role to play in monitoring the tenure of members and preparing for the appointments of members as required.

This report details the appropriate and thorough recruitment campaign that was undertaken for the vacancies of two independent committee members.

An onboarding process will commence after Council decide on the new independent committee members for the Committee.

The first meeting of the two new members will be Monday 28 June 2021. They will be provided with a copy of the meeting agenda, previous meeting minutes and any additional information to assist in the preparation of their first meeting.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

High Performing Organisation

16. Deliver good governance and integrity in all our actions, and take steps to improve organisational efficiency including regular process improvements.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report, apart from the time, officer resources that were incurred through this process, however it is to be noted that this was within the relevant budget considerations.

RISK IMPLICATIONS

The risk for Council to not appropriately manage the appointments of members and their tenure, and undertake an associated recruitment campaign is that it can result in:

1. Breach of the Hepburn Shire Council Audit and Risk Committee Charter;
2. Breach of the requirements to have the suitable quorum of independent committee members and Councillor delegates to the committee to make recommendations to Council and consider officer reports;
3. Inability for the Committee to meet on Monday 28 June 2021 as scheduled, due to not having an adequate quorum of independent committee members and Councillor delegates.
4. Limit the function and ability of the Committee by not having risk management, financial control and public sector management expertise and independent be provided by a range of committee members.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications to this report.

The Audit and Risk Committee and Councillors have been engaged via information, and updates in emails and Councillor Bulletin items to advise of the progress of the recruitment and next steps and way forward.

The Councillor and Audit and Risk Committee are the key stakeholders who were required to be engaged and informed in this process.

Community engaged as defined in the Community Engagement Policy was not appropriate given the corporate nature of this recruitment process therefore only communications via Council's webpage, Facebook, LinkedIn account and print media were prepared for transparency and accountability purposes.

The Community Engagement Policy matrix was therefore not applicable.

15.3 RECORDS OF COUNCILLOR ATTENDANCE ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. Record of Councillor Attendance - Councillor Ad Hoc Discussion - 4 May 2021 [15.3.1 - 1 page]
2. Record of Councillor Attendance - CEO Recruitment Discussion - 11 May 2021 [15.3.2 - 1 page]
3. Record of Councillor Attendance - Councillor Briefing - 11 May 2021 [15.3.3 - 4 pages]
4. Record of Councillor Attendance - Pre-Council Meeting Briefing - 18 May 2021 [15.3.4 - 2 pages]
5. Record of Councillor Attendance - Councillor Briefing - 25 May 2021 [15.3.5 - 4 pages]
6. Record of Councillor Attendance - Councillor Briefing - 1 June 2021 [15.3.6 - 5 pages]
7. Record of Councillor Attendance - Ad Hoc Councillor Briefing - 7 June 2021 [15.3.7 - 3 pages]
8. Record of Councillor Attendance - Councillor Briefing - 8 June 2021 [15.3.8 - 4 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to receive and note Records of Councillor Attendance, formerly known as Assemblies of Councillors records required to be presented under provisions of the *Local Government Act 1989*.

OFFICER'S RECOMMENDATION

That Council receives and notes the Records of Councillor Attendance as detailed in the report.

MOTION

That Council receives and notes the Records of Councillor Attendance as detailed in the report.

Moved: Cr Juliet Simpson

Seconded: Cr Tim Drylie

Carried

BACKGROUND

Under the *Local Government Act 1989 (1989 Act)*, Council was required to keep records of assemblies of Councillors as defined under the Act:

...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- *the subject of a decision of the Council; or*
- *subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee –*

but does not include a meeting of the Council, a special committee of the Council, an audit committee established under Section 139, a club, association, peak body, political party of other organisation.

With this section of the 1989 Act now repealed, Council's Governance Rules, chapter 6 section 1, requires that:

If there is a meeting of Councillors that:

- 1. is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;*
- 2. is attended by at least one member of Council staff; and*
- 3. is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- a. tabled at the next convenient Council meeting; and*
- b. recorded in the minutes of that Council meeting.*

To full-fill this requirement and promote transparency, records of councillor attendance are kept where the above definition is met and brought to Council for noting, as attached.

KEY ISSUES

The following records of Councillor attendance are reported:

Date	Committee Name	Location
04 May 2021	Councillor Ad Hoc Discussion	Council Chamber
11 May 2021	CEO Recruitment Discussion	Council Chamber
11 May 2021	Councillor Briefing	Council Chamber
18 May 2021	Pre-Council Meeting Briefing	Council Chamber

25 May 2021	Councillor Briefing	Council Chamber
1 June 2021	Councillor Briefing	Council Chamber
7 June 2021	Councillor Ad Hoc Briefing	Council Chamber
8 June 2021	Councillor Briefing	Virtual

POLICY AND STATUTORY IMPLICATIONS

The report full fills Council’s requirements under the Governance Rules.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

The inclusion of the attached records of Councillor attendance in the Council Agenda and their availability to the public will increase awareness of the activities of Council and promote community involvement in decision making at Council level.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

If records of Councillor attendance are not included in the Public Agenda at a Council Meeting, Council would be in breach of its Governance Rules as adopted on the 25 August 2020.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Using Council’s adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Ad hoc Councillor Briefing	DATE	Tuesday, May 04, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	3.20-4.20pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> Manager Governance and Risk – Krysten Forte <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas		

MATTERS CONSIDERED

Agenda attached –

OR

List matters considered:

Ad hoc conversation with Councillors relating to the CEO recruitment process and calling of a special council meeting.

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
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Nil

NOTES:

RECORD COMPLETED BY

- Interim CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Acting Director Community and Corporate Services – Andrew Burgess

Other: Manager Governance and Risk



Signed:

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	CEO Recruitment	DATE	Tuesday, May 11, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	1:30pm to 2:30pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input type="checkbox"/> Interim CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager People and Culture – Sharon Link		

MATTERS CONSIDERED

Agenda attached – CM Reference:

OR

List matters considered:

CEO Recruitment

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned

NOTES:

RECORD COMPLETED BY

- Interim CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Acting Director Community and Corporate Services – Andrew Burgess

Other:

Signed:

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, May 11, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	9.00am to 1:00pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> Interim CEO – Bradley Thomas – refer notes. <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess – refer notes Others (Position Title and Name): Manager Governance and Risk – Krysten Forte		

MATTERS CONSIDERED

Agenda attached –

OR

List matters considered:

As per Council briefing agenda.

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
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NOTES:

Acting CEO Bradley Thomas and Acting Director Andrew Burgess not present for CEO Contract

Discussion Item 1.

All Councillors subsequently attended Cultural Awareness Training.

Briefing agenda altered to allow for Ministerial Announcement at Trentham and Hepburn.

RECORD COMPLETED BY

Interim CEO – Bradley Thomas

Director Infrastructure and Development Services – Bruce Lucas

Acting Director Community and Corporate Services – Andrew Burgess

Other:

▶ RECORD OF COUNCILLOR ATTENDANCE



Signed:

Tuesday 11 May 2021
Daylesford Town Hall, 76 Vincent Street Daylesford
10:00am – 2:30pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

INTERIM CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Interim Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Interim Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.1	10:00am	Training	Facilitated Cultural Awareness Training <i>Please note this session will take place in the meeting room at Koukla.</i>	Robynne Nelson, Mulana Kaalinya	3
	1:00pm		Lunch (Council Chamber)		
1.2	1:30pm	Report	Recommendations from the Audit and Risk Committee meeting held on 22 February 2021	Manager Governance and Risk	4
1.3	1:45pm	Report	Naming of an unnamed road in Newlyn North	Coordinator Financial Services	82
1.4	2:00pm	Report	Naming of an unnamed road in Trentham	Coordinator Financial Services	86
2	2:30pm		Close of Meeting		91

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Pre-Council Meeting Briefing	DATE	Tuesday, May 18, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	3:00pm to 5:00pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager Governance and Risk – Krysten Forte Acting Manager Environment & Waste - Simon Mennie		

MATTERS CONSIDERED

Agenda attached –

OR

List matters considered:

As per Council Meeting Agenda for 18 May 2021.

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
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NOTES:

Councillor Drylie noted Conflict of Interest re: Solar Savers – did not leave meeting as no discussion.

Councillor Hewitt, Simpson and Henderson noted Conflict of Interest re: Leave of Absence requests – did not leave meeting as no discussion.

RECORD COMPLETED BY

CEO – Bradley Thomas
 Director Infrastructure and Development Services – Bruce Lucas
 Acting Director Community and Corporate Services – Andrew Burgess
 Other:

▶ RECORD OF COUNCILLOR ATTENDANCE



Signed:

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, May 25, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	9:30am to 4:15pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager Community Care – Fran Fogarty Coordinator People and Culture – Sophie White Coordinator Early Years and Healthy Communities – Kate Procter Manager Development and Community Safety – Bronwyn Southee Strategic Planner – Glenn Musto		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/30514

OR

List matters considered:

As per Briefing Agenda

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
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NOTES:

Cr Henderson & Cr Hewitt - Apologies

External presentation - Women's Health Grampians – Gender Equity Inclusion Training

RECORD COMPLETED BY

- CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Acting Director Community and Corporate Services – Andrew Burgess

Other:

▶ RECORD OF COUNCILLOR ATTENDANCE



Signed:

Tuesday 25 May 2021
Daylesford Town Hall, 76 Vincent Street Daylesford
9:30am – 4:15pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:30am	Training	Gender Equity and Inclusion Training	Women's Health Grampians	3
	11:00am		Break		
	11:15am		Gender Equity and Inclusion Training Cont.	Women's Health Grampians	
	12:30pm		Lunch		
1.2	1:00pm	Report	PA 3026 - Three lot subdivision (re-subdivision) - 1712 Daylesford-Ballararat Road Newlyn	Manager Development and Community Safety	4
1.3	1:30pm	Report	PA 1977 - Amend existing permit for use and development of land for group accommodation, function centre, health retreat and associated works, removal of native vegetation and alteration of access to road zone Cat. 1 - 254 Daylesford-Trentham Road	Manager Development and Community Safety	144
1.4	2:00pm	Discussion	Discussion - Extended Footpath/Street Dining	Manager Development and Community Safety,	210
	2:30pm		Break		
1.5	2:45pm	Report	Strategic Planning Work Plan 2021-2026	Manager Development and Community Safety Strategic Planner	211
2	4:15pm		Close of Meeting		216

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, June 01, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	9:30am to 3:30pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson - refer notes.		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Acting Manager Financial Services – Robert Ellis Acting Manager Community and Economic Development - Rebecca Pedretti Project Manager – Alison Breach Coordinator Community Partnerships – Michelle Whyte Manager Major Projects – Ben Grounds Biodiversity Officer – Brian Bainbridge Manager Community Care – Fran Fogarty Disability Community Development Officer – Yusuf Kasap		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/31882

OR

List matters considered: As per Briefing Agenda

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Cr Drylie	Community Grants – Creswick Theatre Company		

NOTES:

Cr Hewitt – leave of absence.

Cr Henderson – joined meeting at 9.45 am

RECORD COMPLETED BY

- CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Acting Director Community and Corporate Services – Andrew Burgess

▶ RECORD OF COUNCILLOR ATTENDANCE

Other:



Signed:

Tuesday 1 June 2021
Virtual Meeting, via Video Conference
9:30am – 3:30pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:30am	Report	Financial Report for the period ending 31 March 2021	Acting Manager Financial Services	4
1.2	10:00am	Report	Council Budget 2021/2022 - Review of Public Submissions	Acting Manager Financial Services	39
	11:00am		Break		
1.3	11:15am	Report	Daylesford Macedon Rail Trail Update	Acting Manager Community & Economic Development Project Manager	81
1.4	12:00pm	Report	Community Grants Program 2020/2021 - Round 4	Acting Manager Community and Economic Development Coordinator Community Partnerships	87
1.5	12:30pm	Report	Hepburn Aquatics Facilities - Season 2020/2021 Reporting	Acting Manager Community and Economic Development Coordinator Sport and Active Recreation	93
	1:00pm		Lunch		
1.6	1:30pm	Report	Trentham Community Hub - Concept Design	Manager, Major Projects Project Manager	127
1.7	2:00pm	Report	2020/2021 Biodiversity Grant Program - Recommendations for funding	Biodiversity Officer	145

1.8	2:30pm	Report	Recommendations for appointment of members to the Disability Advisory Committee	Coordinator Early Years and Healthy Communities Disability Community Development Officer	150
1.9	3:00pm	Discussion	Executive Issues Update	Chief Executive Officer	153
1.10	3:10pm	Discussion	External Committee Update	Chief Executive Officer	154
1.11	3:20pm	Discussion	Councillor "Burning Issues" Discussion	Chief Executive Officer	155
2	3:30pm		Close of Meeting		156

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Monday, June 07, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	5:30pm to 8:30pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson - refer notes.		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Project Manager – Bruce MacIsaac		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/33538

OR

List matters considered: Hepburn Hub at the Rex

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned

NOTES:

RECORD COMPLETED BY

- CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Acting Director Community and Corporate Services – Andrew Burgess

Other:

Signed: 

Monday 7 June 2021
Daylesford Town Hall, Council Chambers
5:30pm – 8:30pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	5:30pm	Workshop	Hepburn Hub at the Rex - Councillor Workshop	Director Infrastructure and Development Services Project Manager	3
2	8:30pm		Close of Meeting		5

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, June 08, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	10:00am to 4:20pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson - refer notes.		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager Community Care – Fran Fogarty Acting Manager Community and Economic Development - Rebecca Pedretti Artisan Agriculture Facilitation Specialist – Sharon Hebbard Communications Officer – Maria Abate Communications Officer – Lisa Shiner		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/33262

OR

List matters considered: As per Briefing Agenda

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
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NOTES:

Cr Lesley Hewitt – apology on leave.

RECORD COMPLETED BY

- CEO – Bradley Thomas
 - Director Infrastructure and Development Services – Bruce Lucas
 - Acting Director Community and Corporate Services – Andrew Burgess
- Other:

▶ RECORD OF COUNCILLOR ATTENDANCE



Signed:

Tuesday 8 June 2021
Virtual Meeting, via Video Conference
10:00am – 4:00pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	10:00am	Discussion	Draft Hepburn Together Documentation - Community Vision and Council Plan Councillor Workshop	Projectura	3
	12:00pm		Lunch		
	12:30pm		Draft Hepburn Together Documentation - Community Vision and Council Plan Councillor Workshop cont.		
1.2	2:00pm	Report	LGBTIQA+ Advisory Committee of Council	Manager Community Care	127
	2:30pm		Break		
1.3	2:45pm	Report	Artisan Agriculture Project Update	Artisan Agriculture Facilitation Specialist Acting Manager Community and Economic Development	135
1.4	3:30pm	Discussion	Community Satisfaction Survey 2021	CEO Communications Officers	162
2	4:00pm		Close of Meeting		275

16 CONFIDENTIAL ITEMS

16.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Pursuant to section 66(1) of the *Local Government Act 2020* (the Act) Council or delegated committee must keep a meeting open to the public unless the Council or delegated committee considers it necessary to close the meeting to the public because a circumstance specified in subsection (2) applies.

The circumstances detailed in section 66(2) of the Act are:

- a) the meeting is to consider confidential information; or
- b) security reasons; or
- c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

RECOMMENDATION

That in accordance with sections 66(1) and 66(2)(a) of the Local Government Act 2020, the meeting to be closed to members of the public for the consideration of the following confidential items:

- *Hepburn Hub at the Rex - Confidential June Update*

This agenda item is determined to be confidential information for the purposes of section 3(1)(g) of the Local Government 2020:

- *Because it is private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets; or if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;*
- *This ground applies because the agenda concerns the details of a contractual and commercial negotiations and would, if prematurely released, diminish the strength of Councils position in those negotiations and unreasonably expose the business, commercial or financial undertaking to disadvantage.*

MOTION

That in accordance with sections 66(1) and 66(2)(a) of the Local Government Act 2020, the meeting to be closed to members of the public for the consideration of the following confidential items:

- *Hepburn Hub at the Rex - Confidential June Update*

This agenda item is determined to be confidential information for the purposes of section 3(1)(g) of the Local Government 2020:

- *Because it is private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets; or if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;*

- *This ground applies because the agenda concerns the details of a contractual and commercial negotiations and would, if prematurely released, diminish the strength of Councils position in those negotiations and unreasonably expose the business, commercial or financial undertaking to disadvantage.*

Moved: Cr Jen Bray

Seconded: Cr Juliet Simpson

Carried

The meeting was closed to the public at 8:57pm to consider the confidential item.

17 CLOSE OF MEETING

The Meeting closed at 10:12pm.