



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

Tuesday 22 November 2022

Daylesford Town Hall
76 Vincent Street Daylesford

5:30PM

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

Confirmed at the Ordinary Meeting of Council held on 20 December 2022

A handwritten signature in black ink, appearing to be "B. Hood".

Chair, Cr Brian Hood, Mayor

MINUTES

Tuesday 22 November 2022

Daylesford Town Hall

76 Vincent Street Daylesford

Commencing at 5:30PM

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BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 22 November 2022

CONDUCTING HYBRID COUNCIL MEETINGS

In the spirit of open, transparent and accountable governance, this meeting will be live-streamed on Council's Facebook page. The meeting will also be recorded and made available on Council's website as soon as practicable after the meeting.

- Council's meeting will be conducted tonight in accordance with:
- The Local Government Act 2020
- The Minister's Good Practice Guideline MGPG-1: Virtual Meetings
- Council's Governance Rules; and
- The Hepburn Shire Council Councillor Code of Conduct.

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Hepburn Shire Council acknowledges the Dja Dja Wurrung as the Traditional Owners of the lands and waters on which we live and work. On these lands, Djaara have performed age-old ceremonies of celebration, initiation and renewal. We recognise their resilience through dispossession and it is a testament to their continuing culture and tradition, which is strong and thriving.

We also acknowledge the neighbouring Traditional Owners, the Wurundjeri to our South East and the Wadawurrung to our South West and pay our respect to all Aboriginal peoples, their culture, and lore. We acknowledge their living culture and the unique role they play in the life of this region.

2 SAFETY ORIENTATION

Emergency exits and convenience facilities at the venue to be highlighted to members of the public in attendance.

3 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 - Director Organisational Services, Mr Bruce Lucas - Director Infrastructure and Delivery, Ms Natalie Walker - Director Community and Development, Mr Chris Whyte – Manager Information and Communication Technology, Ms Rebecca Smith - Manager Governance and Risk, Mr Rick Traficante - Manager Statutory Planning and Building

The meeting opened at 5:34pm

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”

4 APOLOGIES

Nil

5 DECLARATIONS OF CONFLICTS OF INTEREST

Cr Jen Bray declared a general conflict of interest in relation to item 10.1 PLN22/0171 - 32 Main Road Hepburn Springs - Eight (8) lot subdivision of land and associated vegetation removal due to a connection with the planning application process.

6 CONFIRMATION OF MINUTES

Go to 00:04:07 in the meeting recording to view this item.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 18 October 2022 and the Minutes of the Statutory Meeting held on 15 November 2022 (as previously circulated to Councillors) be confirmed.

MOTION

That the Minutes of the Ordinary Meeting of Council held on 18 October 2022 and the Minutes of the Statutory Meeting held on 15 November 2022 (as previously circulated to Councillors) be confirmed.

Moved: Cr Juliet Simpson

Seconded: Cr Tim Drylie

Carried

Voted for: Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday and Cr Tim Drylie

Voted against: Cr Brian Hood

Abstained: Nil

7 COUNCILLOR AND CEO REPORTS

7.1 MAYOR'S REPORT

Go to 00:05:34 in the meeting recording to view this item.

Councillor Brian Hood, Coliban Ward

My activities as ward councillor and Mayor in the past month illustrate the diversity of Council's role in the community.

I represented Council at the Remembrance Day ceremony in Trentham; attended the Sustainable Hepburn Expo; met with residents to discuss day-care services; participated in the Newbury Buddhist Monastery's robe offering ceremony and the 95th anniversary of St. George's Anglican church in Trentham; had the honour of serving as one of the judges in the Lyonville Bake-Off; and in my first duties as Mayor

participated in the new residents' function in Creswick and attended a concert in Daylesford.

At the Special Council meeting on 15 November 2022

- I stated that I am honoured to have been elected Mayor of Hepburn Shire Council by my colleagues. I appreciate your support, encouragement and confidence.
- And I acknowledged Cr. Drylie's term as Mayor and Cr Bray's year as Deputy in what undoubtedly has been a challenging year for all of us.

At the half-way point of our term as councillors the organisation is facing numerous challenges. These include external factors such as extreme weather events and their effect on Council infrastructure, especially roads and drains.

Council staff are currently assessing the damage to roads and we will implement repair works in a prioritised and systematic manner. There can be no doubt the safety of road users is paramount.

Council's work to advocate for the community in response to Ausnet's problematic WVTNP (western Victoria transmission network project) must also continue.

There are also internal challenges within the organisation that must be addressed, most notably work to substantially improve council's financial outlook so that we become a more financially sustainable organisation in the medium to long term.

A strong focus on core business in the coming year and addressing fundamental challenges will enhance council's ability to better serve our community and ultimately embrace more aspirational projects.

I look forward to working with councillors and staff to strengthen Hepburn Shire Council in the coming year.

7.2 COUNCILLOR REPORTS

Go to 00:08:16 in the meeting recording to view this item.

Councillor Tessa Halliday, Cameron Ward

This month has been a nervous one for the community in the wake of the flood on 13 October 2022, thankfully we haven't received enough rain again to cause any flooding of homes but there has still been significant rain events which have caused other property and crop damage. These recent rain events have really highlighted that we need to invest in installing and upgrading stormwater infrastructure throughout the shire.

I attended the Aging with Attitude Conference in Clunes which was a fantastic initiative. The event was well attended and the speakers were fantastic, I know I learnt a lot. It was great to also see a number of council officers in attendance.

I attended the first Sustainable Hepburn Expo in Trentham which was a fantastic event with great stalls and workshops throughout the day.

The Clunes Landcare & Waterways group held a commemoration ceremony in queens park to mark the Queen's platinum jubilee and the planting of 18 mature trees as part of the queens green canopy project. It is fantastic to see some succession planning happening in our parks.

I was honoured to attend the remembrance service in Clunes and lay a wreath on behalf of the shire. The weather was kind and as usual there was a good turn out.

I attended the Aboriginal protectorate walk in Franklinford which was organised by the great dividing trail association and led by Barry Golding. I feel strongly that it is important that we educate ourselves about the Aboriginal history of the area as part of the process of reconciliation and truth telling.

I should have been reporting on the Clunes Show but unfortunately it had to be cancelled for a 3rd year in a row. It is so disappointing for the committee who had been working so hard to bring the community a fantastic 160th show. Fingers crossed 2023 will be the year for the 160th show!

I also met with community members to discuss the transmission lines and challenges for community members living with a disability in Clunes and their isolation due to a lack of footpaths in their area.

Finally I wanted to mark the halfway point of our term, here's to a productive next 2 years.

Councillor Don Henderson, Creswick Ward

I would like to thank Mayor Hood for attending the new residents welcome last Saturday. I understand it was your first official event.

This event was very well attended both by new residents and community groups as well as police, SES and our local CFA. This event is partly funded by the Hepburn Shire and all present were able to go away better informed. They were also able to experience local food and despite the cold weather outside the Creswick Senior Citizens clubrooms were certainly warm as was the welcome.

It has been a difficult year for our farmers with cold and wet conditions preventing the cutting of hay and also making planting and sowing very challenging. Added to this is the continual breaking down of road surfaces the repair of which is an endless task. The way things are to put roadmaking machinery on the roads is extremely hard.

Creswick once again had Garden Lovers Weekend and whilst I missed out on some gardens I had the pleasure of helping out on the gate of one garden. This enabled me to hear the comments of the hordes of visitors who had been to other gardens. Each garden was very different and visitors enjoyed the diversity. One hopes that this event can continue.

Our local recovery group is working their way through what may need to be done in the case of emergencies into the future. One of the major concerns is the response times of Insurance companies and I believe that governments do need to take note and legislate reasonable and timely responses to claimants. There are still quite a

number of people not fully returned to their homes from the January severe storm event. Naturally the stress levels are high and anxiety is quite understandable.

Councillor Tim Drylie, Creswick Ward

This month was again another busy month out in the community. Storms and floods again featured at several meetings I attended as Hepburn Shire and large parts of Victoria mop up and assess the damages of the latest event. There were common themes across these discussions that included the need to rethink our approach to how we respond and prepare the community for the increasing frequency and ferocity of these climate change related extreme weather events. Meetings included the January 2022 Storm and Floods MRC Meeting, Loddon Campaspe Group of Councils meeting, Rural Councils Victoria Annual General Meeting, Creswick Community Recovery Committee Meeting, and I was pleased to be able to MC the Wild Weather and your Environment event in Trentham.

It was also a big month for sustainability and the environment with the highly successful Launch of our Sustainable Hepburn Strategy at the Sustainable Hepburn Expo Day in Trentham and the rollout of Circular Economy webinars the Connecting Hepburn Shire's Circular Economy workshop for community and businesses. I was also fortunate to be asked to attend and speak at the Clunes Landcare and Waterways Group Commemorative tree planting Event for Queen's Jubilee Program which was funded by the Federal Government. It is great to see us follow through on our commitments to sustainability and environment that are key items in our current Council and Health and Well Being plans.

During the month, we began public consultation and engagement for developing the Affordable Housing Strategy and Action Plan with the release of the informative Issues and Options paper, a community survey, a webinar and several community pop-up sessions starting this week across the shire. I encourage residents to jump on out Participate Hepburn webpage for more information or drop into one of our libraries and Customer Service hubs. I gave several media interviews during the month to highlight the important and pressing issue of housing affordability and availability in the shire.

The ongoing issues and community concerns surrounding Ausnet's Renewables Link and the VNI West projects were again in focus this month. I attended the Stop AusNet's Towers Community Meeting & BBQ in Newlyn and the monthly Western Renewables Link catch-up. Council also received a briefing from Ausnet and continues to advocate on behalf of the community at all levels of government. I also conveyed our opposition in a meeting with the Liberal Candidate for Macedon, Dominic Bonanno.

Other events I attended during the month included the Glenlyon Recreation Reserve Masterplan Community Drop-in session, the fully subscribed October Meet the Mayor session, Kingston Friends of the Avenue "Opening of Kingston Remembers", the Kingston Remembrance Day service, the GDTA Franklinford Aboriginal Protectorate walk, Pavilion Arts Exhibition Opening, and a photo opportunity for the Creswick Mountain Bikes Commonwealth Games story.

I completed two course during the month: MAV Discrimination, Bullying and Harassment training and the AICD Foundations of Directorship Course.

At the Statutory Meeting for the Election of Mayor and Deputy Mayor, Cr Brian Hood was elected Mayor, so I therefore completed my term and handed over my chains. I congratulate both Mayor Brian Hood and Deputy Mayor Lesley Hewitt for their appoints and to Cr Jen Bray for her support over her term as Deputy Mayor.

Councillor Juliet Simpson, Holcombe Ward

I attended the Glenlyon recreation reserve masterplan community drop in sessions on the 3 and 5 November 2022 at the Glenlyon Hall. I also attended a 3rd session in the Council Chambers.

On the 27 October 2022 and the 14 November 2022 I attended International women's day meetings to organize the event for next march 2023.

On the 15 November 2022 we had a special meeting to elect Cr Brian Hood as the Mayor and Cr Lesley Hewitt as the deputy Mayor.

On the 16 November 2022 I attended a Glenlyon recreation reserve Committee meeting at the pavilion where I was shown the damage to the building from the recent flood. The water/sludge rose up the inside walls to above 45cm and there are water marks on the walls.

Last Saturday I attended an Ausnet(new name Western renewables) towers and Terminal station protest that started at the reserve in Hepburn Springs, proceeded up and down Vincent St and to the Farmer's arms roundabout. Then back to the Hepburn Reserve. The protest was led by two mounted Clydesdales, a line of tractors and then a convoy of utes plus cars. Many people along the route were supportive of the protest.

Councillor Jen Bray, Birch Ward

I would like to congratulate Cr Hood as the new Mayor and Cr Hewitt in the role of Deputy and wish them well for the coming year. I would like to thank Cr Drylie for his leadership as Mayor over the past year. It has been an honour to work alongside him as his Deputy.

Activities in past month

Sustainable Hepburn Expo

It was exciting to see council and community working together to create this event to showcase local goods and services, and our extensive local expertise in Sustainability. The workshops were well attended and it was a great way to launch the new Sustainable Hepburn Strategy. We hope this can become an annual event as a partnership between council and community.

Glenlyon Recreation Reserve Masterplan | Community Drop in session

Attended and met with residents who had the opportunity to discuss their thoughts about how the masterplan should proceed.

Connecting Hepburn Shire's Circular Economy Community Workshop

Great to meet with local businesses and residents who were keen to learn more about how they can incorporate a Circular Economy into their business models, and identify ways council can participate in that.

Daylesford Remembrance Day Service

Laid a wreath with Cr Hewitt on behalf of council. Lovely to see so many young people representing schools and clubs attending the service, and the Daylesford College students who sang the national anthem did a beautiful job.

Reconciliation Walk – Franklinford

Attended the Smoking Ceremony lead by Uncle Rick Nelson and the walk lead by Professor Barry Golding around sites at the Aboriginal Protectorate in Franklinford. There was a good turnout of over 40 people who came to hear the stories of this painful part of Hepburn Shire's history. Walking the landscape helped ground us in the truth of what happened here and to understand this region's difficult past.

Statutory Meeting to elect Mayor and Deputy Mayor

Stop Ausnet Towers - Daylesford Rally

An impressive line-up of Tractors, utes and vehicles left Hepburn Recreation Reserve and met with horses and riders in main street Daylesford to bring awareness of the issue of the proposed transmission lines to local community.

Tour of Newlyn, Blampied, Kingston area - Transmission Lines proposed route

Councillors and staff were taken on a bus tour around the Historic Kingston Avenue of Honour, and other sites, in the area where the Transmission Line route and Transmission Station is proposed to go. It was an excellent opportunity to hear local knowledge about the areas that would be impacted, and to see the incredible landscape, views and historic features of this area, as well as the high quality agricultural land. Thanks to the Friends of the Avenue for their hospitality.

Listening Post for Daylesford Hepburn Springs, Victoria Park

20+ council staff and ward councillors were on hand to listen to community and answer questions. Good quality conversations were had with the number of locals who turned up. A great opportunity to connect.

ACE Youth Strategy Launch, Daylesford Town Hall

It was wonderful to see around 100 young people of all ages at the Daylesford Town Hall to Launch the ACE Youth Strategy. ACE stands for Advocate for, Celebrate and Elevate young people in our shire. Over 600 young voices contributed ideas to the strategy and thanks to Tino, Shaelyn, Lilia and Lucinda who worked on the detail with council and other stakeholders.

The night was a hit with local band Contrast setting the stage on fire with their hard and fast sound, and the local Hip Hop group Existdance wowing everyone with their head spinning style. Other bands The Vovo's and Suzi kept the upbeat tempo and the pizza's and badgemaking kept everyone in good spirits throughout the night. Thanks to all our dedicated Youth Team for organising and running the event. A great chance for our young people to socialise and have a great time, after such a long period of isolation. The kids (and parents) were beaming at the end.

Community

Hearing concerns and suggestions from community members and providing advice

- Gold mining in Daylesford
- Water ways, flooding, water quality
- Road maintenance
- Complaints
- Parking, street furniture, taxi ranks in Daylesford
- various planning matters
- compliance matters
- Youth employment
- Sale of Rex - information
- Affordable long term rental concerns

Promoting:

Sustainable Hepburn Expo

Reconciliation Walk – Great Dividing Trail

Affordable Housing Strategy – community consultation

Stop Ausnet Towers Community Meeting, Newlyn

Stop Ausnet Towers Rally

ACE Youth Strategy Launch event – Daylesford Town Hall

VNI West – information session for Yandoit, Clydesdale, Franklinford

Flood information from Hepburn Shire, SES & Vic Traffic

Push for Daylesford Hospital Upgrade

Community Listening Post, Victoria Park, Daylesford

Councillor Lesley Hewitt, Birch Ward

In my two years on Council many residents have raised concerns about mining exploration in various areas across the Shire. A potentially significant issue for residents of Birch Ward is the granting of Mineral Exploration License EL 007330. This is one of the many such licenses covering the Central Victorian Goldfields area and has been issued to Red Rock Resources Pty Ltd. Red Rock's website indicates that they have interests in former gold mine sites in the Hepburn Shire area ranging from

Musk to Yandoit. The current exploration license is targeting the Ajax reef which originally operated in the Table Hill Area, finishing at Western Ave. An exploration licence is the first step in determining if a mining operations license is to be applied for. Council has no role in granting a mining exploration license. That responsibility rests with the state government. If a mining operations license is to be applied then planning permits may be required and Hepburn Shire along with other authorities such as DELWP, Parks Victoria, Goulburn Murray water and others may have a role. There are several issues for the community to consider including both benefits and risks to community amenity, health and well-being environment, ground water and economic development. Residents can find out about what is planned at Red Rock's website www.rraustralia.com.au Community members have formed Protecting Daylesford Ajax Mine Group 22 and can be contacted at pdamg22@gmail.com. I ask all community members to consider and research for themselves the implications of this for our community as Council is and will be doing.

The state election will be held on 26 November 2022 and early voting is already underway. The Daylesford Hospital Upgrade Community Committee is awaiting the outcome of the election before deciding on what further action to take. Upgrading of the Hospital precinct is a key plank in both Council's Municipal Health and Well-being Plan and the Council plan. The Liberal party have announced a \$75m pledge to upgrade the hospital should they be elected to government. Whatever the election outcome, the need for a hospital precinct upgrade will still exist. Our children and our adults have much higher health risks on several key measures than those in the rest of the state. These risk factors lead to chronic physical and mental illnesses for children and adults. Of serious concern are the significant rates of developmental delays for a larger number of our children as these can have ongoing and life long effects on the health. It is a real issue that needs real solutions.

The 16 Days of Activism Against Gender-Based Violence commences on Friday 26 November 2022. Come and join members of the gender Equity Committee, Councillors and council staff at 3.30pm in front of the library in each of the towns to join in the walk Against Family Violence which starts the campaign. Respect Victoria has an excellent series of short videos to support the campaign which you can find at [16 Days of Activism 2022 – Respect Women: 'Call It Out' \(Respect Is\) | Respect Victoria](#)

Social and affordable housing is a significant issue in the Shire and Council is currently asking for community input into its affordable housing strategy. Details can be found at [Affordable housing - a home in Hepburn Shire | Participate Hepburn](#) Please consider contributing your ideas. Homes Victoria currently have two projects in the Daylesford building 8 homes at an estimated cost of \$3m. You can find out more at [What's happening in my area | Homes Victoria](#)

And with Christmas coming up soon watch out towards the end of the week for the Christmas Trees in Vincent St. The Christmas tree project has been sponsored by Hepburn Shire, Daylesford Rotary, The Daylesford Community Bank, made by the Daylesford Men's Shed and decorated by various school children and community groups. A great community partnership.

Finally we know that COVID cases are on the rise (59 active and reported cases in Hepburn Shire Council last week) and the Courier today (22 November 2022) reports that Ballarat Base Hospital is again coping with significant numbers. We need to

continue to take infection control precautions and do the right thing, staying at home when we have symptoms of respiratory illness, COVID or not. As always, I encourage those in Birch to contact me at lhewitt@hepburn.vic.gov.au or on 0408793941 with any issues that they are experiencing. Issues raised by residents this month have included planning matters, the Daylesford Hospital Upgrade, water inundation into homes, flooding issues, conditions of roads and footpaths, the Daylesford Agricultural Show, the location of the Big Rainbow, parking and outdoor dining in Daylesford and mining exploration.

Diary Activities: Including Leave 6/10/22-5/11/22

Councillor Briefing – 27/9/22, 4/10/22; 8/11/22; 15/11/22 and Statutory Council Meeting election of mayor
Daylesford Hospital Upgrade – 21/9/22 and various
Meetings with Spa Country Railway Representatives – 22/9/22 and Wombat Post Representatives – 26/9/22
Heritage Tour Kingston District – Friends of the Avenue and Council Listening Post Daylesford – 28/9/22
WRL/Kingston power Alliance Meeting – 3/10/22; 7/11/22
Gender Equity Advisory Committee – 5/10/22
Remembrance Day Service Daylesford – 11/11/22
Disability Advisory Committee meeting – 14/11/22
Wesley College Clunes Campus redevelopment opening – 20/11/22
Community Events including Christ Church Concert Series, Creswick Garden Lovers Weekend and Spa Country Railway Musk Open Gardens

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 Don Henderson

Carried

Voted for: Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday, Cr Tim Drylie, and Cr Brian Hood

Voted against: Nil

Abstained: Nil

7.3 CHIEF EXECUTIVE OFFICER'S REPORT

Go to 00:25:23 in the meeting recording to view this item.

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

- Nil

CHIEF EXECUTIVE OFFICER UPDATE

I recently returned to work after enjoying a relaxing two week break in Western Australia.

While the Western Side of the country was enjoying sunshine, it was difficult hearing that the state of Victoria was enduring yet another storm event and experiencing significant flooding within the Shire, and across the state.

I would like to thank Bruce Lucas for Acting in the Chief Executive Officer role while I was away. I would also like to say a huge thank you to all, our staff and the Emergency Services agencies that responded to this most recent storm event and continue to respond to the event.

The cost to repair damage to critical infrastructure within the Shire is expected to be considerable and comes on the back of two significant storm events from last year.



We experienced considerable damage to our road network and have enacted Force Majeure clause of our Road Management Plan. This means we are unable to meet the usual response times for repairing roads, as stated in the plan. The force majeure will be in place until Friday 16 December. It will be monitored regularly to determine if this can be brought forward or requires extension.

In addition to the damage the flooding caused, the ongoing rain and cold temperature is dramatically accelerating pothole development. The current weather conditions make it difficult to fix potholes as the repair material does not bond with the surrounding material on the road. Some 'repaired' potholes show deterioration quickly (which is why you will see a lot of them filled with gravel until the weather warms up and they can repair them with hot asphalt when it will bond properly). This

is the same across the state and not unique to us. We ask you to take care out on the roads and remember to drive to the conditions.

It was great to see the State Government recently confirmed it will invest \$500,000 additional funding towards the Central Victorian Goldfields' bid towards World Heritage listing, with the regional partnership co-contributing \$125,000. We are one of 13 central Victorian councils working towards World Heritage listing.

An Economic Benefit Assessment identified that World Heritage Listing would bring many benefits to the region, including:

- 2.2 million+ visitors over the first ten years
- Better heritage conservation
- More investment towards significant heritage places.

If you would like to find out more about the bid, you can read more at <https://goldfieldsworldheritage.com.au/latest-news/>

We were extremely excited to hear last month that Creswick Trails was announced as the location for the 2026 Commonwealth Games mountain biking competition. This is an incredible coup for the Shire and Creswick will be one of Australia's leading mountain biking destinations. Tenders for the construction of the trails have closed and a report regarding the appointment of a successful tenderer is being considered at tonight's Council meeting. We are anticipating works to commence on the Creswick Trail Network in February 2023 with an expected completion date of December 2024.

Last Tuesday Councillors elected Cr Brian Hood as Mayor and Cr Lesley Hewitt Deputy Mayor at our Statutory Meeting.



Thank you to former Mayor Cr Tim Drylie, and former Deputy Mayor Cr Jen Bray for all their work over the last 12 months.

With the Victorian State Election being held on 26 November, you may have noticed alerts on our Corporate Internet site relating to Caretaker period. The election caretaker period started on 1 November at 6pm and will end when the outcome of the election is declared. During this time, any comments posted for or against a political party or candidate will be removed.

Some of the meetings I have attend include:

- Loddon Campaspe Council's Chief Executive Officers (CEO) meeting
- Executive Team meetings
- Photo opportunity and interview with the Local – Creswick for Commonwealth Games
- Council briefings
- Council Statutory meeting
- Central Highlands Councils Victoria (CHCV) Chief Executive Officers meeting
- Western Renewables Link monthly meeting
- Central Highlands Regional Partnership Housing Working Group
- Meeting with Dominic Bonanno, Liberal Candidate for Macedon
- Local Government CEO's Emergency Management daily briefings
- Executive Team workshop
- Organisational Management Team meeting
- Meeting with direct reports
- Meeting with the newly elected Mayor

This year we have held successful Listening Post sessions throughout the shire which are a fantastic way to meet with Councillors and staff. The last event of the year will be held in the Glenlyon Hall on Wednesday 23 November - we look forward to seeing you there.



Remember that for the remainder of November, we offer free green waste disposal at each of our three transfer stations – Creswick, Daylesford, and Trentham.

This is your opportunity to get your property ready for the bushfire season.

- This only applies to residential properties within the Shire.
- Excludes noxious weeds or other wastes.
- Excludes commercial quantities of waste.

Please refer to our website for opening hours at each site.

Our December Ordinary Council meeting is the last Council Meeting for 2022. Our offices close on 23 December and reopen on Tuesday 03 June 2023.

RECOMMENDATION

That Council receives and notes the Chief Executive Officer's Report for November 2022.

MOTION

That Council receives and notes the Chief Executive Officer's Report for November 2022.

Moved: Cr Don Henderson

Seconded: Cr Lesley Hewitt

Carried

Voted for: Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday, Cr Tim Drylie and Cr Brian Hood

Voted against: Nil

Abstained: Nil

8 ITEMS OF URGENT BUSINESS

Nil

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 were tabled.

9.2 PUBLIC QUESTIONS

The CEO read questions received in accordance with Council's Governance Rules and the Mayor responded on behalf of Council.

Question 1 – Ms Vanessa Craven

Are you intent on selling the Rex building to the highest bidder regardless of whether or not they will destroy its Art Deco style of façade/architecture? Have you put in place checks and balances so that this doesn't occur? Once gone, it is lost forever.

The building and space lends itself to an art precinct, one that caters to needs currently not being met in our community. We have many local artists who would love to display their art, hold workshops, etc. under one very accessible roof on Vincent St. Being an 'arty' town, we don't really have such a facility like many other towns have, e.g. Eltham which has a Monsalvat model. This model includes space for a movie theatre, live music, a coffee shop that is under the banner of 'social enterprise' where apprentices wishing to further their career as barristers can expand their expertise and horizons. A launching pad for their career is what I mean. Daylesford and surrounds in Hepburn Shire provide hospitality in a large way. Shops inside the 'Rex Arcade' in the past have been in the business of closing down rather than being open and flourishing. We have plenty of them already which is probably why this has occurred in the past.

We need to cater to the deficiencies in Hepburn Shire as outlined above.

I would urge the Councillors to bear the above suggestions when selling the building.

Response – Mayor Brian Hood

Thank you for your question.

At the July Ordinary Meeting, Council determined to sell the Rex building and house at 8 Duke Street through a public sale process. Council has invited prospective purchasers to provide details on proposed future use as part of their Expressions of Interest.

Council also requested that a further report be presented to Council once a proposed purchaser is identified. This further report is anticipated to come to the December Council meeting.

The site is individually listed under Heritage Overlay (amongst other planning controls) under the Hepburn Planning Scheme. Any prospective purchase will need to make a planning permit application to Council, and this will be assessed in

accordance with the requirements of the Hepburn Planning Scheme. The Heritage Overlay that applies to this site requires any decision maker (such as Council, VCAT or the Minister for Planning) to consider a range of matters including whether the proposal will adversely affect the significance of the heritage place, is in keeping with the character and appearance of adjacent buildings and the heritage place or whether alteration will adversely affect the significance of the heritage place.

Question 2 – Mr David Moore

In the Q&A with Hepburn Shire Council at the October meeting Bruce Lucas Acting CEO said: 'A statement of significance is included in Hepburn Springs Daylesford Conservation Heritage Study. Council also holds additional information from Heritage Victoria from its assessment of the significance of the building in 2007.

These documents can be made available'.

The Local Government Act 2020 for the sale of Council land requires other reports of the current building status. If among them there is a statement of significance for Councils heritage listed property at the Rex. Could this document be released as set out in the Act relating to the sale of Council land? And generally, could all these documents be made available in printed form at the Council reception please?

Response – Mayor Brian Hood

At the October Council meeting the then Mayor, Cr Drylie, indicated that that the statement of significance and some additional information from Heritage Victoria can be provided. This will be provided by Council Officers as soon as possible.

The sale of the building is being undertaken strictly in accordance with the *Local Government Act 2020* and supported by independent probity and legal advice.

In terms of seeking 'other reports', we appreciate your further clarification provided verbally last Friday afternoon and officers processing your request for documents provided to the Agent handling the sale of the asset on behalf of Council.

Question 3 – Mr David Moore

In what state of repair has the building been presented for sale? Will the funds returned be siloed for a Cinema and Theatre in the Birch Ward?

Response – Mayor Brian Hood

The building will be sold in its current condition.

The potential use of the proceeds from the asset sale will be considered by Council as part of considering the contract of sale, likely to be the December Council meeting.

9.3 REQUESTS TO ADDRESS COUNCIL

No requests to address Council were received.

10 STATUTORY PLANNING

10.1 PLN 22/0171 – 32 MAIN ROAD, HEPBURN SPRINGS - EIGHT (8) LOT SUBDIVISION OF LAND AND ASSOCIATED VEGETATION REMOVAL

Cr Jen Bray left the meeting at 6:11pm due to a general conflict of interest in relation to item 10.1 PLN22/0171 - 32 Main Road Hepburn Springs - Eight (8) lot subdivision of land and associated vegetation removal.

Go to 00:37:11 in the meeting recording to view this item.

DIRECTOR COMMUNITY AND DEVELOPMENT

In providing this advice to Council as the Manager Planning and Building, I Rick Traficante have no interests to disclose in this report.

ATTACHMENTS

1. PLN 22/0171 - Proposal - 32 Main Road, Hepburn Springs [**10.1.1** - 35 pages]
2. PLN 22/0171 - Site Survey Version 3 - 32 Main Road, Hepburn Springs [**10.1.2** - 1 page]
3. PLN 22/0171 - Bushfire Management Statement Version 2 - 32 Main Road, Hepburn Springs [**10.1.3** - 27 pages]
4. PLN 22/0171 - Vegetation Assessment Report - 32 Main Road, Hepburn Springs [**10.1.4** - 32 pages]
5. PLN 22/0171 - Traffic Engineering Review - 32 Main Road, Hepburn Springs [**10.1.5** - 8 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider an application for an eight-lot subdivision and associated native vegetation removal at 32 Main Road, Hepburn Springs. As a decision by Council was not made within 60 days, the applicant lodged an appeal to Victorian Civil and Administrative Tribunal (VCAT) under Section 79 of the *Planning and Environment Act 1987*, for “Failure to Determine an application in 60 days”. This means that the application will be decided instead by VCAT. Council must form a position on the application.

32 Main Road, Hepburn Springs is located on the southern side of Main Road within the Neighbourhood Residential Zone - Schedule 4 (NRZ4), Environmental Significance Overlay – Schedule 1 & 2 (ESO1,2), Design and Development Overlay – Schedule 1 (DDO1), and a Bushfire Management Overlay (BMO). Access to the land/subdivision is only available via Dry Diggings Track (part of the larger Goldfields Track network (the Track) which for most of the frontage of this land is a 2 –2.5m wide (a shared bike and pedestrian link). Vehicle access along the track is not available.

Current and proposed access to and from the land and proposed subdivision are via the north-eastern corner of the land from Dry Diggings Track. The Track at this entrance point is wider and accommodates for two indented car parking spaces also.

The Track is accessed directly from Main Road, Hepburn Springs, a Transport Zone 2 road (TRZ2).

Access into the proposed subdivision is via a private road/common property arrangement.

The application was advertised, and seven objections were received. The matters raised within the grounds of objection are:

- The number and size of lots not in keeping with the character of the area,
- increase potential flooding and overland flow of water to adjoining properties;
- Main Road entry/egress section to the Track is unsafe;
- rubbish collection points not identified;
- increased vehicle movements, safety issues for pedestrian and cyclists along Dry Diggings Track (Goldfields Track);
- the width, material, condition and weight capacity of the Track not suitable for vehicles and Country Fire Authority (CFA) trucks;
- native vegetation removal will create a loss of habitat and greenspace and increase erosion due to steep grade of site.

External referral authorities, other than Department of Transport (DOT) and Telstra have provided conditional consent to the application. Obtaining a response from DOT is considered fundamental to this application, however it has been difficult to obtain a response from DOT.

VCAT Practice Note PNPE2 Information from Decision-Makers and Authorities requires Council as the responsible authority to provide a draft of the conditions to which the permit may be granted for applications under sections 79 (failure) of the *Planning and Environment Act 1987*.

The application has been considered against the relevant policies and provisions of the Hepburn Planning Scheme including State and Local Planning policies and consideration was given to the objections and statement of grounds received.

It is recommended that Council resolves to notify VCAT that if an appeal had not been lodged, a Notice of Refusal to Grant a Planning Permit would have been issued and draft conditions be provided.

OFFICER'S RECOMMENDATION

That Council:

A. Resolves to notify the Principal Registrar of VCAT that, if an appeal had not been lodged, a Notice of Decision to Refuse to Grant a Planning Permit would have been issued for an eight-lot subdivision and associated native vegetation removal at 32 Main Road, Hepburn Springs subject to the following grounds:

1. *The proposed site access via the shared pedestrian access Dry Diggings Track (part of the Goldfields Track network) does not support a movement network with safe interaction between the transport modes.*
2. *The proposed subdivision layout, together with the width and length of proposed allotments does not respect the natural contours of the land nor the significant crossfall proposed within lots.*
3. *The site and cross falls on the land will not lend themselves to the protection of the significant vegetation required to be retained on the site.*
4. *The subdivision fails to protect and maintain important elements and features which form part of the significance and character of the area, the visual setting and the important view-lines between these elements.*
5. *The proposed subdivision layout does not complement and will adversely affect key characteristics of the area such as streetscape, lot sizes, vegetation retention, lot pattern and layout, resulting in a development that would adversely affect the rhythm, scale and pattern of buildings in the area.*

B. Provide the following draft conditions in accordance with VCAT Practice Note – PNPE2 Information from Decision-Makers and Authorities:

Condition 1

1. *Before the development or subdivision 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:*

Track

- a. *Detailed road layout which adequately and safely separates vehicles, pedestrians and cyclists.*
- b. *The ongoing unencumbered ability to use the existing indented car parking spaces along Dry Diggings track.*
- c. *Provision and location of safety outdoor convex mirrors at the entrance of the lot with details of size and siting.*
- d. *Provision and location of signage to warn that Dry Diggings Track is a shared accessway.*

Other

- e. *A Tree Management Plan (TMP) in accordance with AS-4970 with regard to all retained trees as indicated on the Arboriculture Assessment Report by Arborea Tree Management, May 2022.*
- f. *Subdivision plan to be modified to show a 2.5m wide landscape buffer for the length of the common property access area along the northern boundary abuttal with no. 38 Main Road, Hepburn Springs.*
- g. *Modified entry and exit plan/access width, which enables turning circles for entering and exiting vehicles avoiding and impacting the use of the existing indented car parking spaces along Dry Diggings Track.*

Section 173 Agreements

Building Envelopes

- 2. *Before the plan of subdivision is certified under the Subdivision Act 1988, a fully dimensioned building and driveway access envelope plan (for each proposed allotment) must be submitted to and approved by the Responsible Authority. Once approved, the building envelopes must be secured as a restriction on the Plan of Subdivision through an agreement made under Section 173 of the Planning and Environment Act 1987 that is registered on the title to the land. The building envelopes must be applied to all lots and provide for the following to the satisfaction of the Responsible Authority:*
 - a. *Building and driveway access envelopes designated and designed outside of the critical root zones of all vegetation proposed for retention within the Arboriculture Assessment Report by Arborea Tree Management, May 2022, including any tree on a neighbouring allotment within 10m of the property boundary.*
 - i. *Building envelopes to be large enough to accommodate all buildings and works, and to include:*
 - ii. *- any site works (cut and/or fill, retaining walls)*
 - iii. *- any onsite detention system*
 - iv. *- vehicle access to the envelope*
 - v. *- materials storage areas.*
 - b. *Provide that no buildings and or works shall be allowed outside of the building and driveway access envelopes without the prior written consent of the Responsible Authority.*
 - c. *Provide for only open style fencing.*
 - d. *Requiring a construction management plan to be approved by Council, before any works are undertaken on each allotment.*

Prior to any works

- 3. *Before the commencement of any works for the subdivision of the land including vegetation removal (including any preliminary site preparation and*

establishment works, demolition or material removal) a Construction Management Plan must be submitted to and endorsed by the Responsible Authority.

The Construction Management Plan must include and address the following:

- a. Adherence to the tree protection methods approved within the endorsed landscape plan forming part of this approval;*
- b. how the delivery of materials to the site will be managed to ensure access along Dry Diggings Track and Main Road are not significantly impacted;*
- c. measures to control noise, dust and water;*
- d. prevention of silt or other pollutants from entering the Council's underground drainage system or road network;*
- e. the location of where building materials are to be kept during construction. These areas must be within the land and not be within 5m of any critical root zone of any tree to be retained;*
- f. site security;*
- g. construction program;*
- h. maintenance of safe movements of vehicles to and from the site during the construction phase;*
- i. on-site parking of vehicles associated with construction of the development;*
- j. Wash down areas for trucks and vehicles associated with construction activities;*
- k. Cleaning and maintaining surrounding road surfaces;*
- l. a requirement that construction works must only be carried out during the following hours:*
 - o Monday to Friday (inclusive) – 7.00am to 6.00pm*
 - o Saturday – 9.00am to 1.00pm*
- m. details of Public Safety, Amenity Considerations and Site Security;*
- n. Traffic Management Plan;*
- o. Environmental Management Plan (EMP) in accordance with the Environment Protection Authority document Environmental Guidelines for Major Construction Sites, February 1996 or its successor document, including:*
 - i. Operating hours, noise and vibration controls*
 - ii. Air and dust management*
 - iii. Stormwater and sediment control and*
 - iv. Waste and materials reuse management*
- p. Evidence of Responsible Authority approvals and insurance required to undertake works;*

- q. *Asset Condition Report, with photos and assessment of any prior damage to public infrastructure and identified actions to minimise damage to infrastructure during construction.*

The endorsed Construction Management Plan will form part of this permit.

Landscape Plan

4. *Prior to commencement of works, or any trees or vegetation removed, a landscape plan (an electronic copy) prepared by a suitably qualified person or firm shall be submitted to and approved to the satisfaction of the Responsible Authority. The landscape plan must be drawn to scale, with dimensions, and be generally in accordance with the plans submitted with the application but modified to show:*
 - a. *All retained vegetation including their tree protection zones (TPZ areas);*
 - b. *measures to be put in place, including fencing of trees to prevent the accidental removal, damage, placement of soil, or construction materials and or equipment within the critical root zones of all trees to the retained;*
 - c. *a planting schedule for the approved 2.5m wide landscape buffer area on the endorsed plans showing all proposed vegetation (trees, shrubs and ground covers) which includes botanical names, common names, pot size, mature size and total quantities of each plant;*
 - d. *planting along the internal common property driveway of a variety of species; The endorsed Landscape Plan will form part of this permit.*

Lots 1 – 4

5. *Before the issue of the Statement of Compliance, the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning and Environment Act 1987 and the agreement must be registered on the title/s to the land under Section 181 of the Act. The agreement must provide that:*
 - *Dwellings on Lots 1, 2, 3, and 4 are to front the Main Road frontage of the site and, that other than pedestrian access, all vehicle access must be via the rear common property only.*
 - *The owner must pay the reasonable costs for the preparation, execution and registration of the Section 173 Agreement.*
 - *Before the issue of the Statement of Compliance, a copy of the Land Registry Services registration number (dealing number) for the Section 173 Agreement must be provided to Council as proof of registration.*
 -

Councils Engineering Department Conditions

6. *Stormwater Drainage*

- a. *Prior to Statement of Compliance, 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. The drainage works shall include the provision of an onsite stormwater detention system designed to ensure that the post development runoff does not exceed predevelopment runoff from the development. The drainage works shall be installed to transport stormwater runoff from the subject land and surrounding land and/or adjoining road(s) to an approved point of discharge. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed prior to the issue of the statement of compliance.*
7. *Return period for a Detention system is to be 10% AEP where there is overland escape path and 1% AEP if the failure of the detention system will cause property damage or inundation of freehold titles.*
- a. *All allotments shall 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 510 or SD 505 with hot dip galvanised kerb adaptors.*
 - b. *Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.*
 - c. *Prior to Statement of Compliance, 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 2.0m for stormwater.*
 - d. *Drainage easements shall be created to allow for gravity stormwater drainage to the satisfaction of Responsible Authority.*
 - e. *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.*
 - f. *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.*

- g. 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 surrounding 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.*
- h. It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines*

Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>

- i. A 3m wide drainage easement shall be reserved for stormwater use along the Northern boundary from Main Road to the registered waterway.*
- 8. New Common Property Intersection and Road Creation*
- a. All Roads and drainage 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.*
 - b. Professionally prepared plans are to be submitted to the Responsible Authority for approval prior to construction.*
 - c. Access Road must obtain access directly from the Arterial Road subject to approval from Department of Transport.*
 - d. Existing shared pathway along frontage must be retained and any realignments must be designed to the satisfaction of the Responsible Authority.*
 - e. A Traffic and Pedestrian Impact study shall be conducted for the new access.*
 - f. All recommendations from the Traffic and Pedestrian Impact study shall be implemented unless agreed to by the Responsible Authority.*
- 9. Access*
- a. Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.*
 - b. Unless specified differently by Department of Transport, prior to statement of compliance the following will be constructed:*
 - Vehicle access/crossing to all lots is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 250, with additional consideration for drainage or to approval of Responsible Authority.*

- *Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.*
 - *Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.*
 - *Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the Relevant Authority and shall be at the applicant's expense.*
- c. The final location and construction of the vehicle crossing is to be approved by the Responsible Authority via a "Consent to Work within the Road Reserve", prior to undertaking of works, unless shown on certified plans and constructed prior to statement of compliance.*

10. Boundary Lines

- a. Where a lot has significant cross fall, retaining walls and associated cut and fill shall be constructed along the lot boundary line including provisions for boundary fencing.*
- b. All structural retaining walls shall have an engineering design and approval*

11. Linemarking and Signage

- a. Appropriate signage and linemarking shall be provided to the satisfaction of the Responsible Authority*

12. Waste Management

- a. A private waste collection shall be required to service the development. It is the responsibility of the developer to prepare a waste management strategy, to the satisfaction of the Responsible Authority, which demonstrates:*
 - *Collection arrangement*
 - *Maximum waste collection vehicle dimension*
 - *Adequacy and safety of the access roads*
 - *Compliance with Environment Protection Authority noise standards*

13. Street lighting

- a. *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.*
- b. *New lighting must be located on the service land for Main Road and meet the standards for category P lighting. Lighting requirements on arterial roads shall be included in the Traffic and Pedestrian Impact study.*

14. Development Standard

- a. *Prior to Statement of Compliance, it is the responsibility of the developer to meet the requirements and standards as set out in the IDM (Infrastructure Design Manual) version 5.20*
- b. *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

15. Plan Checking & Supervision Fee

- a. *In accordance with the Subdivision Act 1989, Responsible Authority requires the following fees for works undertaken on this Subdivision.*
 - *Plan checking fee of 0.75% of the value of works*
 - *Supervision fee of 2.50% of the value of works*

16. All works must be constructed and completed prior to statement of compliance.

Bushfire Management Overlay

17. Before the statement of compliance is issued under the Subdivision Act 1988 the owner must enter into an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987. The agreement must:

- *State that it has been prepared for the purpose of an exemption from a planning permit under Clause 44.06-2 of the Hepburn Planning Scheme.*
- *Incorporate the plan prepared in accordance with Clause 53.02-4.4 of this planning scheme and approved under this permit.*
- *State that if a dwelling is constructed on the land without a planning permit that the bushfire protection measures set out in the plan incorporated into the agreement must be implemented and maintained to the satisfaction of the Responsible Authority on a continuing basis.*

The landowner must pay the reasonable costs of the preparation, execution and registration of the Section 173 Agreement.

Standard Subdivision conditions

18. *The development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*
19. *The endorsed Tree Management Plan (TMP) must be implemented prior to any demolition and during construction to protect retained trees.*
20. *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.*
21. *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 of site is to be created.*
22. *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.*
23. *Prior to the issue of a Statement of Compliance, all proposed allotments that form this subdivision must be drained to the satisfaction of the Responsible Authority.*

Country Fire Authority (CFA)

Bushfire Management Plan endorsed

The Bushfire Management Plan prepared by Terramatrix for 32 Main Road, Hepburn Springs, Version 2.0, dated 6 May 2022 must be endorsed by the Responsible Authority, and be included as an annexure to the section 173 agreement prepared to give effect to clause 44.06-5 of the Planning Scheme and must not be altered unless agreed to in writing by the CFA and the Responsible Authority.

Construction of vehicle access

24. *Before the statement of compliance is issued under the Subdivision Act 1988, the vehicle access arrangements shown on the Bushfire Management Plan must be implemented to the satisfaction of the Responsible Authority.*

Fire hydrants (reticulated areas)

25. *Before the Statement of Compliance is issued under the Subdivision Act 1988, the following requirements must be met to the satisfaction of the CFA:*

- a. *Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 120 metres and the hydrants must be no more than 200 metres apart. These distances must be measured around lot boundaries and other obstacles.*
- b. *The hydrants must be identified with marker posts or vertical surface markers, white road triangles and blue road reflectors (as applicable).*

Note – CFA’s requirements for the identification of hydrants are specified in ‘Identification of Street Hydrants for Firefighting Purposes’ (available under publications on the CFA website www.cfa.vic.gov.au).

Central Highlands Water Conditions

26. *Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
27. *Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.*
28. *A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.*
29. *The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.*
30. *If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.*

Powercor

31. *The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of The Act.*

32. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.

Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.

33. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).

Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.

34. The applicant shall, when required by the Distributor, set aside areas with the subdivision for the purposes of establishing a substation or substations.

Notes: Areas set aside for substations will be formalised to the Distributor's requirements under one of the following arrangements:

- RESERVES established by the applicant in favour of the Distributor.
- SUBSTATION LEASE at nominal rental for a period of 30 years with rights to extend the lease for a further 30 years.

The Distributor will register such leases on title by way of a caveat prior to the registration of the plan of subdivision.

35. The applicant shall establish easements on the subdivision, for all existing distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning of existing easements.

Notes:

- Existing easements may need to be amended to meet the Distributor's requirements
- Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:

Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
	Power Line		Section 88 - Electricity Industry Act 2000	Powercor Australia Ltd

Ausnet

36. *The plan of subdivision submitted for certification must be referred to AusNet Gas Services in accordance with Section 8 of the Subdivision Act 1988.*

Goulburn Murray Water

37. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*

38. *Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.*

39. *All stormwater discharged from the site must meet the urban run-off objectives and Standard C25 as specified in Clause 56.07-4 of the Victorian Planning Provisions. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.*

Permit Expiry

40. *This permit will expire if one of the following circumstances applies:*

- a. *The subdivision is not started within two years of the date of this permit.*
- b. *The subdivision is not completed within five years of the date of this permit.*

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.

Notes:

Powercor

It is recommended that applications for electricity supply to each lot be submitted at the earliest opportunity so that the precise requirements of the Distributor can then be determined and accommodated. Applications for electricity supply shall be submitted via the Distributor's web portal, "mySupply" which can be accessed via the following link:

<https://customer.portal.powercor.com.au/mysupply/CIAWQuickCalculator>

Queries about this subdivision may be directed to the Customer Requests Team on 1800 771 434 or crr@powercor.com.au.

Country Fire Authority

Certification and Statement of Compliance

- *CFA consents under Section 9 of the Subdivision Act 1988 to the Certification of the Plan of Subdivision. CFA does not want the Plan of Subdivision for this*

planning permit application referred under Section 8 of the Subdivision Act 1988.

- *CFA does not consent to the issuing of Statement of Compliance at this time.*

North Central Catchment Management Authority

Information available at North Central Catchment Management Authority indicates that the location described above is not subject to flooding from any designated waterway based on a flood level that has a probability of occurrence of 1% in any one year. It would be in your best interest to contact the relevant Local Council regarding the impact of overland flows associated with the local drainage system

MOTION

That Council:

A. Resolves to notify the Principal Registrar of VCAT that, if an appeal had not been lodged, a Notice of Decision to Refuse to Grant a Planning Permit would have been issued for an eight-lot subdivision and associated native vegetation removal at 32 Main Road, Hepburn Springs subject to the following grounds:

- 1. The proposed site access via the shared pedestrian access Dry Diggings Track (part of the Goldfields Track network) does not support a movement network with safe interaction between the transport modes.*
- 2. The proposed subdivision layout, together with the width and length of proposed allotments does not respect the natural contours of the land nor the significant crossfall proposed within lots.*
- 3. The site and cross falls on the land will not lend themselves to the protection of the significant vegetation required to be retained on the site.*
- 4. The subdivision fails to protect and maintain important elements and features which form part of the significance and character of the area, the visual setting and the important view-lines between these elements.*
- 5. The proposed subdivision layout does not complement and will adversely affect key characteristics of the area such as streetscape, lot sizes, vegetation retention, lot pattern and layout, resulting in a development that would adversely affect the rhythm, scale and pattern of buildings in the area.*

B. Provide the following draft conditions in accordance with VCAT Practice Note – PNPE2 Information from Decision-Makers and Authorities:

Condition 1

1. *Before the development or subdivision 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:*

Track

- a. *Detailed road layout which adequately and safely separates vehicles, pedestrians and cyclists.*
- b. *The ongoing unencumbered ability to use the existing indented car parking spaces along Dry Diggings track.*
- c. *Provision and location of safety outdoor convex mirrors at the entrance of the lot with details of size and siting.*
- d. *Provision and location of signage to warn that Dry Diggings Track is a shared accessway.*

Other

- e. *A Tree Management Plan (TMP) in accordance with AS-4970 with regard to all retained trees as indicated on the Arboriculture Assessment Report by Arborea Tree Management, May 2022.*
- f. *Subdivision plan to be modified to show a 2.5m wide landscape buffer for the length of the common property access area along the northern boundary abuttal with no. 38 Main Road, Hepburn Springs.*
- g. *Modified entry and exit plan/access width, which enables turning circles for entering and exiting vehicles avoiding and impacting the use of the existing indented car parking spaces along Dry Diggings Track.*

Section 173 Agreements

Building Envelopes

2. *Before the plan of subdivision is certified under the Subdivision Act 1988, a fully dimensioned building and driveway access envelope plan (for each proposed allotment) must be submitted to and approved by the Responsible Authority. Once approved, the building envelopes must be secured as a restriction on the Plan of Subdivision through an agreement made under Section 173 of the Planning and Environment Act 1987 that is registered on the title to the land. The building envelopes must be applied to all lots and provide for the following to the satisfaction of the Responsible Authority:*
 - a. *Building and driveway access envelopes designated and designed outside of the critical root zones of all vegetation proposed for retention within the Arboriculture Assessment Report by Arborea Tree Management, May*

2022, including any tree on a neighbouring allotment within 10m of the property boundary.

- i. Building envelopes to be large enough to accommodate all buildings and works, and to include:*
- ii. - any site works (cut and/or fill, retaining walls)*
- iii. - any onsite detention system*
- iv. - vehicle access to the envelope*
- v. - materials storage areas.*
- b. Provide that no buildings and or works shall be allowed outside of the building and driveway access envelopes without the prior written consent of the Responsible Authority.*
- c. Provide for only open style fencing.*
- d. Requiring a construction management plan to be approved by Council, before any works are undertaken on each allotment.*

Prior to any works

- 3. Before the commencement of any works for the subdivision of the land including vegetation removal (including any preliminary site preparation and establishment works, demolition or material removal) a Construction Management Plan must be submitted to and endorsed by the Responsible Authority.*

The Construction Management Plan must include and address the following:

- a. Adherence to the tree protection methods approved within the endorsed landscape plan forming part of this approval;*
- b. how the delivery of materials to the site will be managed to ensure access along Dry Diggings Track and Main Road are not significantly impacted;*
- c. measures to control noise, dust and water;*
- d. prevention of silt or other pollutants from entering the Council's underground drainage system or road network;*
- e. the location of where building materials are to be kept during construction. These areas must be within the land and not be within 5m of any critical root zone of any tree to be retained;*
- f. site security;*
- g. construction program;*
- h. maintenance of safe movements of vehicles to and from the site during the construction phase;*
- i. on-site parking of vehicles associated with construction of the development;*
- j. Wash down areas for trucks and vehicles associated with construction activities;*
- k. Cleaning and maintaining surrounding road surfaces;*

- l. a requirement that construction works must only be carried out during the following hours:

 - Monday to Friday (inclusive) – 7.00am to 6.00pm
 - Saturday – 9.00am to 1.00pm*
- m. details of Public Safety, Amenity Considerations and Site Security;*
- n. Traffic Management Plan;*
- o. Environmental Management Plan (EMP) in accordance with the Environment Protection Authority document Environmental Guidelines for Major Construction Sites, February 1996 or its successor document, including:

 - i. Operating hours, noise and vibration controls*
 - ii. Air and dust management*
 - iii. Stormwater and sediment control and*
 - iv. Waste and materials reuse management**
- p. Evidence of Responsible Authority approvals and insurance required to undertake works;*
- q. Asset Condition Report, with photos and assessment of any prior damage to public infrastructure and identified actions to minimise damage to infrastructure during construction.*

The endorsed Construction Management Plan will form part of this permit.

Landscape Plan

- 4. Prior to commencement of works, or any trees or vegetation removed, a landscape plan (an electronic copy) prepared by a suitably qualified person or firm shall be submitted to and approved to the satisfaction of the Responsible Authority. The landscape plan must be drawn to scale, with dimensions, and be generally in accordance with the plans submitted with the application but modified to show:

 - a. All retained vegetation including their tree protection zones (TPZ areas);*
 - b. measures to be put in place, including fencing of trees to prevent the accidental removal, damage, placement of soil, or construction materials and or equipment within the critical root zones of all trees to the retained;*
 - c. a planting schedule for the approved 2.5m wide landscape buffer area on the endorsed plans showing all proposed vegetation (trees, shrubs and ground covers) which includes botanical names, common names, pot size, mature size and total quantities of each plant;*
 - d. planting along the internal common property driveway of a variety of species; The endorsed Landscape Plan will form part of this permit.**

Lots 1 – 4

- 5. Before the issue of the Statement of Compliance, the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173*

of the Planning and Environment Act 1987 and the agreement must be registered on the title/s to the land under Section 181 of the Act. The agreement must provide that:

- *Dwellings on Lots 1, 2, 3, and 4 are to front the Main Road frontage of the site and, that other than pedestrian access, all vehicle access must be via the rear common property only.*
- *The owner must pay the reasonable costs for the preparation, execution and registration of the Section 173 Agreement.*
- *Before the issue of the Statement of Compliance, a copy of the Land Registry Services registration number (dealing number) for the Section 173 Agreement must be provided to Council as proof of registration.*
-

Councils Engineering Department Conditions

6. *Stormwater Drainage*
 - a. *Prior to Statement of Compliance, 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. The drainage works shall include the provision of an onsite stormwater detention system designed to ensure that the post development runoff does not exceed predevelopment runoff from the development. The drainage works shall be installed to transport stormwater runoff from the subject land and surrounding land and/or adjoining road(s) to an approved point of discharge. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed prior to the issue of the statement of compliance.*
7. *Return period for a Detention system is to be 10% AEP where there is overland escape path and 1% AEP if the failure of the detention system will cause property damage or inundation of freehold titles.*
 - a. *All allotments shall 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 510 or SD 505 with hot dip galvanised kerb adaptors.*
 - b. *Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.*
 - c. *Prior to Statement of Compliance, 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 2.0m for stormwater.*
- d. Drainage easements shall be created to allow for gravity stormwater drainage to the satisfaction of Responsible Authority.*
 - e. 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.*
 - f. 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.*
 - g. 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 surrounding 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.*
 - h. It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines*

Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>

- i. A 3m wide drainage easement shall be reserved for stormwater use along the Northern boundary from Main Road to the registered waterway.*
- 8. New Common Property Intersection and Road Creation**
 - a. All Roads and drainage 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.*
 - b. Professionally prepared plans are to be submitted to the Responsible Authority for approval prior to construction.*
 - c. Access Road must obtain access directly from the Arterial Road subject to approval from Department of Transport.*

- d. Existing shared pathway along frontage must be retained and any realignments must be designed to the satisfaction of the Responsible Authority.*
- e. A Traffic and Pedestrian Impact study shall be conducted for the new access.*
- f. All recommendations from the Traffic and Pedestrian Impact study shall be implemented unless agreed to by the Responsible Authority.*

9. Access

- a. Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.*
- b. Unless specified differently by Department of Transport, prior to statement of compliance the following will be constructed:*
 - Vehicle access/crossing to all lots is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 250, with additional consideration for drainage or to approval of Responsible Authority.*
 - Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.*
 - Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.*
 - Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the Relevant Authority and shall be at the applicant's expense.*
- c. The final location and construction of the vehicle crossing is to be approved by the Responsible Authority via a "Consent to Work within the Road Reserve", prior to undertaking of works, unless shown on certified plans and constructed prior to statement of compliance.*

10. Boundary Lines

- a. Where a lot has significant cross fall, retaining walls and associated cut and fill shall be constructed along the lot boundary line including provisions for boundary fencing.*
- b. All structural retaining walls shall have an engineering design and approval*

11. Linemarking and Signage

- a. Appropriate signage and linemarking shall be provided to the satisfaction of the Responsible Authority*

12. Waste Management

- a. *A private waste collection shall be required to service the development. It is the responsibility of the developer to prepare a waste management strategy, to the satisfaction of the Responsible Authority, which demonstrates:*
- *Collection arrangement*
 - *Maximum waste collection vehicle dimension*
 - *Adequacy and safety of the access roads*
 - *Compliance with Environment Protection Authority noise standards*

13. Street lighting

- a. *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.*
- b. *New lighting must be located on the service land for Main Road and meet the standards for category P lighting. Lighting requirements on arterial roads shall be included in the Traffic and Pedestrian Impact study.*

14. Development Standard

- a. *Prior to Statement of Compliance, it is the responsibility of the developer to meet the requirements and standards as set out in the IDM (Infrastructure Design Manual) version 5.20*
- b. *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

15. Plan Checking & Supervision Fee

- a. *In accordance with the Subdivision Act 1989, Responsible Authority requires the following fees for works undertaken on this Subdivision.*
- *Plan checking fee of 0.75% of the value of works*
 - *Supervision fee of 2.50% of the value of works*

16. *All works must be constructed and completed prior to statement of compliance.*

Bushfire Management Overlay

17. *Before the statement of compliance is issued under the Subdivision Act 1988 the owner must enter into an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987. The agreement must:*
- *State that it has been prepared for the purpose of an exemption from a planning permit under Clause 44.06-2 of the Hepburn Planning Scheme.*
 - *Incorporate the plan prepared in accordance with Clause 53.02-4.4 of this planning scheme and approved under this permit.*

- *State that if a dwelling is constructed on the land without a planning permit that the bushfire protection measures set out in the plan incorporated into the agreement must be implemented and maintained to the satisfaction of the Responsible Authority on a continuing basis.*

The landowner must pay the reasonable costs of the preparation, execution and registration of the Section 173 Agreement.

Standard Subdivision conditions

- 18. The development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*
- 19. The endorsed Tree Management Plan (TMP) must be implemented prior to any demolition and during construction to protect retained trees.*
- 20. 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.*
- 21. 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 of site is to be created.*
- 22. 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.*
- 23. Prior to the issue of a Statement of Compliance, all proposed allotments that form this subdivision must be drained to the satisfaction of the Responsible Authority.*

Country Fire Authority (CFA)

Bushfire Management Plan endorsed

The Bushfire Management Plan prepared by Terramatrix for 32 Main Road, Hepburn Springs, Version 2.0, dated 6 May 2022 must be endorsed by the Responsible Authority, and be included as an annexure to the section 173 agreement prepared to give effect to clause 44.06-5 of the Planning Scheme and must not be altered unless agreed to in writing by the CFA and the Responsible Authority.

Construction of vehicle access

24. *Before the statement of compliance is issued under the Subdivision Act 1988, the vehicle access arrangements shown on the Bushfire Management Plan must be implemented to the satisfaction of the Responsible Authority.*

Fire hydrants (reticulated areas)

25. *Before the Statement of Compliance is issued under the Subdivision Act 1988, the following requirements must be met to the satisfaction of the CFA:*

- a. *Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 120 metres and the hydrants must be no more than 200 metres apart. These distances must be measured around lot boundaries and other obstacles.*
- b. *The hydrants must be identified with marker posts or vertical surface markers, white road triangles and blue road reflectors (as applicable).*

Note – CFA’s requirements for the identification of hydrants are specified in ‘Identification of Street Hydrants for Firefighting Purposes’ (available under publications on the CFA website www.cfa.vic.gov.au).

Central Highlands Water Conditions

26. *Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*

27. *Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.*

28. *A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.*

29. *The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.*

30. *If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.*

Powercor

31. *The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of The Act.*

32. *The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.*

Notes: *Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.*

33. *The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).*

Notes: *Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.*

34. *The applicant shall, when required by the Distributor, set aside areas with the subdivision for the purposes of establishing a substation or substations.*

Notes: *Areas set aside for substations will be formalised to the Distributor's requirements under one of the following arrangements:*

- *RESERVES established by the applicant in favour of the Distributor.*
- *SUBSTATION LEASE at nominal rental for a period of 30 years with rights to extend the lease for a further 30 years.*

The Distributor will register such leases on title by way of a caveat prior to the registration of the plan of subdivision.

35. *The applicant shall establish easements on the subdivision, for all existing distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning of existing easements.*

Notes:

- *Existing easements may need to be amended to meet the Distributor's requirements*
- *Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:*

Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
	Power Line		Section 88 - Electricity Industry Act 2000	Powercor Australia Ltd

Ausnet

36. *The plan of subdivision submitted for certification must be referred to AusNet Gas Services in accordance with Section 8 of the Subdivision Act 1988.*

Goulburn Murray Water

37. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*

38. *Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.*

39. *All stormwater discharged from the site must meet the urban run-off objectives and Standard C25 as specified in Clause 56.07-4 of the Victorian Planning Provisions. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.*

Permit Expiry

40. *This permit will expire if one of the following circumstances applies:*

- a. *The subdivision is not started within two years of the date of this permit.*
- b. *The subdivision is not completed within five years of the date of this permit.*

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.

Notes:

Powercor

It is recommended that applications for electricity supply to each lot be submitted at the earliest opportunity so that the precise requirements of the Distributor can then be determined and accommodated. Applications for electricity supply shall be submitted via the Distributor's web portal, "mySupply" which can be accessed via the following

link: <https://customer.portal.powercor.com.au/mysupply/CIAWQuickCalculator>

Queries about this subdivision may be directed to the Customer Requests Team on 1800 771 434 or crr@powercor.com.au.

Country Fire Authority

Certification and Statement of Compliance

- *CFA consents under Section 9 of the Subdivision Act 1988 to the Certification of the Plan of Subdivision. CFA does not want the Plan of Subdivision for this planning permit application referred under Section 8 of the Subdivision Act 1988.*
- *CFA does not consent to the issuing of Statement of Compliance at this time.*

North Central Catchment Management Authority

Information available at North Central Catchment Management Authority indicates that the location described above is not subject to flooding from any designated waterway based on a flood level that has a probability of occurrence of 1% in any one year. It would be in your best interest to contact the relevant Local Council regarding the impact of overland flows associated with the local drainage system

Moved: Cr Lesley Hewitt

Seconded: Cr Tessa Halliday

Carried

Voted for: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday and Cr Tim Drylie

Voted against: Nil

Abstained: Nil

BACKGROUND

VCAT UPDATE

An application for a failure to determine (s 79 *Planning and Environment Act 1987*) has been lodged by the applicant in relation to PLN22/0171 to VCAT. Such application is noted as P1125/2022 and is currently listed for a Compulsory Conference (CC) and a Hearing of the matter as follows:

- Compulsory Conference 25 January 2023
- Hearing 4, 5 & 6 April 2023

Site and Surrounds

Site

The property is a 9,216m² parcel of land located on the western side of Main Road, Hepburn Springs with current informal access from the Dry Diggings Track, (part of a network of pedestrian and bike tracks known as the Goldfields Track). The site has a 77.10m frontage towards Main Road and a narrower rear boundary of 65.76m. The north and south boundaries are 118.37m and 118.37m respectively. The site falls approximately 11 metres from the south-east corner to the north-west corner. It is also significantly steeper towards the Main Road frontage, then dips roughly towards the middle and raising again towards the rear.

The site represents the last or at least one of the very few large lots in Hepburn Springs. It is rectangular in shape and access to it is only available via the Track which connects to Main Road. The Main Road pavement is elevated approximately 2.5- 3m above the subject land and further separated by steel barrier protection.

There are no known encumbrances or restrictions that apply to the title. The lot is a crown grant which provides historical water rights for mining and mineral extraction.

The site is currently vacant of any buildings, however, contains various stands and scatterings of native vegetation. 57 trees both native and non-native have been identified.

The site sits within the Cairn Curran Water Supply Catchment and a drainage line exists onsite. The line runs from the north to the south generally in the centre of the site.

Main Road is a Transport Zone 2 Road, also marked as the 'Hepburn Springs Tourist Road'. Main Road is a sealed two-way road extending north south and along to the site it had a width of 4m to 6m, sealed in part and hindered by vegetation. At the front of the site the Track width ranges from 2.2m to 2.5m wide.

Surrounds

The surrounding area contains varying lot sizes and configurations. The immediate area accommodates lot sizes of between 400-600m² along Main Road and Fifth and Fourth Street. Adjacent to the site and further west the lot sizes are between 3000-5000m². The subject site in its current form (9,216m²) is out of character with the existing smaller lots that run along the north and south of Main Road for the distance of the built-up area of Hepburn Springs.

History of Permits

According to the history of permits, application (PA 2572) to construct a single storey dwelling was made in 2020, council issued a NOD, VCAT, however, set aside Council's decision and refused the permit (no permit granted) on 15 March 2021. The matter was brought to VCAT by objectors.

VCAT mentions the following as the issues it considered at the time;

"In summary, the primary issues in dispute concern the extent of built form deep into the lot (neighbourhood character) and access arrangements to Main Road. There are also concerns about the adequacy of the Bushfire Management Statement and Native Vegetation Impact Statement."

The land zoning has changed from General Residential to Neighbourhood Residential, though the balance of the controls applicable to the site remain generally as they were. The case is relevant in that the tribunal considered and outlined matters which need to be considered for the construction of a dwelling, (slope, access, fencing, cut and fill and tree protection and landscaping) these matters will be applicable to any future dwellings on these lots and therefore the lots should be of adequate shape and size to address future construction compatibility.

Proposal

It is proposed to develop the land for eight lots as follows:

- Lot 1 – an area of 938m²
- Lot 2 – an area of 793m²
- Lot 3 – an area of 811m²
- Lot 4 – an area of 10052
- Lot 5 – an area of 1319m²
- Lot 6 – an area of 1098m²
- Lot 7 – an area of 1157m²
- Lot 8 – an area of 1269m²
- Each lot is proposed to be connected to reticulated services.
- The common property access is setback 2.5m from the north side boundary allowing for landscaping works. A sewer easement traverses the centre of the site in a north-south direction.
- The entry access turning point to the site proposed to be widened to 8.5m road then narrowing to 4m wide, the road turns with provision of safe sit point for a vehicle to allow another vehicle to pass, after the bend the road widens to 6m to a 9m radius court bowl. The widths provided for turning points and a road that can accommodate emergency vehicles.

The proposal involves native vegetation removal. There are currently 57 trees, predominately native, the proposal seeks to retain 15 of those identified trees.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Neighbourhood Residential, Schedule 4 (NRZ4)
Overlays:	Bushfire Management Overlay (BMO) Environmental Significance Overlay, Schedule 1 & 2 (ESO1/2) Design & Development Overlay, Schedule 1 (DDO1)
Particular Provisions	Clause 53.02 – Bushfire Planning

Relevant Provisions of the PPF	<p>Clause 2.03-1 Strategic Directions - Settlement</p> <p>Clause 2.03-6 Housing</p> <p>Clause 02.04 Strategic Framework plan – Hepburn Springs</p> <p>Clause 11.01-1R Settlement - Central Highlands</p> <p>Clause 11.01-1L Township and settlements</p> <p>Clause 13.02-1S Bushfire Protection</p> <p>Clause 14.02-1L Catchment and Land Protection</p> <p>Clause 14.02-2L Mineral Springs and Fresh Water Springs Protection - Hepburn</p> <p>Clause 14.02-2S Water quality</p> <p>Clause 15.01-1L Urban design</p> <p>Clause 15.01-3L Subdivision in Hepburn Shire</p> <p>Clause 15.01-4S Healthy Neighbourhoods</p>	
Under what clause(s) is a permit required?	NRZ4: Clause 32.09-3	Subdivision
	ESO1/2: Clause 42.01-2	Subdivision
	DDO1: Clause 43.02-3	Subdivision
	BMO: Clause 44.06-2	Subdivision
	Clause 52.17	Native vegetation removal
	TRZ2: Clause 52.29-2	Potential for permit requirement for road access
Objections?	Seven	
Referrals - Internal	<p>Engineering – objection recommend change of access</p> <p>Strategic – no response provided</p> <p>Biodiversity – no response provided</p>	
Referrals – External under Section 55 of the P & E Act, & section 52	<p>All authorities as listed below advise no objection to the proposed subdivision subject to conditions:</p> <p>Goulburn Murray Water; Central Highlands Water; Ausnet; Powercor; CFA</p> <p>VicRoads (Dept of Transport); NCCMA; Telstra</p>	

KEY ISSUES

Response to Planning Policy Framework

The relevant policies of the State and Local Planning Policy Frameworks seek to ensure that land that is suitable for urban development is appropriately utilised for such a purpose. These policies also seek to ensure that such development, including subdivisions, are designed having regard to the natural features of a site and the existing character of an area, and that new subdivisions can be appropriately serviced with infrastructure.

The proposed subdivision results in a subdivision layout and proposed lot sizes which does not adequately respond to the sites conditions, such as the slope, location, access limitations and the need for tree retention and landscaping. In addition, the proposed subdivision layout does not provide an appropriate balance between providing an increase in available residential land within the township and allowing for development to occur that will be in keeping with the existing and preferred character of the neighbourhood.

The configuration of the proposed lots is imposed on the site rather than following the contours and natural form of the landscape. The proposed widths of lots that are generally much smaller than other surrounding lots, this will limit the ability to create adequate separation between buildings, particularly more so when you factor in the slope and cross fall over the lots and need to protect existing trees and allow for landscaping.

While no development is proposed as part of this application, it is considered that the proposed subdivision will not provide a layout that will make any future development of the site easy or potentially be in conflict with other provisions applying to the land (i.e. DDO1).

Further it is considered the subdivision will adversely affect the key Goldfield landscape characteristics of the area by way of not supporting its character, the visual setting, and important view-lines associated with the area.

With regard to access, the proposed access arrangement does not support a movement network that results in safe interactions between transport modes. Turning circles provided by One Mile Grid, traffic consultants as part of the application show that vehicles entering and exiting the site will cross over into and onto the area set aside for indented car parking. If cars are parked here, then access to the site may not be possible. We note that cars are restricted from parking on the western side of Dry Diggings track (in front of no. 38 Main Road) so the indented car spaces are important and must not be impacted by this development proposal.

Modifying access to and from the land to avoid interference with the indented car spaces is likely to require a significant change to the proposal.

Zoning and Overlay Considerations

- Neighbourhood Residential Zone (NRZ)

The purpose of the NRZ is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To recognise areas of predominantly single and double storey residential development.*
- *To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to service local community needs in appropriate locations.*

The following relevant decision guidelines for a subdivision are also found at clause 32.09-13:

- The pattern of subdivision and its effect on the spacing of buildings.
- For subdivision of land for residential development, the objectives and standards of Clause 56.

Schedule 4 - Hepburn Springs Neighbourhood Residential Areas, provides the following character objectives.

To ensure development is sited below the tree canopy and maintains the highly vegetated character of the area.

To encourage the use of materials and colours in new development sympathetic with the surrounding township and bushland setting.

To ensure development is sensitively designed and located to emphasise ridgelines and retain views of the adjoining rural hinterland and forested areas.

To ensure new development provides adequate space for significant landscaping with open, low, transparent or no fencing integrated with the forest and bushland setting.

The following relevant decision guidelines for subdivisions are also found at part 7.0 of the schedule;

- Whether subdivision retains the important elements and features which form part of the significance and character of the area, the visual setting and the important view-lines between these elements.
- Whether the proposed subdivision will complement or adversely affect the cultural significance of any heritage place within the area.
- Whether subdivision will complement or adversely affect the key characteristics of the area such as streetscape, lot sizes, lot pattern, lot layout or existing building forms in the area or would result in development that would adversely affect the rhythm, scale and pattern of buildings in the area.

For reasons discussed and outlined above the proposal in its current form does not adequately respond to the objectives or the decision guidelines applicable to the NRZ and schedule 4 to the NRZ.

It is also equally important in considering whether the proposed subdivision of the land is suitable and has proper regard to its context, to have regard to the requirements within the NRZ and the DDO which will be applicable to any future development on the lots. In applying these tests, officers are of the opinion that the subdivision by the narrowness of the lots, the slope and cross fall over the lots is likely to mean that future owners and council will find it difficult to get the right balance between development, need to retain trees and provide for landscaping, while dealing with BMO requirements, and amenity requirements.

- *Bushfire Management Overlay (BMO)*

The purpose of BMO is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *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 whole of the site is affected by the BMO. The bushfire management statement is responsive to the site and is consistent with the subdivision proposal.

- *Design and Development Overlay – Schedule 1 (DDO1)*

The purpose of the DDO is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas which are affected by specific requirements relating to the design and built form of new development.*

The objectives of the DDO – Schedule 1 are:

- *To preserve and enhance the significant visual qualities of Main Road, its environs and the semi-urban between Daylesford and Hepburn Springs.*
- *To ensure new development complements the scale, form and materials of the prevailing built form.*
- *The ensure retention of existing trees and preserve important sight lines.*

Part 2.0 of DDO1, as it applies to Buildings and Works states:

The following buildings and works requirements apply to an application to construct a building or construct or carry out works and for landscaping:

- Buildings must be designed and sited to retain important sight lines to development and to not dominate ridgelines and the skyline.
- Adequate spacing and setbacks must be included around the front and sides of a building to allow for landscaping and large canopy trees.

The DDO does not specify particular requirements for subdivisions, notwithstanding the requirements that will apply to future buildings and works should be considered against the proposed lot configuration so that by way of subdivision approval is granted which may make it difficult for future landowners and council to comply with for building and works requirements.

- *Environmental Significance Overlay- Schedule 1 (ESO1)*

The site is located within the area of Special Water Supply Catchment Protection area. The objective of ESO1 is:

- *To ensure all development is undertaken in a manner that protects, restores, and enhances natural resources and environmental systems and seeks to eliminate detrimental impacts on the quality and quantity of water in the catchment, to ensure the long-term plentiful supply of quality water.*

The site is within the Cairn Curran Special Water Supply Catchment, and it is considered the objective is generally achieved, as each lot shall be connected to reticulated services as appropriate within the water catchment area.

- *Environmental Significance Overlay – Schedule 2 (ESO2)*

The site is located within the area of Mineral Springs and Groundwater Protection area. The objective to be achieved is:

- *To protect the mineral springs, their aquifers and their environs, private domestic bores and water bores that provide town water supply from the impacts of effluent and drainage.*

The objective is achieved, as each lot shall be connected to reticulated services and the storm water managed under best practice guidelines.

Approval is also required for the removal of any vegetation by the header to the ESO and as ESO2 does not specifically exempt a permit for such.

Although a permit is required for vegetation removal pursuant to the ESO2, decisions about vegetation removal need to have regard to the statement of environmental significance and the environmental objective to be achieved.

In this instance the relevant sections are;

- The protection of the springs, their aquifers and their environs from the impacts of waste disposal and drainage is a fundamental component of the future management of this asset.

- To protect the mineral springs, their aquifers and their environs, private domestic bores and water bores that provide town water supply from the impacts of effluent and drainage.

Environmental and Sustainability Issues

The existing sewer main traverses the centre of the site, north-south, thus providing connection points to each of the lots. An easement not yet created for the sewer can be finalised if the site is granted approval for the subdivision.

Stormwater management systems should be integrated within the overall development plan, as they have not been provided at the preliminary stage they can be provided at the detail design stage. The site has capacity to provide the necessary storm water infrastructure.

The BMO overlay applying to the site required the submission of a bushfire management statement for referral to Fire Rescue Victoria, and the ESO1 and ESO2 required referral of the application to Goulburn Murray Water, Central Highlands Water and the North Central Catchment Management Authority. Each external authority has provided consent subject to conditions.

The application required an internal referral to Councils Engineering Department, it was not supported in its current form. The proposed access via the shared access (the Track) is not suitable for multiple traffic movements. Suggesting direct access from Main Road notwithstanding the difficulties between the height of the road and the subject site.

Pursuant to Clause 32.09-3 Neighbourhood Residential Zone (NRZ), a permit is required to subdivide land. NRZ4 does not specify a minimum lot size to subdivide land. Clause 56, for residential subdivision is relevant to the application. The NRZ indicates that consideration of Clause 56 for subdivision of land into three – 15 lots must meet the requirements of Clause 56 **except for** Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.

The provisions that apply under Clause 56 relate to neighbourhood character, lot diversity – orientation – area, common property, integrating the landscape, connectivity with walking and cycling networks, direct safe and easy movement through neighbourhoods, neighbourhood street network, lot access, water – sewer – stormwater management, provision of reticulated services, provision of fire hydrant and public lighting. The proposal raises major concerns in the subdivision layout and its width and length as it does not respect the natural contours of the land with a significant crossfall. Further the crossfall does not lend itself to the protection of the few trees to be retained.

In addition, Clause 56.06-4 as standard C17, Clause 56.06-7 as standard C20 and Clause 56.06-8 as standard C21 provide for shared pathways for pedestrians, cyclists, and vehicles that are designed and constructed for the direct, safe and easy movement between neighbourhoods for all users. Whilst standard 21 suggests that a

service road entry if lots abut arterial roads there is no mention of shared roads. The submission failed to address the three objectives adequately.

Amenity Considerations

The site is proposed to be accessed via a shared Track to an internal private road in future to be burdened by an Owners Corporation.

The dwelling to the north is proposed to be visually buffered from the subdivision by a suggested 2.5m wide landscaped area along the common driveway for the length of that property. This also means that the internal accessway in this area (except for a small section at the front to accommodate passing vehicles) is reduced to 4m in width. Improvement of visual amenity suggests that the front four lots should be facing Main Road.

From Main Road views are over and across the land this may assist shielding development of this land.

The consideration is if the shared track unreasonably impacts the amenity of the area. Vehicular movement using the Track are for one dwelling and the subject site, currently. Up to 10 vehicle movements per dwelling is an accepted measure when calculating total movements, the addition of seven dwellings (one the site could have now) could result in 70 additional vehicle movements along this small section of Dry Diggings Track. Notwithstanding the increase of traffic turning from and into Main Road. The lack of reply from DOT is of concern.

- *Subdivision Layout*

The proposed lots comply with Clause 53-02-4 (bushfire subdivision objectives). However, the lots narrow widths and long lengths, coupled with significant slope and cross fall and not considered to be adequate. Their size and shape will impact the ability to suitably protect vegetation proposed to be retained and limit landscaping opportunities as envisaged by the NRZ and DDO1.

CONCLUSION

On balance the proposed subdivision does not provide a design and layout response which adequately address the decision and design criteria for this area.

The proposed subdivision results in access arrangements considered to lead to conflicts and raises safety concerns for existing, future residents and varied users of Dry Diggings Track and Main Road.

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 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, seven (7) objections have been received. The issues raised in the objections are similar and coalesced into sections as follows:

Dangerous / Unsafe shared accessway (Goldfields Track) for pedestrians, cyclists, motorised scooters; unsafe due to steep incline; not for vehicular traffic except in case of emergency; Track only wide enough for one vehicle; Track not designed for CFA vehicle weight; unsafe entry/exit from subject site to the Track due to additional cars

The Track is wide enough for one vehicle with an existing widening near the access point to the site. Currently the Track is shared with pedestrians, cyclists, other and vehicles from three properties, it is the increased frequency of vehicular movements that create potential safety issues. The applicant proposes the use of mirrors at the access point if necessary to improve the safety of all road users but does not fully address the imbalance of increased vehicles movements and the use of the Track by persons.

The Track has not been raised as a concern from Fire Rescue Victoria.

The use of the Track is considered to not be suitable for multiple traffic movements.

Unsafe entry/exit from Track to Main Road Hepburn Springs

Any vehicle driving on a road is subject to the road laws of Victoria.

Housing density, impact on character and sightlines

The NRZ4 does not specify a minimum lot size to subdivide land. Each lot is between 938m² and 1269m², and within an area where varying lot sizes exist. Sightlines are likely to be interrupted given the setback of the site from Main Road, no frontage to Main Road, and the recessive feature and fall of the land.

Impact for noise and light amplified into property sightlines amenity

Any new development will alter the status quo of existing uses and development in the neighbourhood. It is whether the changes are reasonable and meet the provisions of the Hepburn Planning Scheme. Existing development along Main Road is located to the front of the site, there is vacant land to the rear west and a few properties to the south-west of the site. Existing vegetation to adjoining properties, distances from the subject site to other properties provides a satisfactory and reasonable buffer to any noise and light changes to the existing circumstances. For the resident to the south the proposal suggests a 2.5m treed vegetation buffer along the internal side road boundary aimed at minimizing any amenity issues.

Dwelling density will increase potential flooding and overland flow of water onsite and on other properties

Best practice standards are applied to ensure there is no adverse effect on and off site from water as a result of the subdivision proposal.

Vegetation Removal - unnecessary to remove 41 trees; it will cause erosion due to steep grades; users of the Track have enjoyed the native flora and fauna of the site

An assessment of 57 trees was undertaken by an arborist on the condition of the trees and the retention value they present on the landscape. It was recommended to remove 42 of the 57 trees, and those 15 to be retained were native trees of high value and good health. Noting not all the trees are in good health some contain pests/disease; borers, bracket fungus and termites resulting in problems with the trees.

Existing allotments along Main Road required some level of tree removal to have been built upon, noting the rear and side of lots retain native vegetation. The enjoyment of users of the Track of the native flora and fauna on site cannot be sustained nor guaranteed on private land.

Revegetation of each of the sites and the management of stormwater prevents erosion on and off site. A reconfiguration or reduction of the lots that respect and respond to the crossfall of the land should be considered and that may reduce the likelihood of damage to the environment.

CFA should be contacted – fire from west will threaten my property

Fire Rescue Victoria were referred to and no objection to the development was provided. The bushfire management plan inclusive of building envelopes, defensible space requirements associated with the development to ensure human life is the priority is supported.

Internal road does not support CFA requirements, CFA advice prior to approval

The application was referred to Fire Rescue Victoria for comments, there were no issues with the internal road dimensions or construction.

Proposal fails to address the logistics of rubbish / recycle bin collections

The application is for a subdivision for the future development of dwellings, with internal street design that accommodates the requirements for a fire truck. Each lot could allow for private rubbish collections from the internal street or provision can be made for collections on Main Street subject to any agreement. Noting this matter was not a consideration of the applicant and it should be a matter that they resolve.

Telstra pit located on the Track near proposed roadway, not designed for vehicle load and should seek confirmation from Telstra / NBN

All application documents were provided to Telstra as part of the referral process, no response has been received to date. The pit is marked on the plans and will be subject to Telstra's requirements.

Cr Jen Bray returned to the meeting at 6:18pm.

PLANNING PERMIT APPLICATION: TO SUBDIVIDE LAND INTO EIGHT (8)
RESIDENTIAL LOTS AND ASSOCIATED
REMOVAL OF NATIVE VEGETATION

AT: 32 MAIN ROAD HEPBURN SPRINGS 3461

PREPARED ON BEHALF OF: 32 MAIN ROAD PTY LTD

BY: **ANGELA MOK** BEnvs (UrbDesign&Plan), MPIA, MVPELA
PRINCIPAL PLANNER

DATE OF REPORT: MAY 2022

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THE PROPOSAL

Clement-Stone Town Planners act on behalf of the registered landowner in regard to the proposed development at 32 Main Road, Hepburn Springs. We have been engaged to consider the proposed planning permit application '*the subdivision of the land into eight (8) residential lots and associated removal of native vegetation*' and provide an assessment of the proposal against the relevant State and Local Planning Policy Framework.

The project team consists of:

- Town planning – Clement-Stone Town Planners
- Land surveyor – Rowan Mobbs
- Bushfire – Terramatrix
- Arborist – Arborea Tree Management
- Ecology/native vegetation – Practical Ecology
- Traffic engineering – One Mile Grid

This report will provide recommendations following our assessment regarding the performance of the development against the relevant Planning Scheme requirements.

THE SUBJECT SITE AND LOCALITY

The subject site (also known as Crown Allotment 2B Section 28A Parish of Wombat) is located on the western side of Main Road, Hepburn Springs. It comprises a rectangular shaped lot, with a street frontage of 77.10 metres, maximum side boundary length of 118.49 metres, and a total lot area of 9216 square metres.

The subject site is within the **Neighbourhood Residential Zone (Schedule 4)** of the *Hepburn Planning Scheme*. The site is encumbered by a **Design and Development Overlay (Schedule 1)**, **Bushfire Management Overlay and Environmental Significance Overlay (Schedule 1 and 2)**.

Main Road is a road located within the **Transport Zone 2 (TRZ2)**.

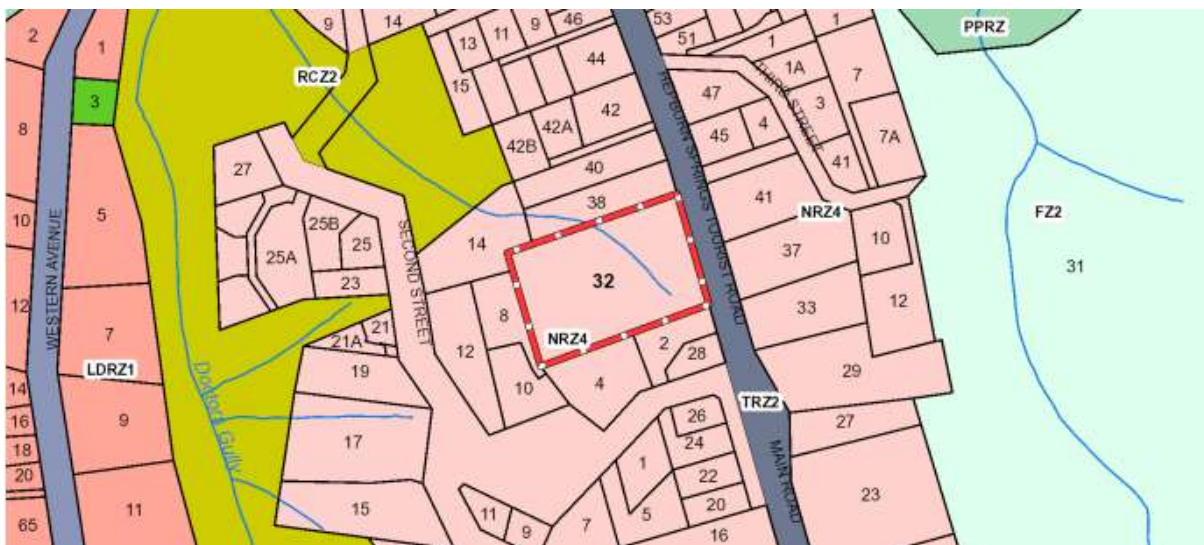


Figure 1 Location, zone, and orientation of subject site



Figure 2 Location of Design and Development Overlay and subject site



Figure 3 Location of Bushfire Management Overlay and subject site



Figure 4 Location of Environmental Significance Overlay and subject site

The site is currently devoid of built-form and comprises of scattered vegetation throughout the site.

The site is accessed via Goldfields Track which extends from Main Road. There is no formal crossover located to front of the allotment.

The site falls approximately 11 metres from the south-east corner (506 AHD) to the north-west corner (495 AHD).

The site is not encumbered by any easements.

The lot is a crown allotment (crown grant) which imposes the following:

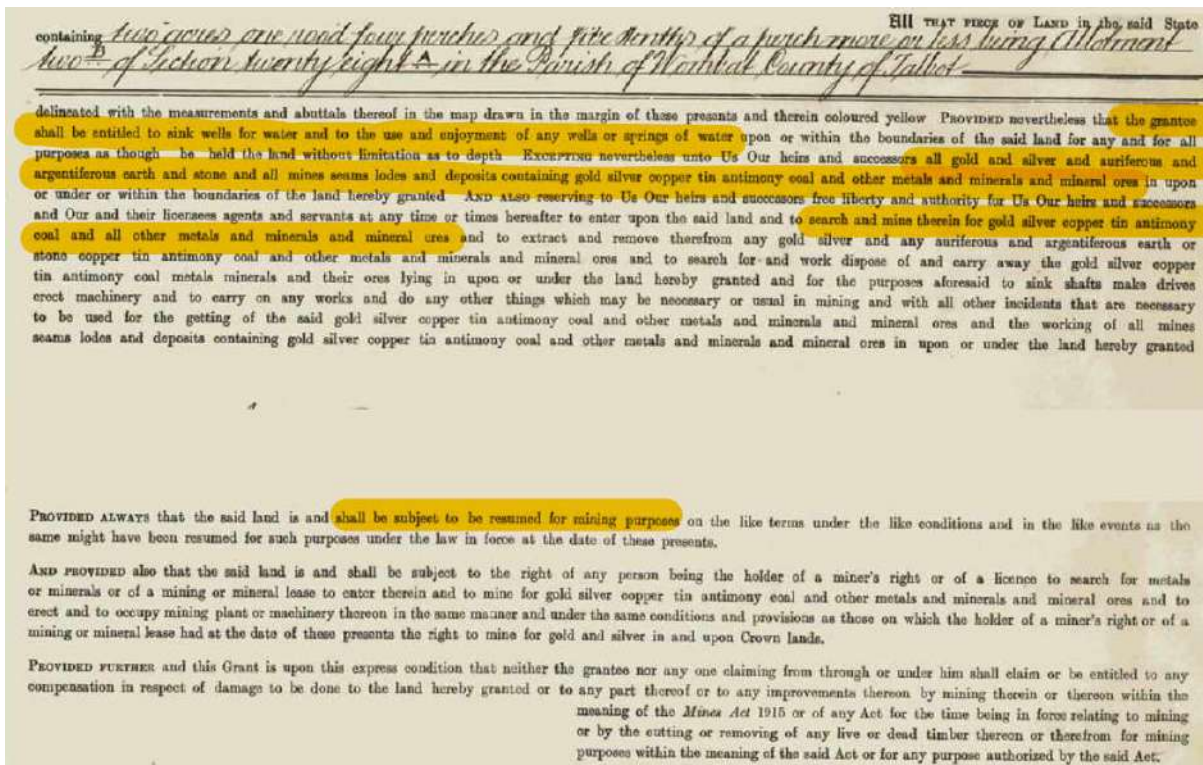


Figure 5 Extract of Crown Grant

The crown grant relates to historic mining and mineral extraction and does not impact the proposal – nor does the proposal breach the restriction.

There are no other restrictions on title.



Figure 6 – Extract of survey plan and proposed Plan of Subdivision



Figure 7 - Aerial of subject site (NearMap, 2022)



Figure 8 Subject site looking east onto Goldfields Track/ Main Road

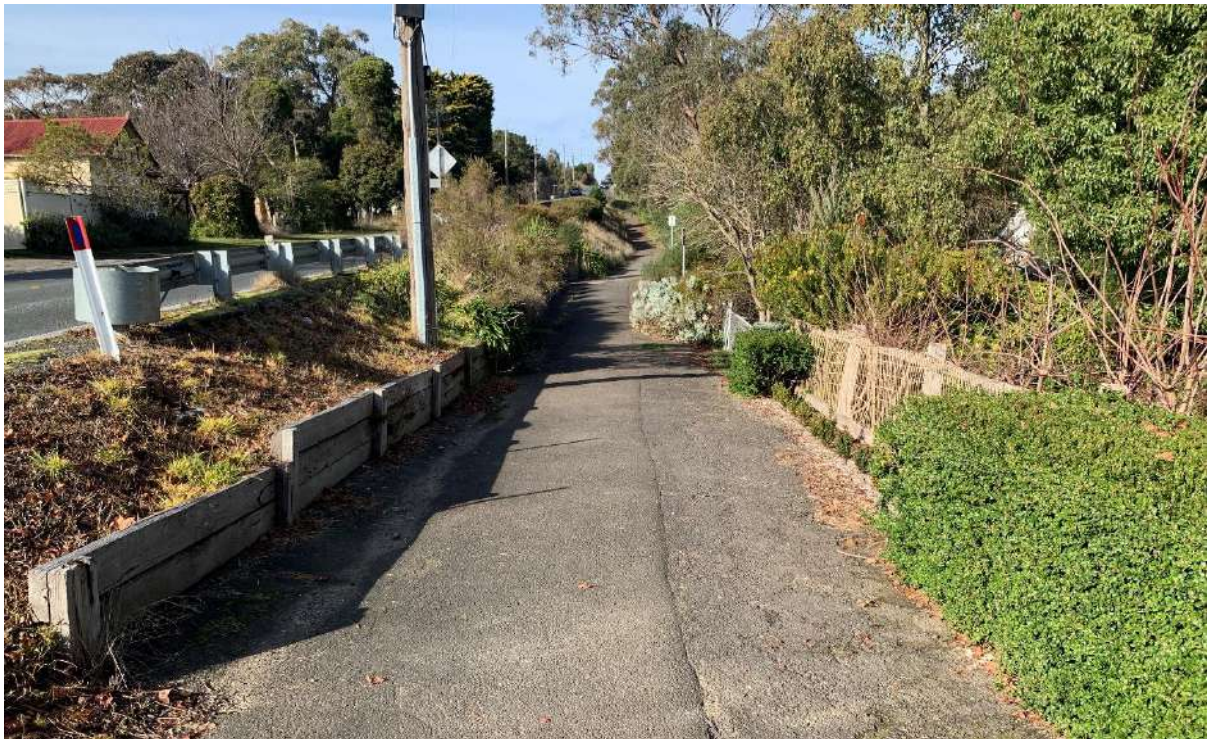


Figure 9 Looking south down Goldfields Track



Figure 10 Looking north from Goldfields Track onto Main Road and existing widening to Goldfields Track (RHS)

NORTH

To the north is 38 Main Road which comprises a single-storey weatherboard dwelling. A galvanised iron shed is located adjacent the common boundary with the subject site.

The site is accessed via an informal crossover and dirt driveway located towards the south-east corner of the site, adjacent the common boundary.

SOUTH

To the south is 2 and 4 Second Street.

2 Second Street comprises a double-storey weatherboard dwelling. The site is accessed via Second Street (via Main Road) and comprises a large area of hard standing towards the centre of the site.

4 Second Street four double-storey dwellings which are operated by Kudos Villas (group accommodation/short-stay accommodation).

EAST

To the east on the opposite side of Main Road is 37 and 41 Main Road. Both allotments contain single-storey weatherboard dwellings situated towards the Main Road frontage. The rear setbacks are generally vegetated

WEST

To the west is 8 and 14 Second Street.

A two-lot subdivision was recently approved at 8 Second Street (PA 2818.01 – planning application approved March 2021). The lot is largely devoid of built-form or vegetation where it abuts the subject site.

14 Second Street comprises a single-storey weatherboard dwelling located towards the street frontage. The rear of the site where it abuts the subject site largely comprises of paving and devoid of built-form.

SURROUNDING AREA

Main Road and the surrounding neighbourhood generally accommodate an average lot size of 400-600 sqm (such as along Second and Fourth Street) for newer subdivided lots. The allotments which accommodate the older base housing stock range from approx. 1000-2000 sqm (such as the lots immediately to the north of the subject site).

It is evident that the size of the subject site is an anomaly within this area (NRZ) and is currently underutilised. The only comparable sized allotments are located further west within the Low Density Residential Zone (LDRZ).

The map below highlights the prevailing pattern of subdivision in the immediate and surrounding area.

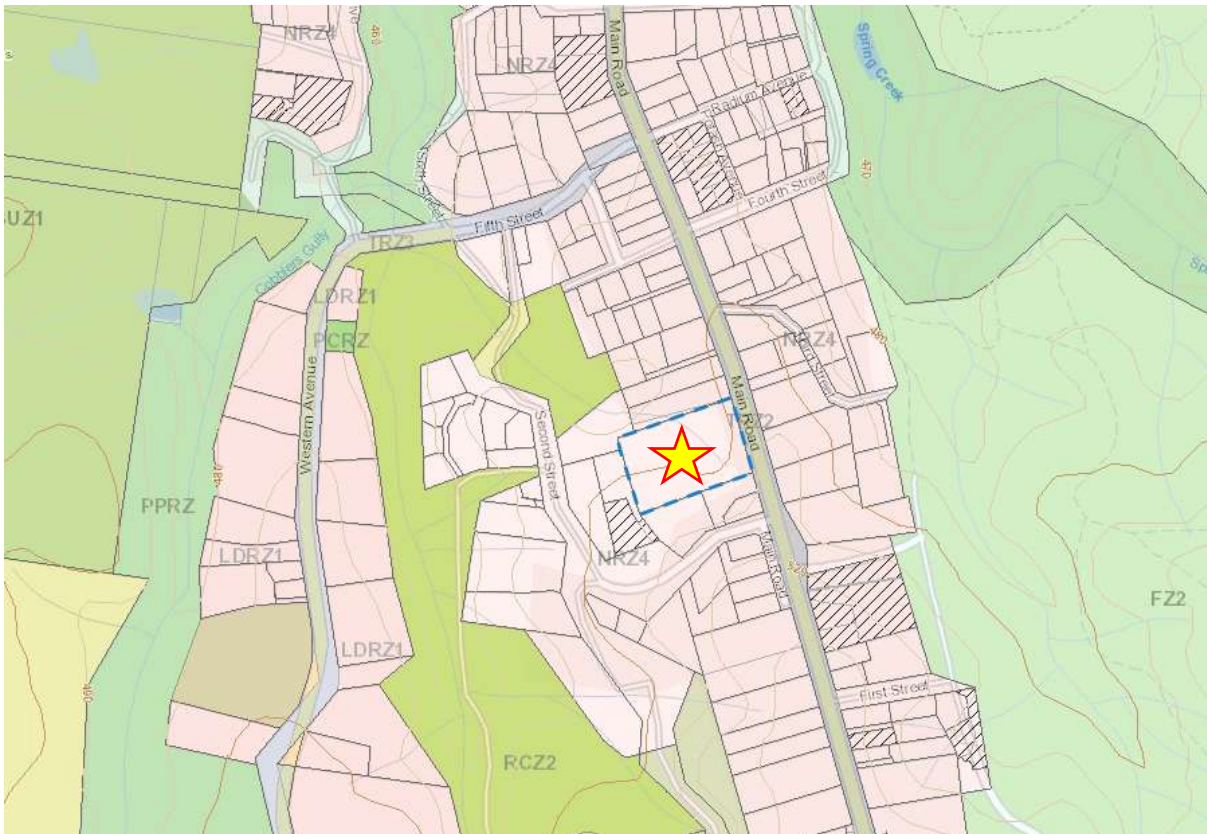


Figure 11 - Prevailing built form in the surrounding neighbourhood (NearMap, 2022) – subject site starred

The subject site is reasonably serviced by local infrastructure and services, and is located approximately 1 km south of the Hepburn Springs Activity Centre (commercial strip) which provides access to shops, food/drink and other services and amenities.

THE PROPOSAL

The proposal will involve the subdivision of land into eight (8) residential lots and associated removal of native vegetation.

All eight allotments will be accessed via an internal court-bowl arrangement via an 8.5 metre wide opening (inclusive of a 2.5 metre wide landscape buffer along the northern boundary) located towards the north-east corner of the site. The internal road will be privately managed by an Owners Corporation.

The internal accessway will have a width of 4 metres will allow for one vehicle at a time, with passing opportunities provided at the interface with Goldfields Track. The applicant relies on the expert opinion of One Mile Grid (traffic engineers) who have deemed the single width nature of the internal roadway is acceptable noting the low level of traffic generated by the development and clear visibility available to all road users.



Figure 12 Extract of proposed Plan of Subdivision (Rowan Mobbs)

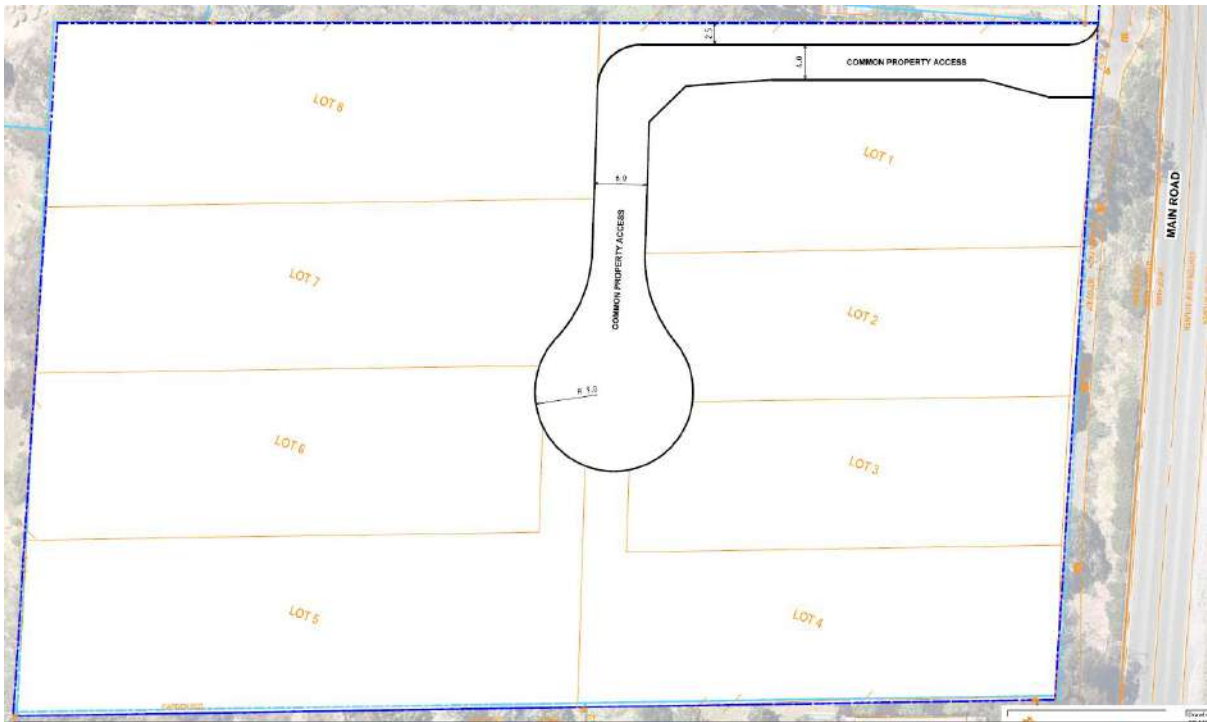


Figure 13 Extract of proposed accessway arrangements (One Mile Grid)

The internal road terminates at a centrally located court-bowl. The court-bowl has been designed to allow for a CFA truck and service vehicle to turnaround (see attached swept-path analysis prepared by One Mile Grid).

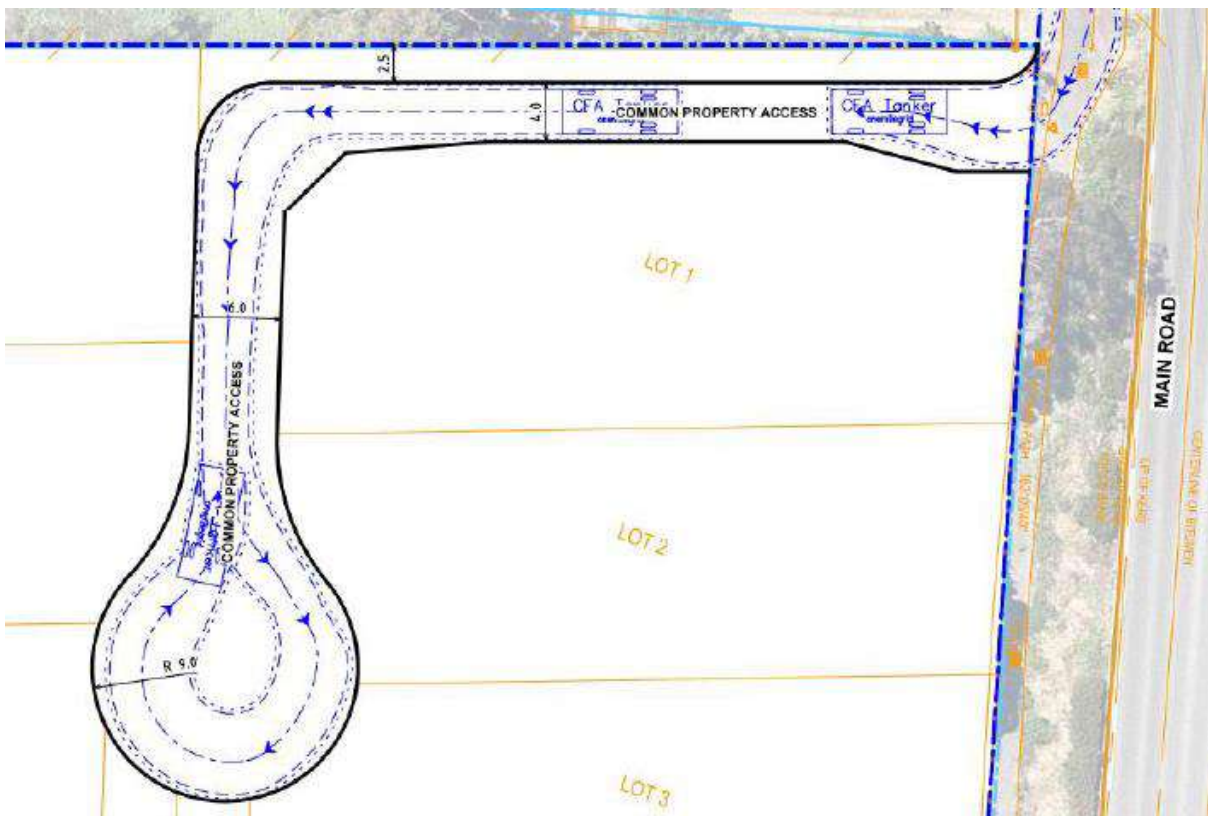


Figure 14 Extract of CFA swept-path analysis (One Mile Grid)

The proposed allotments range between 793 sqm to 1319 sqm, which strikes an appropriate balance between the more fine-grained subdivision pattern commensurate with newer medium-density and unit development in the area, and the older single dwellings on large allotments.

It is anticipated that each subdivided lot will house one dwelling in the future (no development is proposed as part of this application).

The allotments have been designed to follow the existing east-west orientation of surrounding lots in the area, and can accommodate a rectangle measuring 10 metres by 15 metres in accordance with **Standard C8** of **Clause 56.04-2**. The dimensions are adequate to enable and protect good solar access to the lot and future dwellings in accordance with **Standard C9**.

Lots 1 to 4 will have a direct interface with Goldfields Track which accords with the layout of the existing three properties located off this road. The provision of a court-bowl design also enables improved passive surveillance from the common accessway when compared to a traditional battle-axe arrangement, in accordance with **Standard C10**.

Common area is limited to the shared accessway/ court-bowl which will be maintained by an Owners Corporation as part of any future development of the lots, in accordance with **Standard C11**.

There is ample opportunity for meaningful landscaping and boundary screen planting through the allotment. In particular, the design response proposes a 2.5 metre wide landscape buffer along the northern site boundary adjacent the proposed accessway. The provision of the generous landscape buffer enables the protection of neighbouring trees and opportunity for replacement canopy tree planting to the satisfaction of the responsible authority. A full landscape plan can be provided by way of condition on any permit that may issue, in accordance with **Standard C12**.

As outlined within the enclosed arborist report (Arborea Tree Management), there are currently 57 trees on the site which are predominantly native in species. The proposal seeks to retain 16 trees and remove the balance of the trees – noting this includes a number of dead eucalypts. An ecology/native vegetation assessment forms part of this application (Practical Ecology).

The total area of the subject site is considered relatively small, and appropriate contributions for Public Open Space will be paid in accordance with **Clause 53.01**. This can be addressed by way of condition on any permit that may issue.

As outlined above, the proposed access arrangements have been designed in accordance with One Mile Grid who deem the internal road/ court-bowl to provide safe vehicle access to and/or from the proposed allotments. As the internal road is proposed to be managed by an Owners Corporation, it is not assessable under **Standard C21**.

The subject site is located within an established residential area within the township of Hepburn Springs, and any future dwellings on the allotments will have access to reticulated and potable water supply, sewerage and power in accordance with **Standard C22, C23 and C24**.

The proposed allotments (and subject site generally) are large enough to accommodate any required stormwater treatment measures in accordance with **Standard C25**.

Connections to utilities will be provided and the requirements of **Standard C28** can be appropriately addressed by way of condition on any permit that may issue.

This application is accompanied by a Bushfire Management Statement (Terramatrix) which outlines that hydrant locations will accord with CFA and **Standard C29** requirements. Lots 4, 5, 6, 7 and 8 will be over 1,000m² and will be provided with a 10,000L compliant static water supply within 60m of the dwellings, with CFA compliant access and fittings. Lots 1, 2 and 3 will be 500-1,000m² in area and will, therefore, have a 5,000L compliant static water supply. CFA access and fittings will not be required, because as a residential subdivision, the hydrant requirement at Clause 56.09-3 applies, and hydrants are anticipated to be within 120m of the rear of the dwellings. If this is not the case, a 10,000L tank with CFA access will be required for Lots 1 – 3.

PLANNING PERMIT REQUIREMENT

Pursuant to **Clause 32.09-3** Neighbourhood Residential Zone (NRZ), a permit **is required** to subdivide land. The subdivision of land into 3 – 15 lots must meet the requirements of Clause 56 **except for** Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.

Schedule 4 to the NRZ (Hepburn Springs Neighbourhood Residential Areas) **does not** specify a minimum lot size to subdivide land.

Pursuant to **Clause 42.01** (Environmental Significance Overlay), a permit **is required** to subdivide land. Schedule 1 to the ESO (Special Water Supply Catchment Protection) and Schedule 2 to the ESO (Mineral Springs and Groundwater Protection) does not vary this requirement.

Pursuant to **Clause 43.02** (Design and Development Overlay), a permit **is required** subdivide land. Schedule 1 to the DDO (Main Road Daylesford) does not vary this requirement.

Pursuant to the **Clause 44.06** (Bushfire Management Overlay), a permit **is required** to subdivide land.

Pursuant to **Clause 52.17** (Native Vegetation), a permit is required to remove, destroy or lop native vegetation, including dead native vegetation.

As assessed against the relevant provisions, a planning permit is required for:

“Subdivision of the land into eight (8) lots and associated removal of native vegetation”

RELEVANT PLANNING POLICIES

In deciding an application, the Responsible Authority must consider the following planning policy frameworks and incorporated documentation as they are relevant within the Hepburn Shire Planning Scheme:

PLANNING POLICY FRAMEWORK

Clause 02.03	Strategic Directions
Clause 02.04	Strategic Framework Plans
Clause 11.01-1L	Township and Settlements
Clause 13.02-1S	Bushfire Planning
Clause 15.01-3S	Subdivision
15.01-3L	Subdivision Design
Clause 15.01-6L	Central Springs and Lake Daylesford Reserve, Hepburn Mineral Springs Reserve and Lake Jubilee Reserve Environs
Clause 15.01-5L-02	Neighbourhood character in townships and settlements
Clause 15.02-1L	Environmentally sustainable development

ZONE

Clause 32.09	Neighbourhood Residential Zone Schedule 4 to the NRZ (Hepburn Springs Neighbourhood Residential Areas)
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OVERLAYS

Clause 42.01	Environmental Significance Overlay Schedule 1 to the ESO Schedule 2 to the ESO
Clause 43.02	Design and Development Overlay Schedule 1 to the DDO (Main Road Daylesford)
Clause 44.06	Bushfire Management Overlay

PARTICULAR PROVISIONS

Clause 52.12	Bushfire Protection Exemptions
Clause 52.17	Native Vegetation
Clause 53.02	Bushfire Planning
Clause 53.01	Public Open Space Contribution and Subdivision
Clause 53.18	Stormwater Management in Urban Development
Clause 56	Residential Subdivision

GENERAL PROVISIONS

Clause 65	Decision Guidelines
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ASSESSMENT

PLANNING POLICY FRAMEWORK

Clause 02.03-6 provides strategic directions for housing which seek to support infill housing development in townships that respects and complements neighbourhood character and to promote and facilitate residential development and housing diversity in established townships to meet community needs.

The subdivision of the land into eight (8) residential allotments facilitates housing growth and diversity within an established residential area close to local amenities and services. The subject site benefits from its location off Goldfields Track which minimises sightlines and disruption to the existing Main Road streetscape (noting this section of Main Road is identified as a significant ridge and has potential to impact the Hepburn Mineral Springs Reserve viewshed).

The subdivision layout strikes an appropriate balance between the existing and emerging subdivision pattern of the area (in terms of orientation and average lot size) and provides for efficient use of a currently underutilised allotment.

The settlement framework plan at **Clause 02.04** identifies the subject site as located within the Hepburn Springs township (denoted 'other township'). The environmental hazards plan and landscape values plan also identifies the site within a bushfire area and mineral springs protection area.

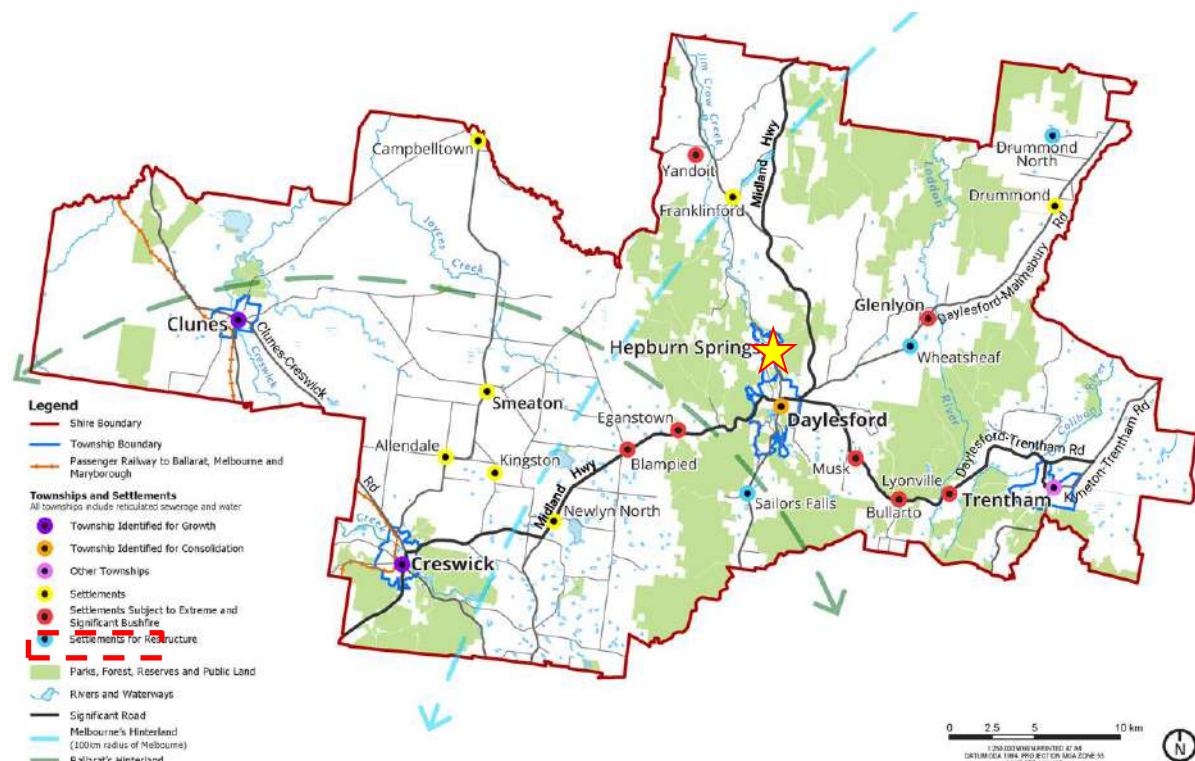


Figure 15 Extract of settlement framework plan - subject site starred

Clause 11.01-1L seeks to achieve a sustainable urban form for townships by containing future development within the township boundaries. The site is located south of the Hepburn Springs town centre as per the below figure.

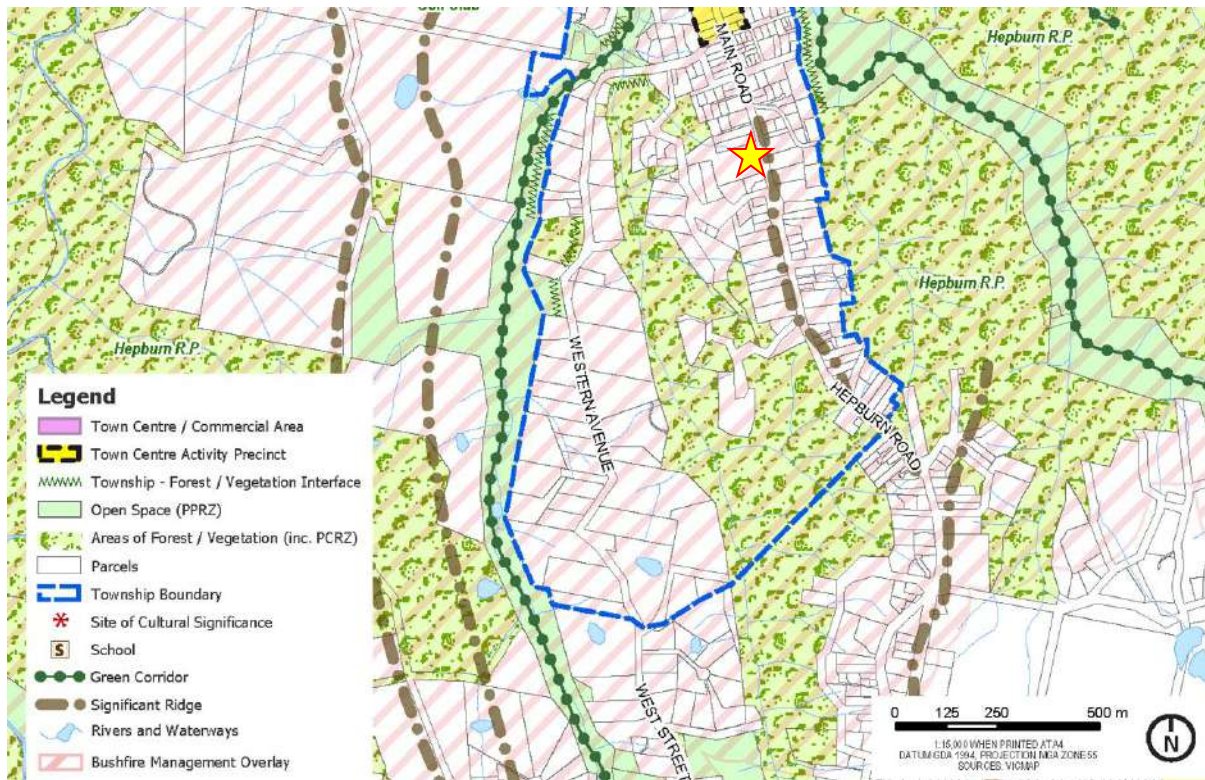


Figure 16 Extract of Hepburn Springs township map - subject site starred

The strategies as relevant to a future planning application are as follows:

- Provide for urban development and economic growth in the township of Hepburn Springs based on township boundaries and structure plans.
- Locate new dwellings and residential subdivisions within township boundaries.
- Provide for urban infill and consolidation opportunities in townships that utilise existing infrastructure.

The proposal facilitates residential subdivision on a site located just south of the Hepburn Springs town centre which provides access to local services and amenities. The subdivision of the land into eight (8) residential allotments provide for a more efficient use of a currently underutilised site – noting the size of the subject site is an anomaly within this area (NRZ). The only comparable sized allotments are located further west within the Low Density Residential Zone (LDRZ). The location of the site away from the Main Road frontage (separated by Goldfields Track) and natural slope of the land ensures minimal disruption to the streetscape, and results in minimal views onto the subdivision from Main Road.

A bushfire management statement (incorporating a bushfire management plan - Terramatrix) forms part of this application which ensures bushfire risk can and will be appropriately managed.

Clause 13.02-1S seeks to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

As above, a bushfire management statement (incorporating a bushfire management plan) prepared by Terramatrix accompanies this application which recommends the following:

- Lots 4, 5, 6, 7 and 8 will be over 1,000m² and will be provided with a 10,000L compliant static water supply within 60m of the dwellings, with CFA compliant access and fittings.
- Lots 1, 2 and 3 will be 500-1,000m² in area and will, therefore, have a 5,000L compliant static water supply. CFA access and fittings will not be required, because as a residential subdivision, the hydrant requirement at Clause 56.09-3 applies, and hydrants are anticipated to be within 120m of the rear of the dwellings. If this is not the case, a 10,000L tank with CFA access will be required for Lots 1 – 3.
- Defendable space taken to the property boundaries and vegetation within these areas maintained in accordance with the bushfire management statement and plan.

The above measures ensures that bushfire risk can and will be appropriately managed on the site.

Clause 15.01-3S seeks to ensure the design of subdivisions achieves attractive, safe, accessible, diverse and sustainable neighbourhoods. **Clause 15.01-3L** applies to subdivision of land within the boundaries of townships including Hepburn Springs. The proposal responds to the above provisions as follows:

- The proposed layout reflects and integrates with the surrounding pattern of subdivision (east-west orientation)
- The layout provides for allotments ranging from 793 sqm to 1319 sqm, which strikes an appropriate balance between the more fine-grained subdivision pattern commensurate with newer medium-density and unit development in the area, and the older single dwellings on large allotments.
- The subject site sits lower than the Main Road frontage due to the sloping topography of the land and will have minimal visibility from the public realm.
- Vegetation is proposed to be removed only where required to create appropriate separation distances to manage bushfire risk and ample opportunity is available through the site for the planting of canopy trees and understory planting to ensure the proposal provides a landscape outcome in accordance with the existing and preferred character of the area. A landscape plan can be provided by way of condition on any permit that may issue.

Clause 15.01-5L-02 seeks to ensure residential development in townships and settlements is responsive to neighbourhood character via, amongst other considerations, design residential development to be in keeping with the historic, landscape and neighbourhood character, having particular regard to building height, setback, bulk, form and mass and existing vegetation and to ensure development responds to the existing topography and minimises alterations to landform.

The subject site and this section of Main Road generally is not affected by the Heritage Overlay of Neighbourhood Character Overlay. Notwithstanding, the natural slope of the land and buffer to Main Road (by way of Goldfields Track) ensures the proposal will appear inconspicuous from the primary street frontage.

Clause 15.01-6L seeks to ensure that development is compatible with the character, heritage, setting, ecology and integrity of mineral springs, lake areas and reserves.

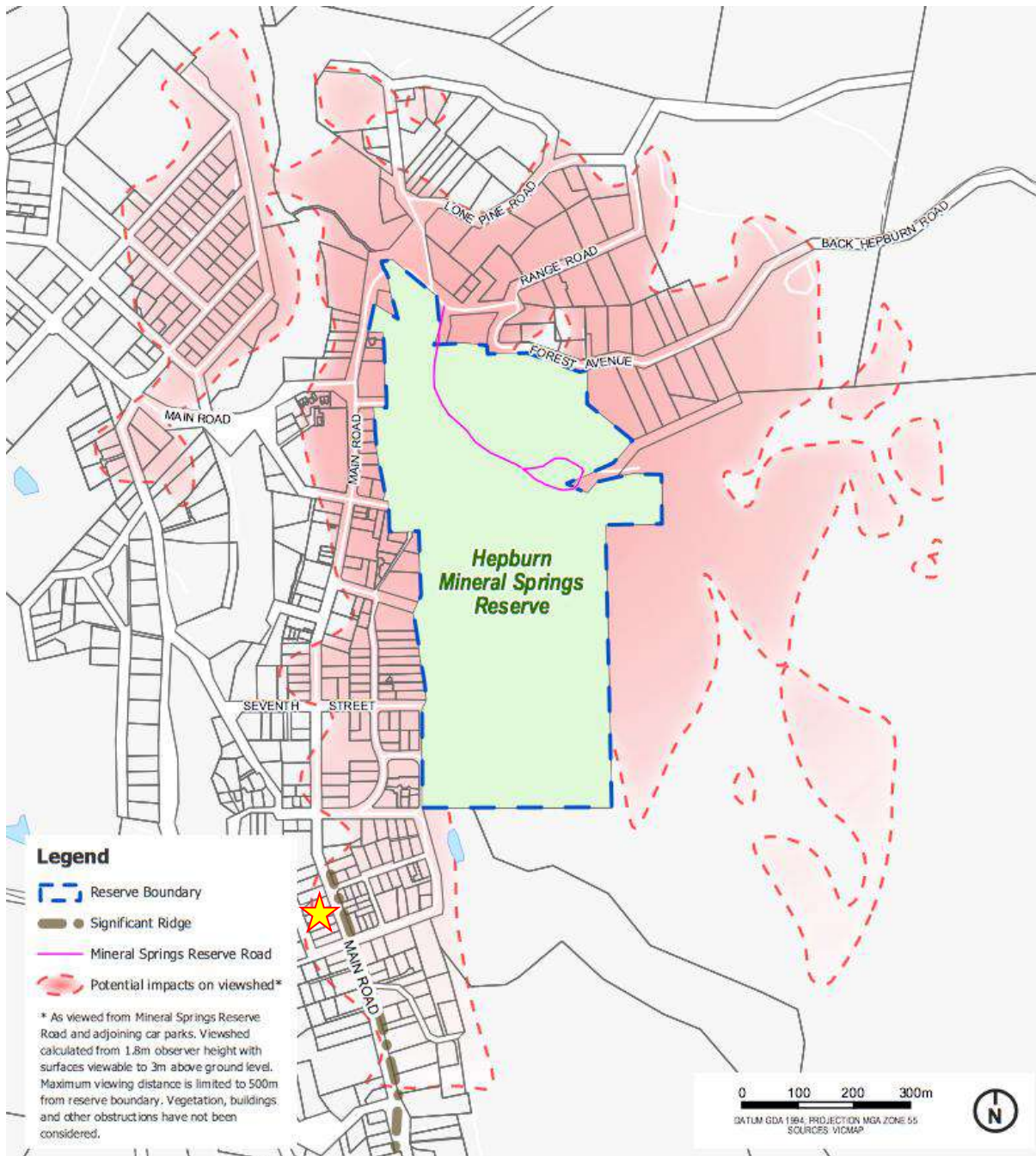


Figure 17 Extract of Hepburn Mineral Springs Reserve map - subject site starred

As above, the natural slope of the land and buffer to Main Road (by way of Goldfields Track) ensures that the proposal minimises visual disruption to the significant ridgeline and viewshed along this section of Main Road.

Clause 15.02-1L seeks to achieve best practice in environmentally sustainable development from the design stage through to construction and operation.

The site has sufficient capacity to provide appropriate treatment measures to off-set areas of hard-standing. This can be addressed by way of condition on any permit that may issue.

ZONE

Pursuant to **Clause 32.09-3** Neighbourhood Residential Zone (NRZ), a permit **is required** to subdivide land. The subdivision of land into 3 – 15 lots must meet the requirements of Clause 56 **except for** Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.

The NRZ4 **does not** specify a minimum lot size to subdivide land.

Schedule 4 to the NRZ (Hepburn Springs Neighbourhood Residential Areas) provides the following specific objectives:

- *To ensure development is sited below the tree canopy and maintains the highly vegetated character of the area.*
- *To encourage the use of materials and colours in new development sympathetic with the surrounding township and bushland setting.*
- *To ensure development is sensitively designed and located to emphasise ridgelines and retain views of the adjoining rural hinterland and forested areas.*
- *To ensure new development provides adequate space for significant landscaping with open, low, transparent or no fencing integrated with the forest and bushland setting.*

The decision guidelines, as relevant to the proposal, provides:

- *Whether subdivision retains the important elements and features which form part of the significance and character of the area, the visual setting and the important view-lines between these elements.*
- *Whether the proposed subdivision will complement or adversely affect the cultural significance of any heritage place within the area.*
- *Whether subdivision will complement or adversely affect the key characteristics of the area such as streetscape, lot sizes, lot pattern, lot layout or existing building forms in the area or would result in development that would adversely affect the rhythm, scale and pattern of buildings in the area.*

The proposal responds as follows:

- The proposed subdivision respects the important topographical features of the area by providing for appropriately sized allotments (between 793 sqm to 1319 sqm to ensure that any future development of the land will provide appropriate built-form separation to retain view lines onto Main Road/ the ridge). Future development on the land will unlikely penetrate the ridgelines along this section of Main Road given it steps-down towards the rear and will have minimal visibility from the primary street frontage (NRZ maximum height of 9 metres, storeys for dwellings and residential buildings).
- The site **is not** identified within a Heritage Overlay or area of Aboriginal Cultural Heritage Significance.
- As outlined above, the proposed subdivision aligns with the east-west orientation of the existing allotments and strikes a balance between the newer fine-grained lots and older larger allotments in the area. There is ample opportunity for canopy tree planting through the site. A landscape plan can be provided by way of condition on any permit that may issue.

No proposed allotments fall under 400 sqm, therefore garden area is **not required** to be provided. Any future development on the land (once subdivided) will need to adhere to **Clause 32.09-4**.

Pursuant to **Clause 32.09-10**, the maximum building height for a dwelling and residential building must not exceed 9 metres and 2 storeys. Any future development on the land (once subdivided) will need to adhere to the above.

A **Clause 56** assessment is provided within *Appendix A* of this report.

OVERLAYS

Clause 42.01 Environmental Significance Overlay (Schedule 1 and 2)

The **ES01 (Special water supply catchment protection)** provides the following specific objective:

- *To ensure all development is undertaken in a manner that protects, restores and enhances natural resources and environmental systems and seeks to eliminate detrimental impacts on the quality and quantity of water in the catchment, to ensure the long term plentiful supply of quality water.*

Pursuant to Clause 42.01-2 a permit **is required** to subdivide land. This does not apply if a schedule to the Environmental Significance Overlay specifically states that a permit is not required.

Under the ES01, a permit is not required to subdivide land for either:

- *An existing building or into two lots connected to a reticulated water and reticulated sewerage system.*
- *A lot of 40 hectares or greater.*

The proposed subdivision is for a total of eight (8) lots and the subject site is less than 40 hectares, therefore a permit **is required** to subdivide land under the ES01.

The **ES02 (Mineral springs and groundwater protection)** provides the following specific objective:

- *To protect the mineral springs, their aquifers and their environs, private domestic bores and water bores that provide town water supply from the impacts of effluent and drainage.*

A permit **is required** under the ES02 to subdivide land as the Schedule does not specify any additional exemptions for subdivision.

The proposal is for a relatively low yield residential subdivision within an established residential area. The site has connections to town water (including reticulated and potable water supply, sewerage and electricity) which adheres to the requirements of the ES01 and ES02. Stormwater and drainage matters can be addressed at detail design stage and by way of condition on any permit that may issue.

Clause 43.02 Design and Development Overlay (Schedule 1)

The DDO1 (Main Road Daylesford) provides the following specific objectives:

- *To preserve and enhance the significant visual qualities of Main Road, its environs and the semi-urban link between Daylesford and Hepburn Springs.*

- *To ensure new development complements the scale, form and materials of the prevailing built form.*
- *To ensure retention of existing trees and preserve important sight lines.*

The DDO1 does not specify any exemptions for subdivision therefore a permit **is required** to subdivide land.

The proposal responds as follows:

- The low-scale character of this section of Main Road is maintained by way of providing reasonably sized allotments (between 793 sqm to 1319 sqm) to ensure the low-density character of the link between Daylesford and Hepburn Springs is maintained.
- There is ample opportunity for canopy tree planting through the site. A landscape plan can be provided by way of condition on any permit that may issue.
- Sight-lines and views are maintained by way of the natural sloping topography of the land (site slopes down from main road) and the buffer provided by way of Goldfield Track. Any future residential development on the land (NRZ 2 storey, 9 metre height limit) is unlikely to penetrate the primary streetscape when viewed from Main Road.

Clause 44.06 Bushfire Management Overlay

Pursuant to the **Clause 44.06** (Bushfire Management Overlay), a permit **is required** to subdivide land.

This application is accompanied by a Bushfire Management Statement and Plan (Terramatrix). The proposed development has been formulated in conjunction with the findings and recommendations of this report, including:

- Lots 4, 5, 6, 7 and 8 will be over 1,000m² and will be provided with a 10,000L compliant static water supply within 60m of the dwellings, with CFA compliant access and fittings.
- Lots 1, 2 and 3 will be 500-1,000m² in area and will, therefore, have a 5,000L compliant static water supply. CFA access and fittings will not be required, because as a residential subdivision, the hydrant requirement at Clause 56.09-3 applies, and hydrants are anticipated to be within 120m of the rear of the dwellings. If this is not the case, a 10,000L tank with CFA access will be required for Lots 1 – 3.
- Defendable space taken to the property boundaries and vegetation within these areas maintained in accordance with the bushfire management statement and plan.

The above measures ensures that bushfire risk can and will be appropriately managed on the site.

PARTICULAR PROVISIONS

Clause 52.12 Bushfire Protection: Exemptions

Pursuant to Clause 52.12-5, the planning permit requirements for tree removal do not apply to the removal, destruction or lopping of vegetation to enable the construction of a dwelling to create its defensible space.

As per the expert opinion of *Terramatrix*, the siting and layout maximises the setback from the hazard (i.e. unmanaged vegetation) as far as practicable, given the small site and lot sizes. A minimum 15m setback is achieved in the direction of higher hazard i.e. the western boundary. At least a 38m setback is achieved from the largest area of most hazardous vegetation to the northwest. Dwellings on all lots will be close to a road and access and egress can comply with the requirements for emergency vehicles.

The defensible space in the subdivision can meet the vegetation management requirements stipulated in Table 6 at Clause 53.02-5. Any removal of vegetation to create defensible space on the lot around the existing dwelling can be undertaken under provisions of Clause 52.48-1 or 52.48-5.

It is submitted that removal of a portion of the on-site vegetation considered appropriate in order to prioritise the safety of human life on the site.

It is considered that replacement planting with suitable species can take place (within confines of what is allowable under the BMO) to result in an improved landscaping outcome on the site.

Clause 52.17 Native Vegetation

As per the enclosed arboricultural report (Arborea Tree Management), the majority of the vegetation proposed for removal is identified as native/indigenous vegetation (including dead eucalypts).

The permit applicant has retained Practical Ecology to provide a native vegetation/ecology assessment which will outline the required off-sets in accordance with DELWP requirements.

Clause 53.02 Bushfire Planning

We rely on the expert opinion of *Terramatrix* in relation to the proposal's compliance with Clause 53.02.

Clause 53.18 Stormwater Management in Urban Development

The objective of Clause 53.18 is to ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.

Pursuant to Clause 53.18-5, the stormwater management objectives for buildings and works are:

- *To encourage stormwater management that maximises the retention and reuse of stormwater.*

- *To encourage development that reduces the impact of stormwater on the drainage system and filters sediment and waste from stormwater prior to discharge from the site.*
- *To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces.*
- *To ensure that industrial and commercial chemical pollutants and other toxicants do not enter the stormwater system.*

Pursuant to Clause 53.18-6, the objectives for site management are:

- *To protect drainage infrastructure and receiving waters from sedimentation and contamination.*
- *To protect the site and surrounding area from environmental degradation prior to and during construction of subdivision works.*

The site has sufficient capacity to provide appropriate treatment measures to off-set areas of hard-standing. This can be addressed by way of condition on any permit that may issue.

Clause 53.01 Public Open Space Contribution and Subdivision

As per the Schedule to Clause 53.01, all **residential**, industrial and commercial is subject to a 5% Public Open Space contribution.

Contribution fees will be payable to Council and enforced by way of condition on any approved planning permit.

Clause 56 Residential Subdivision

Pursuant to Clause 32.09-3, the subdivision of land into 3 – 15 lots must meet the requirements of Clause 56 **except for** Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.

A ResCode (Clause 56) assessment has been completed and is attached (ref. ***Appendix A***). The proposal demonstrates a high level of compliance with the standards and objectives of Clause 56.

GENERAL PROVISIONS – CLAUSE 65 (DECISION GUIDELINES)

Clause 65 Decision Guidelines

The proposal complies with the decision guidelines of **Clause 65** as follows:

- The Planning Policy Framework and Local Planning Policy Framework, including MPS and local policies have been complied with.
- The Zone, Overlay, or provision objectives have been complied with and matters required to be considered have been appropriately addressed.
- There will be no unreasonable impact upon the amenity of the area.
- There will be no land degradation or impacts upon salinity or reduced water quality.
- There will be no impact on the stormwater within and exiting the site.

- There will be no loss of significant vegetation and landscaping can be undertaken.

CONCLUSION

In the overall analysis the proposed subdivision is worthy of support for the following reasons:

- The proposed subdivision is in keeping with the suggested character profile of the area.
- The proposed subdivision is complimentary to existing pattern of subdivision whilst catering for an increase in housing diversity through urban consolidation.
- All relevant provisions and design requirements have been considered and met, and the proposal satisfies Local and State policy outcomes.
- The proposed landscaping is sufficient in upholding the vegetative profile of the area.
- The provision of open space allows the retention of existing canopy trees.
- The proposal will support the pattern of uniformity with subdivision and respects the character in this locality.

We believe the proposal is reflective of the subdivision layout and character objectives outlined within the Hepburn Planning Scheme and subsequently recommend the Council support and approve the planning permit application.

Angela Mok BEEnvS (UrbDesign&Plan), MPIA, MVPELA

Principal Planner

TOWN PLANNERS
CLEMENT-STONE SINCE 1989

APPENDIX A

CLAUSE 56 RESIDENTIAL SUBDIVISION

Title & Objective	Response to Standard	Complies
<p>Clause 56.03-5</p> <p>Standard C6</p> <p>Neighbourhood character objective</p> <ul style="list-style-type: none"> ▪ To design subdivisions that respond to neighbourhood character. 	<p>There is no specific neighbourhood character statement for this area of Hepburn Springs. In the absence of robust policy and/or strategic documentation outlining the preferred character of the area, the assessment of neighbourhood character turns to a first principles assessment.</p> <p>The proposed subdivision provides for allotments between 793 sqm to 1319 sqm, which strikes an appropriate balance between the more fine-grained subdivision pattern commensurate with newer medium-density and unit development in the area, and the older single dwellings on large allotments.</p> <p>The proposal is appropriately integrated with the surrounding pattern of subdivision through maintaining the prevailing orientation of the allotments (east-west direction) and providing for comparable lot areas.</p> <p>Vegetation is removed only where required to accommodate the internal road and for bushfire protection (including the removal of dead vegetation). There is ample opportunity through the site for the planting of canopy trees to the satisfaction of the responsible authority. A full landscape plan can be provided by way of permit condition on any permit that may issue.</p>	<p>✓ Complies</p>
<p>Clause 56.04-1</p> <p>Standard C7</p> <p>Lot Diversity and Distribution Objectives</p> <ul style="list-style-type: none"> ▪ To achieve housing densities that support compact and walkable neighbourhoods and the efficient provision of public transport services. ▪ To provide higher housing densities within walking distance of activity centres. ▪ To achieve increased housing densities in designated growth areas. ▪ To provide a range of lot sizes to suit a variety of dwelling and household types. 	<p>The proposed subdivision is consistent with planning policy in its provision of residential subdivision within an established residential area. A review of aerial imagery in the area is evident that the subject site is the only remaining allotment of its size (within the NRZ). The proposal makes efficient use of a currently underutilised allotment to provide for increased housing growth and diversity within the Hepburn Springs Township.</p> <p>There is a range of lot sizes across the site, and the proposed lot configuration appropriately responds to the existing east-west orientation of the surrounding allotments.</p> <p>The proposed subdivision provides for allotments between 793 sqm to 1319 sqm which allows for future development on the land (once subdivided) to maintain the low-scale density of the Hepburn Springs area.</p>	<p>✓ Complies</p>

Title & Objective	Response to Standard	Complies
<p>Clause 56.04-2</p> <p>Standard C8</p> <p>Lot Area and Building Envelopes Objective</p> <ul style="list-style-type: none"> ▪ To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features. 	<p>All lots are appropriately sized to accommodate a dwelling.</p> <p>A 10 m x 15 m rectangular building envelope can fit comfortably within all lots.</p>	<p>✓ Complies</p>
<p>Clause 56.04-3</p> <p>Standard C9</p> <p>Solar Orientation of Lots Objective</p> <ul style="list-style-type: none"> ▪ To provide good solar orientation of lots and solar access for future dwellings. 	<p>The subdivision layout is consistent with the surrounding street lot layout, with all lots allowing for adequate north-facing sunlight within the east-west orientated lots.</p>	<p>✓ Complies</p>
<p>Clause 56.04-4</p> <p>Standard C10</p> <p>Street Orientation Objective</p> <ul style="list-style-type: none"> ▪ To provide a lot layout that contributes to community social interaction, personal safety and property security. 	<p>All lots have a primary frontage to the road network (Goldfields Track) or the internal road and court-bowl to maximise surveillance and passive surveillance opportunities.</p>	<p>✓ Complies</p>
<p>Clause 56.04-5</p> <p>Standard C11</p> <p>Common Area Objectives</p> <ul style="list-style-type: none"> ▪ To identify common areas and the purpose for which the area is commonly held. ▪ To ensure the provision of common area is appropriate and that necessary management arrangements are in place. ▪ To maintain direct public access throughout the neighbourhood street network. 	<p>Common property is limited to the internal road and court-bowl. This area will be managed by way of an Owners Corporation which will affect all eight (8) allotments.</p>	<p>✓ Complies</p>

Title & Objective	Response to Standard	Complies
<p>Clause 56.05-1 Standard C12 Integrated Urban Landscape Objectives</p> <ul style="list-style-type: none"> ▪ To provide attractive and continuous landscaping in streets and public open spaces that contribute to the character and identity of new neighbourhoods and urban places or to existing or preferred neighbourhood character in existing urban areas. ▪ To incorporate natural and cultural features in the design of streets and public open space where appropriate. ▪ To protect and enhance native habitat and discourage the planting and spread of noxious weeds. ▪ To provide for integrated water management systems and contribute to drinking water conservation 	<p>Significant native vegetation will be retained where possible (noting the proposal seeks to retain 16 on-site trees).</p> <p>All other vegetation to be removed from the site is considered appropriate given its arboricultural value (include dead vegetation) and in order to provide defensible space.</p> <p>A full landscape plan demonstrating canopy tree planting to the satisfaction of the responsible authority can be provided by way of condition on any permit that may issue.</p>	<p>✓ Complies</p>
<p>Clause 56.06-2 Standard C15 Walking and cycling network objectives</p> <ul style="list-style-type: none"> ▪ To contribute to community health and well being by encouraging walking and cycling as part of the daily lives of residents, employees and visitors. ▪ To provide safe and direct movement through and between neighbourhoods by pedestrians and cyclists. ▪ To reduce car use, greenhouse gas emissions and air pollution. 	<p>The traffic report and assessment provided by One Mile Grid demonstrates that the proposal is in accordance with these requirements.</p> <p>Goldfields Track provides site access from Main Road. The 3.6 metre wide track will be maintained as per the existing shared environment which provides vehicle access to adjacent lots.</p> <p>It is the expert opinion of One Mile Grid that due to the level of traffic generated by the proposed subdivision, improvement/upgrade works to the track are not considered necessary.</p> <p>It is noted that the track has already been widened to provide for access into the site. The retaining wall flares, and the track widens at the northern edge of the site. This widening facilitates access not only into the subject site but also to the neighbouring dwelling to the north.</p> <p>The integration of site access within the track is a common occurrence with pedestrians, cyclists and vehicles sharing the roadway. The proposal does not intend to change this environment and will integrate suitably within the existing arrangements. To improve safety of all road users, the provision of mirrors could be provided at the site access point if necessary.</p>	<p>✓ Complies</p>

Title & Objective	Response to Standard	Complies
<p>Clause 56.06-4</p> <p>Standard C17</p> <p>Neighbourhood Street Network Objective</p> <ul style="list-style-type: none"> ▪ To provide for direct, safe and easy movement through and between neighbourhoods for pedestrians, cyclists, public transport and other motor vehicles using the neighbourhood street network. 	<p>Direct travel between the Daylesford and Hepburn Springs Townships is available, with the proposed road network utilising the existing street network and maintaining connectivity (Goldfields Track onto Main Road).</p> <p>The traffic report and assessment provided by One Mile Grid demonstrates that the proposal is in accordance with these requirements.</p>	<p>✓ Complies</p>
<p>Clause 56.06-5</p> <p>Standard C18</p> <p>Walking and Cycling Network Detail Objectives</p> <ul style="list-style-type: none"> ▪ To design and construct footpaths, shared path and cycle path networks that are safe, comfortable, well-constructed and accessible for people with disabilities. ▪ To design footpaths to accommodate wheelchairs, prams, scooters and other footpath bound vehicles. 	<p>The proposal seeks to maintain the existing shared connectivity between pedestrians, cyclists and vehicles sharing the roadway.</p> <p>The traffic report and assessment provided by One Mile Grid demonstrates that the proposal is in accordance with these requirements.</p>	<p>✓ Complies</p>
<p>Clause 56.06-7</p> <p>Standard C20</p> <p>Neighbourhood Street Network Detail Objective</p> <ul style="list-style-type: none"> ▪ To design and construct street carriageways and verges so that the street geometry and traffic speeds provide an accessible and safe neighbourhood street system for all users. 	<p>The street network is laid out in a manner that ensures safety of all road users.</p> <p>The traffic report and assessment provided by One Mile Grid demonstrates that the proposal is in accordance with these requirements.</p>	<p>✓ Complies</p>

Title & Objective	Response to Standard	Complies
<p>Clause 56.06-8</p> <p>Standard C21</p> <p>Lot Access Objective</p> <ul style="list-style-type: none"> ▪ Vehicle access to lots abutting arterial roads should be provided from service roads, side or rear access lanes, access places or access streets where appropriate and in accordance with the access management requirements of the relevant roads authority. Vehicle access to lots of 300 square metres or less in area and lots with a frontage of 7.5 metres or less should be provided via rear or side access lanes, places or streets. ▪ The design and construction of a crossover should meet the requirements of the relevant road authority. 	<p>The internal accessway will have a width of 4 metres will allow for one vehicle at a time, with passing opportunities provided at the interface with Goldfields Track. The applicant relies on the expert opinion of One Mile Grid (traffic engineers) who have deemed the single width nature of the internal roadway is acceptable noting the low level of traffic generated by the development and clear visibility available to all road users.</p> <p>As the internal road is proposed to be managed by an Owners Corporation, it is not assessable under this standard.</p> <p>The traffic report and assessment provided by One Mile Grid demonstrates that the proposal is in accordance with these requirements.</p>	<p>✓ Complies</p>
<p>Clause 56.07-1</p> <p>Standard C22</p> <p>Drinking Water Supply Objectives</p> <ul style="list-style-type: none"> ▪ To reduce the use of drinking water. ▪ To provide an adequate, cost-effective supply of drinking water. 	<p>The subject site is located within an established residential area within the township of Hepburn Springs, and any future dwellings on the allotments will have access to reticulated and potable water supply, sewerage and power in accordance with the standard.</p>	<p>✓ Complies</p>
<p>Clause 56.07-2</p> <p>Standard C23</p> <p>Reused and Recycled Water Objective</p> <ul style="list-style-type: none"> ▪ To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water. 	<p>The subject site is located within an established residential area within the township of Hepburn Springs, and any future dwellings on the allotments will have access to reticulated and potable water supply, sewerage and power in accordance with the standard.</p>	<p>✓ Complies</p>

Title & Objective	Response to Standard	Complies
<p>Clause 56.07-3</p> <p>Standard C24</p> <p>Waste Water Management Objective</p> <ul style="list-style-type: none"> ▪ To provide a waste water system that is adequate for the maintenance of public health and the management of effluent in an environmentally friendly manner 	<p>The reticulated waste water system will be extended to all lots within the subdivision as per the requirements of the water authority.</p> <p>The subject site is located within an established residential area within the township of Hepburn Springs, and any future dwellings on the allotments will have access to reticulated and potable water supply, sewerage and power in accordance with the standard.</p>	<p>✓ Complies</p>
<p>Clause 56.07-4</p> <p>Standard C25</p> <p>Stormwater Management Objective</p> <ul style="list-style-type: none"> ▪ To minimise damage to properties and inconvenience to residents from stormwater. ▪ To ensure that the street operates adequately during major storm events and provides for public safety. ▪ To minimise increases in stormwater and protect the environmental values and physical characteristics of receiving waters from degradation by stormwater. To encourage stormwater management that maximises the retention and reuse of stormwater. ▪ To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces. 	<p>Stormwater will be treated and discharged in accordance with Council's requirements.</p> <p>The proposed allotments (and subject site generally) are large enough to accommodate any required stormwater treatment measures in accordance with these requirements.</p>	<p>✓ Complies</p>

Title & Objective	Response to Standard	Complies
<p>Clause 56.08-1 Standard C26 Site Management Objectives</p> <ul style="list-style-type: none"> ▪ To protect drainage infrastructure and receiving waters from sedimentation and contamination. ▪ To protect the site and surrounding area from environmental degradation or nuisance prior to and during construction of subdivision works. ▪ To encourage the re-use of materials from the site and recycled materials in the construction of subdivisions where practicable. 	<p>Site management will be in accordance with Council's guidelines and standards. This can be addressed by way of condition on any permit that may issue.</p>	<p>✓ Complies</p>
<p>Clause 56.09-1 Standard C27 Shared Trenching Objectives</p> <ul style="list-style-type: none"> ▪ To maximise the opportunities for shared trenching. ▪ To minimise constraints on landscaping within street reserves 	<p>This can be addressed by way of condition on any permit that may issue.</p>	<p>✓ Complies</p>
<p>Clause 56.09-2 Standard C28 Electricity, Telecommunications and Gas Objectives</p> <ul style="list-style-type: none"> ▪ To provide public utilities to each lot in a timely, efficient and cost effective manner. ▪ To reduce greenhouse gas emissions by supporting generation and use of electricity from renewable sources. 	<p>Electricity supply is to be provided in accordance with the electricity provider.</p> <p>Connections to utilities will be provided and can be appropriately addressed by way of condition on any permit that may issue.</p>	<p>✓ Complies</p>

Title & Objective	Response to Standard	Complies
<p>Clause 56.09-3</p> <p>Standard C29</p> <p>Fire Hydrants Objectives</p> <ul style="list-style-type: none"> ▪ To provide fire hydrants and fire plugs in positions that enable fire fighters to access water safely, effectively and efficiently 	<p>Fire hydrants can be installed to comply with the standard (if required).</p> <p>This application is accompanied by a Bushfire Management Statement (Terramatrix) which outlines that hydrant locations will accord with CFA and Standard C29 requirements. Lots 4, 5, 6, 7 and 8 will be over 1,000m² and will be provided with a 10,000L compliant static water supply within 60m of the dwellings, with CFA compliant access and fittings. Lots 1, 2 and 3 will be 500-1,000m² in area and will, therefore, have a 5,000L compliant static water supply. CFA access and fittings will not be required, because as a residential subdivision, the hydrant requirement at Clause 56.09-3 applies, and hydrants are anticipated to be within 120m of the rear of the dwellings. If this is not the case, a 10,000L tank with CFA access will be required for Lots 1 – 3.</p>	<p>✓ Complies</p>
<p>Clause 56.09-4</p> <p>Standard C30</p> <p>Public Lighting Objective</p> <ul style="list-style-type: none"> ▪ To provide public lighting to ensure the safety of pedestrians, cyclists and vehicles. ▪ To provide pedestrians with a sense of personal safety at night. ▪ To contribute to reducing greenhouse gas emissions and to saving energy. 	<p>Public lighting will be provided to the requirements and satisfaction of the responsible authority</p>	<p>✓ Complies</p>

MAP GRID AUSTRALIA



NOTATIONS

Levels are to A.H.D. vide PM281 R.L. 503.263
 Contour interval 0.2 meters
 Title boundaries are shown by a continuous thick line
 Bearings have been related to Map Grid Australia (M.G.A.)



SURVEYORS REF.

3626

SHEET 1 OF 1

ORIGINAL SCALE 1:300
 SHEET SIZE A1

LEGEND

- ☐ JUNCTION PIT
- ⊙ ELECT. / TELEPHONE POLE
- ⊠ SEWER MANHOLE
- GRATED PIT
- ▲ TEMPORARY BENCH MARK
- TELSTRA PIT
- + SURFACE POINT
- ⊕ STOP VALVE
- ⊙ SIGN
- TOPOGRAPHY
- D- INVERT OF DRAIN
- S- SEWER MAIN
- - - FENCE
- - - EASEMENT
- - - BOUNDARY LINE
- - - LIP OF KERB
- - - INVERT OF KERB
- TREE

PLAN OF SURVEY

32 MAIN ROAD
 HEPBURN, VICTORIA 3461

MAY 2021

VERSION 2: 28/07/2021
 VERSION 3: 21/04/2022



Bushfire Management Statement

for the proposed subdivision of
32 Main Road
Hepburn Springs VIC 3461

Prepared for
32 Main Road Pty Ltd

May 2022

WWW.TERRAMATRIX.COM.AU

Cover image: Looking south across the site.

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Version Control

Version	Date	Comments	Name
0.1	30/08/2021	Analysis, mapping and report compilation	Hamish Allan Manager, Bushfire Planning and Design
0.1	1/09/2021	Peer review	Jon Boura Managing Director
1.0	1/09/2021	Bushfire Management Statement (BMS)	To client
1.1	2/09/2021	BMS with minor client edits	To client
1.2	22/03/2022	BMS with minor update to reflect new zoning	To client
2.0	06/05/2022	BMS amended with 8 lot subdivision	To client

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1 Introduction

This Bushfire Management Statement (BMS) has been prepared on behalf of 32 Main Road Pty Ltd, to show how the subdivision of 32 Main Road, Hepburn Springs VIC 3461 can comply with the Victorian planning and building controls that relate to bushfire, specifically the requirements of Clause 44.06 *Bushfire Management Overlay (BMO)* and associated Clause 53.02 *Bushfire Planning* in the Hepburn Planning Scheme.

The site is in the Neighbourhood Residential Zone - Schedule 4 (NRZ4). The development proposal is to undertake an 8 lot subdivision of the site. Accordingly, this report demonstrates how the development responds to the subdivision objectives at Clause 53.02-4.4 (Hepburn Planning Scheme, 2020).

The site is within a declared Bushfire Prone Area (BPA) and is covered by the BMO. In accordance with the application requirements of Clause 44.06 (Hepburn Planning Scheme, 2018a), this report includes:

- A *Bushfire hazard site assessment*, including a plan that describes the bushfire hazard within 150m of the site in accordance with the site assessment methodology of AS 3959-2018 *Construction of buildings in bushfire-prone areas* and Clause 44.06;
- A *Bushfire hazard landscape assessment*, including a plan that describes the bushfire hazard of the general locality more than 150m from the site; and
- A *BMO compliance* section, detailing how the development responds to the bushfire risk and the requirements and objectives of Clauses 44.06 and 53.02.

This report also includes a Bushfire Management Plan (BMP) consistent with the CFA's standard permit conditions and BMP guidance (CFA, 2017).

This report has been prepared consistent with guidance provided in the technical guide *Planning Permit Applications – Bushfire Management Overlay* (DELWP, 2017).

1.1 Property details

Address:	32 Main Road, Hepburn Springs VIC 3461
Property size:	9,216m ²
Local Government Area:	Hepburn Shire Council
Zone/s	Neighbourhood Residential Zone - Schedule 4 (NRZ4)
Overlay/s	Bushfire Management Overlay (BMO) Design and Development Overlay – Schedule 1 (DDO1) Environmental Significance Overlay – Schedules 1 and 2 (ESO1 and ESO2)
Directory reference:	VicRoads 582 D5
Site assessment date:	24/08/2021
Assessed by:	Amalie Tibbits

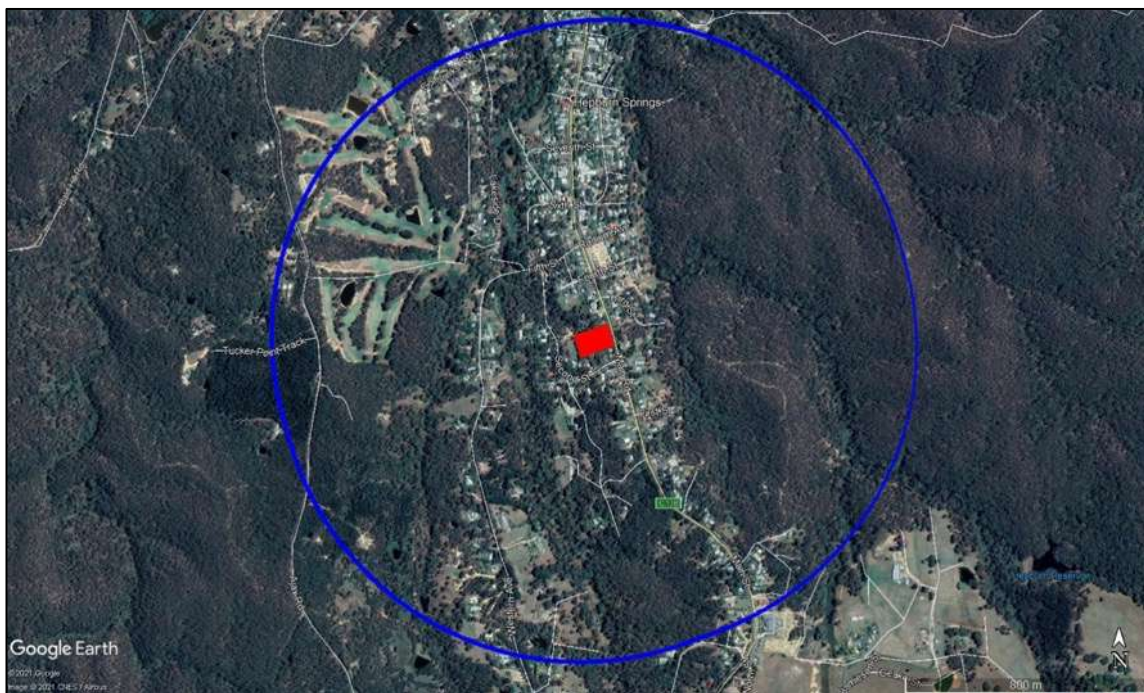


Figure 1 - Site location (site shown in red fill, 1km buffer of site in blue outline, ©2021 Google, Image ©2021 CNES/Airbus, Imagery date: 2021-02-019).

2 Bushfire hazard site assessment

2.1 Classified vegetation

Vegetation within the 150m assessment zone around the subdivision boundary has been classified in accordance with the BMO/AS 3959 methodology. Classified vegetation is vegetation that is deemed hazardous from a bushfire perspective.

The classification system is not directly analogous to Ecological Vegetation Classes (EVCs) but uses a generalised description of vegetation based on the AUSLIG (Australian Natural Resources Atlas: No. 7 - Native Vegetation) classification system. The classification is based on the mature state of the vegetation and the likely fire behaviour that it will generate.

2.1.1 Modified vegetation

Patches of remnant vegetation around the site within the 150m assessment area, are considered to best fit the Modified vegetation classification: *'Modified vegetation is vegetation that doesn't fit into the vegetation classifications in AS 3959-2018 (sic) Construction of buildings in bushfire prone areas (the standard) because it:*

- *has been modified, altered or is managed due to urban development, or gardening,*
- *has different fuel loads from those assumed in the standard,*
- *has limited or no understorey vegetation, or*
- *is not low-threat or low-risk vegetation as defined in the standard' (Hepburn Planning Scheme, 2018b).*

Modified vegetation may occur where fuel loads are higher than typical residential gardens and therefore the vegetation cannot be excluded as low threat. However, because of the amount of disturbance and modification that has occurred and/or the pattern and configuration of the vegetation (e.g. small, fragmented patches and/or reduced or no understorey/surface vegetation), the fuel load and anticipated fire behaviour is likely to be different from that presumed in the BMO/AS 3959 methodology.

This type of vegetation may not produce a 100m wide fire front moving at a quasi-steady state rate of forward spread, as presumed in the BMO/AS 3959 methodology, but may generate radiant heat and localised flame contact that needs to be fully considered (DELWP, 2017).

The areas shown as Modified vegetation in Map 1, are modified either by the removal of most, or all of the understorey vegetation, or the small size and fragmented nature of the patch. Due to these characteristics, they will not sustain a fully developed 100m wide fire front as presumed in the BMO methodology. Further, the areas of Modified vegetation lack continuity with larger, contiguous patches of Forest that could sustain a large and intense 'BMO scale' fire.

2.2 Excluded vegetation and non-vegetated areas

Areas of low threat vegetation and non-vegetated areas within 150m of a development, can be excluded from classification in accordance with Section 2.2.3.2 of AS 3959-2018, if they meet one or more of the following criteria:

- i. *‘Vegetation of any type that is more than 100m¹ from the site.*
- ii. *Single areas of vegetation less than 1 ha in area and not within 100m of other areas of vegetation being classified vegetation.*
- iii. *Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other, or of other areas of vegetation being classified vegetation.*
- iv. *Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation.*
- v. *Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.*
- vi. *Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition², mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks’ (Standards Australia, 2020).*

Low-threat areas excluded from classification include the managed gardens and lawns of surrounding properties. Non-vegetated areas include the roads, driveways and structures within the 150m site assessment zone (see Map 1). As the whole site will be managed as defensible space, no classified vegetation is shown on the site.

2.3 Topography

The BMO/AS 3959 methodology requires that the 'effective slope' be identified to determine the BAL and applicable defensible space or vegetation setback distances. This is the slope of land under the classified vegetation that will most significantly influence the bushfire attack on a building. Two broad types apply:

- Flat and/or Upslope - land that is flat or on which a bushfire will be burning downhill in relation to the development. Fires burning downhill (i.e. on an upslope) will generally be moving more slowly with a reduced intensity.
- Downslope - land under the classified vegetation on which a bushfire will be burning uphill in relation to the development. As the rate of spread of a bushfire burning on a

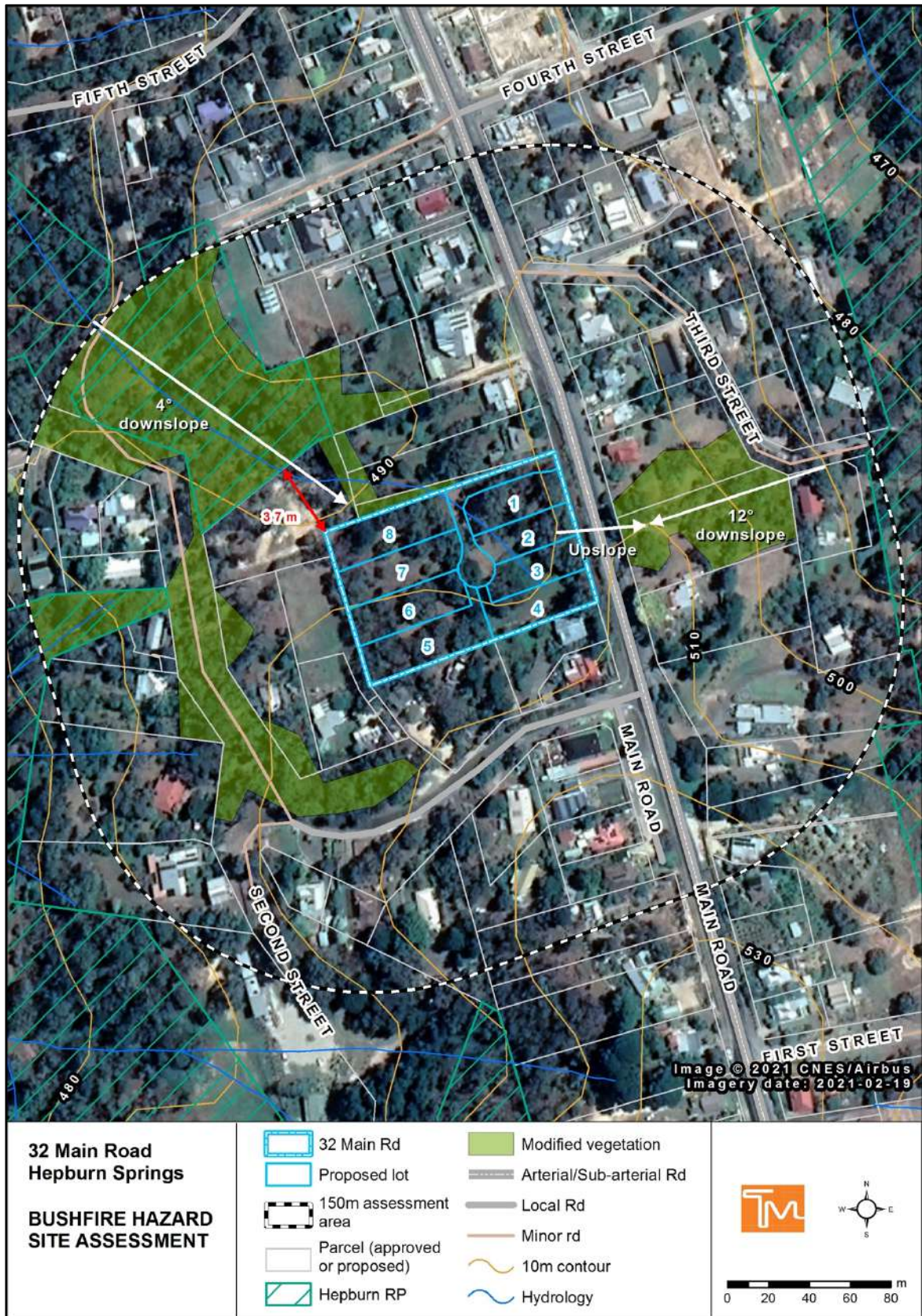
¹ This distance extends to 150m in BMO areas.

² Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack, recognisable as short-cropped grass for example, to a nominal height of 100mm (Standards Australia, 2020).

downslope (i.e. burning uphill towards a development) is significantly influenced by increases in slope, downslopes are grouped into five classes in 5° increments from 0° up to 20°.

The topography on and around the site within the 150m assessment zone is relatively benign. To the northwest, Modified vegetation in the Hepburn Regional Park is on a 4° downslope in relation to the site, and to the east-northeast across Main Road, Modified vegetation is on a steeper downslope of approx. 12° (see Map 1).

For the purposes of determining the BAL and defensible space, the applicable slope class is 'All slopes' under the Modified vegetation.



Map 1 – Bushfire Hazard Site Assessment Plan.



Figure 2 – Modified vegetation along the northern boundary of the site.



Figure 3 – Looking south at vegetation in the Hepburn Regional Park, near the northwestern edge of the 150m assessment area.



Figure 4 – Vegetation in the Hepburn Regional Park, northwest of the site.



Figure 5 - Vegetation in the Hepburn Regional Park and on a private lot just to the northwest of the site.



Figure 6 – Looking south-southwest from Third Street at the patch of Modified vegetation on the property to the east of the site.



Figure 7 – Low threat vegetation south of and abutting the site.

3 Bushfire hazard landscape assessment

3.1 Location description

Hepburn Springs is a tourist destination and one of five key urban areas in the Hepburn Shire. It comprises a predominantly residential township that also provides accommodation and services to visitors. It was formed largely around the mineral springs after a bushfire in 1906 destroyed the former town (Hepburn Planning Scheme, 2013).

The Grampians Regional Bushfire Planning Assessment notes for that *'Residential lots in Hepburn and Hepburn Springs are in the bushfire hazard area associated with forested areas generally in Hepburn Regional Park to the east and west and vegetation in the townships'* (DPCD, 2012).

32 Main Road is located relatively centrally within the township, on the main residential and commercial 'spine' that extends north and south along Main Road. The site abuts developed or developing residential properties to the north, south and west, and to the east, Main Road, beyond which are more residential properties.

3.2 Landscape risk


Clause 13.02-1S of the Planning Policy Framework prioritises the protection of human life over all other policy considerations. Clause 13.02-1S stipulates that development must properly assess bushfire risk, including consideration of the hazard (and the resultant risk) beyond the site level (Hepburn Planning Scheme, 2018c). BMO applications under Clause 53-02-4, must also have regard to the nature of the bushfire risk arising from the surrounding landscape (Hepburn Planning Scheme, 2020).

To assist in defining the risk beyond the site scale, four 'broader landscape types' are described in the DELWP technical guide *Planning Applications Bushfire Management Overlay*. They represent different landscape risk levels and are intended to streamline decision-making and support more consistent decisions based on the landscape risk (DELWP, 2017).

The four types range from low risk landscapes where there is little hazardous vegetation beyond 150m of the site and extreme bushfire behaviour is not credible, to extreme risk landscapes with limited or no evacuation options and where fire behaviour could exceed BMO presumptions.

The landscape that the site and the township is within, best accords with Broader Landscape Type 3, however, the site itself is considered towards the lesser risk end of the Type 3 landscape risk spectrum (see Table 1).

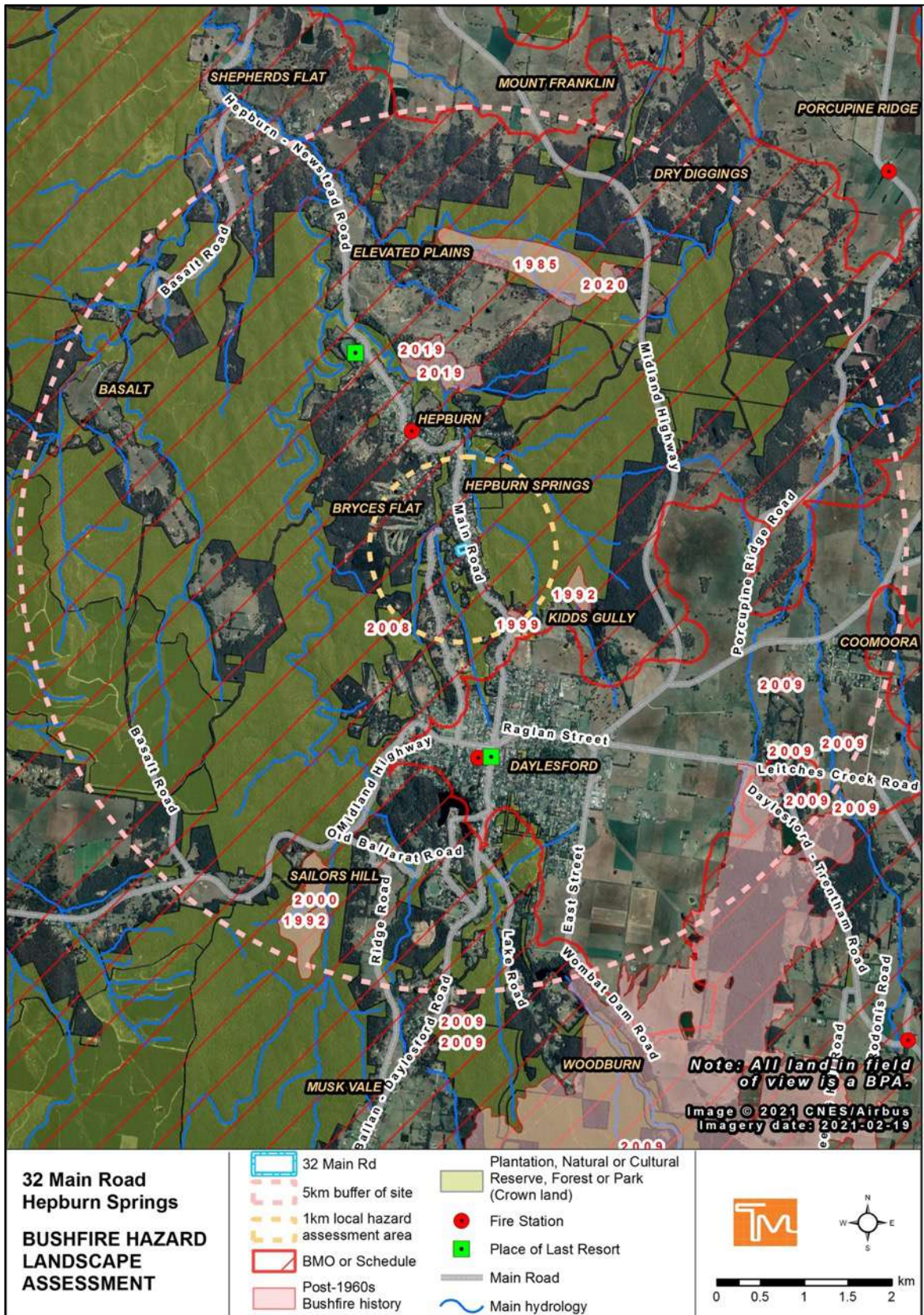
Table 1 - Landscape risk typologies (from DELWP, 2017).

Broader Landscape Type 1	Broader Landscape Type 2	Broader Landscape Type 3	Broader Landscape Type 4
<ul style="list-style-type: none"> • There is little vegetation beyond 150 metres of the site (except grasslands and low-threat vegetation). • Extreme bushfire behaviour is not possible. • The type and extent of vegetation is unlikely to result in neighbourhood-scale destruction of property. • Immediate access is available to a place that provides shelter from bushfire. 	<ul style="list-style-type: none"> • The type and extent of vegetation located more than 150 metres from the site may result in neighbourhood-scale destruction as it interacts with the bushfire hazard on and close to a site. • Bushfire can only approach from one aspect and the site is located in a suburban, township or urban area managed in a minimum fuel condition. • Access is readily available to a place that provides shelter from bushfire. This will often be the surrounding developed area. 	<ul style="list-style-type: none"> • The type and extent of vegetation located more than 150 metres from the site may result in neighbourhood-scale destruction as it interacts with the bushfire hazard on and close to a site. • Bushfire can approach from more than one aspect. • The site is located in an area that is not managed in a minimum fuel condition. • Access to an appropriate place that provides shelter from bushfire is not certain. 	<ul style="list-style-type: none"> • The broader landscape presents an extreme risk. • Fires have hours or days to grow and develop before impacting. • Evacuation options are limited or not available.
			

Whilst a bushfire could approach from any direction, the vegetation to the north, northwest, west and southwest (those directions typically associated with the direction of the wind on severe or higher, fire danger days (Long, 2006)) is fragmented and at least partially modified.

These characteristics and other features, such as the Hepburn Springs Golf Club to the northwest and low threat domestic curtilage associated with residential development to the west, north and southwest, would moderate the speed and intensity of a bushfire approaching from these directions (see Figure 1 and Map 2).

This local and neighbourhood context means that the site is unlikely to experience the impacts associated with a fully developed, 100m wide fire front impacting at a quasi-steady state rate of forward spread, as is presumed in the BMO model. Notwithstanding, the site could experience significant ember attack, smoke, wind and radiant heat from combustible vegetation and other elements on and around the site.



Map 2 - Bushfire Hazard Landscape Assessment Plan.

4 BMO compliance

This section identifies how the proposed development responds to the bushfire risk and the requirements of Clause 44.06 and associated Clause 53.02 of the Hepburn Planning Scheme.

4.1 Subdivision objectives

'To provide lots that are capable of being developed in accordance with the objectives of Clause 53.02.

To specify at the subdivision stage bushfire protection measures to develop a lot with a single dwelling on land zoned for residential or rural residential purposes' (Hepburn Planning Scheme, 2020).

As the subdivision is in the Neighbourhood Residential Zone - Schedule 4 (NRZ4), compliance with approved measure (AM) 5.2 applies and is deemed to meet the objectives.

4.1.1 Approved measure 5.2

'An application to subdivide land zoned for residential or rural residential purposes must be accompanied by a plan that shows:

- *Each lot satisfies the approved measure in AM 2.1.*
- *A building envelope for a single dwelling on each lot that complies with AM 2.2 and provides defensible space in accordance with:*
 - *Columns A or B of Table 2 to Clause 53.02-5 for a subdivision that creates 10 or more lots; or*
 - *Columns A, B or C of Table 2 to Clause 53.02-5 for a subdivision that creates less than 10 lots.*

The bushfire attack level that corresponds to the defensible space provided in accordance with Table 2 to Clause 53.02-5 must be noted on the building envelope.

- *Defensible space wholly contained within the boundaries of the proposed subdivision.*
- *Defensible space may be shared between lots within the subdivision. Defensible space for a lot may utilise communal areas, such as roads, where that land can meet the requirements for defensible space.*
- *Vegetation management requirements in accordance with Table 6 to implement and maintain the defensible space required under this approved measure.*
- *Water supply and vehicle access that complies with AM 4.1' (Hepburn Planning Scheme, 2020).*

AM 2.1 – Landscape

'The bushfire risk to the development from the landscape beyond the site can be mitigated to an acceptable level' (Hepburn Planning Scheme, 2020).

As identified in Section 3, the landscape is not one of extreme bushfire risk. Bushfire behaviour will be within BMO expectations and design parameters. The 100m wide fully developed fire impacting the site is not credible given the patchy and modified hazard posed by the vegetation around the site.

Accordingly, it is proposed that the risk can be mitigated to an acceptable level by applying approved measures to meet the BMO objectives.

AM 2.2 - Siting

'A building is sited to ensure the site best achieves the following:

- *The maximum separation distance between the building and the bushfire hazard.*
- *The building is in close proximity to a public road.*
- *Access can be provided to the building for emergency service vehicles'* (Hepburn Planning Scheme, 2020).

The siting and layout maximises the setback from the hazard (i.e. unmanaged vegetation) as far as practicable, given the small site and lot sizes. A minimum 15m setback is achieved in the direction of higher hazard i.e. the western boundary. At least a 38m setback is achieved from the largest area of most hazardous vegetation to the northwest (see Map 1). Dwellings on all lots will be close to a road and access and egress can comply with the requirements for emergency vehicles.

Defendable space and construction

As the subdivision comprises less than 10 lots, defendable space can be in accordance with Columns A, B or C of Table 2 to Clause 53.02-5, which equates to a BAL-12.5, BAL-19 or BAL-29 construction standard. Each dwelling will be constructed to BAL-29 and provided with commensurate defendable space as detailed in Table 2 below and shown for each lot on Map 3.

Table 2 –BAL construction standard and commensurate defendable space distance.

Lot	Vegetation	Slope class	BAL	Defendable space (m)
All lots	Modified	'All slopes'	BAL-29	50m or to the property boundary, whichever is the lesser distance.

The defensible space in the subdivision can meet the vegetation management requirements stipulated in Table 6 at Clause 53.02-5 (as detailed in Appendix A of this report). This is detailed in the Bushfire Management Plan provided as Map 3.

Approved measure 4.1

‘A building used for a dwelling (including an extension or alteration to a dwelling), a dependent person’s unit, industry, office or retail premises is provided with:

- *A static water supply for firefighting and property protection purposes specified in Table 4 to Clause 53.02-5.*
- *Vehicle access that is designed and constructed as specified in Table 5 to Clause 53.02-5.*

The water supply may be in the same tank as other water supplies provided that a separate outlet is reserved for firefighting water supplies’ (Hepburn Planning Scheme, 2020).

Table 4 to Clause 53.02-5 requires that a static water supply be provided, based on the property size and the proximity of the building/envelope to a hydrant, as detailed in Table 3 of this report.

Table 3 - Water supply requirements from Table 4 to Clause 53.02-5.

Property size (m ²)	Hydrant within 120m of the rear of the building	Tank capacity (litres)	CFA fittings and access required
Less than 500	Not applicable	2,500	No
500 - 1000	Yes	5,000	No
500 – 1000	No	10,000	Yes
1,001 and above	Not applicable	10,000	Yes

Map 3 shows the proposed compliance requirements for all lots in the subdivision.

Lots 4, 5, 6, 7 and 8 will be over 1,000m² and will be provided with a 10,000L compliant static water supply within 60m of the dwellings, with CFA compliant access and fittings (as detailed in Appendix B to this report).

Lots 1,2 and 3 will be 500-1,000m² in area and will, therefore, have a 5,000L compliant static water supply. CFA access and fittings will not be required, because as a residential subdivision, the hydrant requirement at Clause 56.09-3 applies, and hydrants are anticipated to be within 120m of the rear of the dwellings. *If this is not the case, a 10,000L tank with CFA access will be required for Lots 1 – 3.*

Water tank locations shown on Map 3 are indicative only and can be, provided they comply with all the applicable specifications for signage, fittings and access as detailed in Appendix B of this report.

The common property accessway and driveways will be compliant with Table 5 to Clause 53.02-5 (see specifications in Appendix C to this report).

Map 3 comprises a Bushfire Management Plan (BMP), detailing the required bushfire protection measures for the development, consistent with the CFA's standard permit conditions and BMP guidance (CFA, 2017).



Map 3 - Bushfire Management Plan.

Construction Standard

The dwellings on all lots must be designed and constructed to a **minimum BAL-29** standard.

Water Supply

For Lots 1, 2 & 3: A minimum **5,000L** of effective water supply for fire fighting purposes must be provided in accordance with the following requirements:

- Be stored in an above ground water tank/s constructed of concrete or metal.
- Have all fixed above-ground water pipes and fittings required for fire fighting purposes made of corrosive resistant metal.
- Include a separate outlet for site occupant use.

For Lots 4, 5, 6, 7 & 8: A minimum **10,000L** of effective water supply for fire fighting purposes must be provided in accordance with the following requirements:

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

Vehicle Access

Vehicle access to the dwellings and water supply outlets on Lots 4, 5, 6, 7 & 8, must be provided in accordance with 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 per cent) (7.1 degrees) entry and exit angle.

Defendable Space Management

Defendable space must be provided to all property boundaries, and be 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 3m 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 5m² in area and must be separated by at least 5m.
- Trees must not overhang or touch any elements of the building.
- The canopy of trees must be separated by at least 5m.
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

5 Conclusion

The proposed development of an 8 lot subdivision at 32 Main Street, Hepburn Springs VIC 3461 was assessed for compliance with Clause 44.06 and Clause 53.02 of the Hepburn Planning Scheme.

The site is in the Neighbourhood Residential Zone and accordingly, AM5.2 applies. It has been shown that the subdivision can comply with the requirements of AM5.2, including for acceptable landscape risk, BAL construction standard, water and access.

The proposed lot layout and envelope siting maximises setbacks from hazardous vegetation as far as is practicable. The required defendable space in response to Modified vegetation is achieved wholly within the subdivision boundary, based a BAL-29 construction standard with defendable space extending to all lot boundaries

All vegetation within the defendable space will be managed in accordance with Table 6 to Clause 53.02-5.

Water supply and access will meet BMO requirements.

As the landscape risk is not extreme, the bushfire protection measures detailed in this report can be deemed to provide acceptable safety, as they comply with BMO requirements. Accordingly, it is considered that the objective of Clause 13.02-1S *Bushfire Planning*, which is to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life (Hepburn Planning Scheme, 2018c), has also been met.

Please Note: The bushfire protection measures proposed in this document do not guarantee survival of buildings or building occupants in the event of a bushfire. Residents should be encouraged to develop and practice a bushfire survival plan including determining triggers for leaving early on days of severe or higher, fire danger. Information and assistance including a template for a Bushfire Survival Plan is provided on the CFA website at <<http://www.cfa.vic.gov.au/plan-prepare/>>.

6 Appendices

6.1 Appendix A: Vegetation management requirements

As per Table 6 to Clause 53.02-5:

'Defendable space is provided and is 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 3m 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 sq. 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*

Unless specified in a schedule or otherwise agreed in writing to the satisfaction of the relevant fire authority' (Hepburn Planning Scheme, 2018b).

6.2 Appendix B: Water supply requirements

Table 4 from Clause 53.02-5 - Capacity, fittings and access (Hepburn Planning Scheme, 2018b)

Capacity, fittings and access			
Lot sizes (square meters)	Hydrant available	Capacity (litres)	Fire authority fittings and access required
Less than 500	Not applicable	2,500	No
500-1,000	Yes	5,000	No
500-1,000	No	10,000	Yes
1,001 and above	Not applicable	10,000	Yes

Note 1: A hydrant is available if it is located within 120 metres of the rear of the building

Fire Authority Requirements

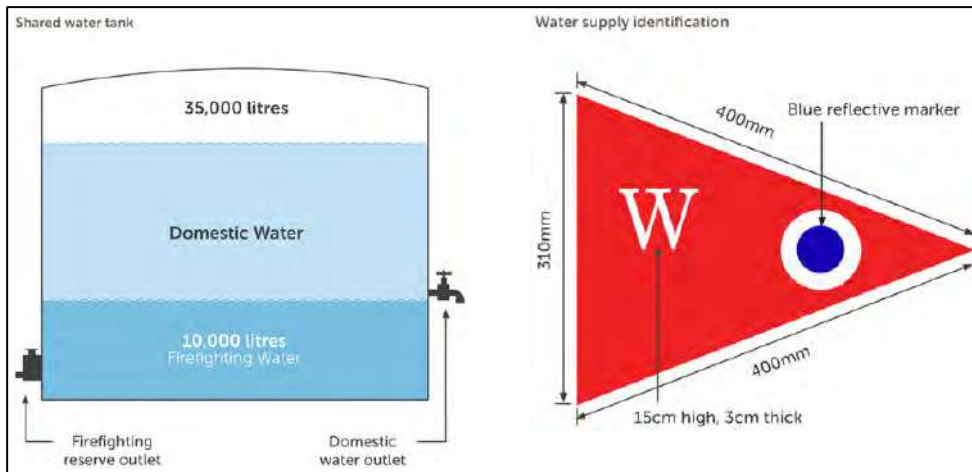
'Unless otherwise agreed in writing by the relevant fire authority, the water supply must:

- *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 made of corrosive resistant metal.*
- *Include a separate outlet for occupant use.*

Where a 10,000 litre water supply is required, fire authority fittings and access must be provided as follows:

- *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)' (Hepburn Planning Scheme, 2018b).*

The water supply may be provided in the same water tank as other water supplies, provided they are separated with different outlets. See figure below illustrating signage and an example of outlets where fire fighting water will be in the same tank as water for other use.



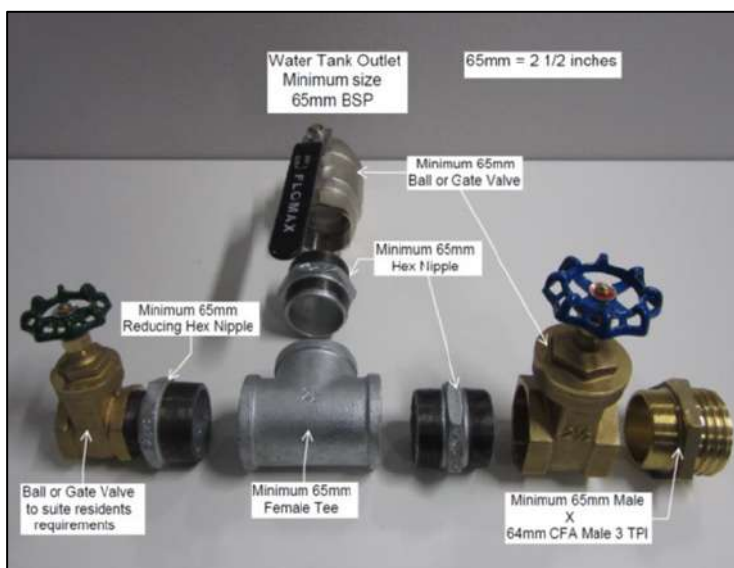
(DELWP, 2017)

CFA Fittings (CFA, 2014)

'If specified within Table 4 to Clause 53.02-5 (if fire brigade access to your water supply is required), CFA's standard BMO permit conditions require the pipe work, fittings and tank outlet to be a minimum size of 64 mm.

65 mm BSP (British Standard Pipe) is the most common size available. A 65 mm fitting is equivalent to the old 2 1/2 inch. A 65 mm BSP (2 1/2 inch) fitting exceeds CFA's requirements and will therefore comply with CFA's standard permit conditions for the BMO.

The diagram below shows some common tank fittings available at most plumbing suppliers which meet the connection requirements. It includes a 65 mm tank outlet, two 65 mm ball or gate valves with a 65 mm male to 64 mm CFA 3 threads per inch male coupling. This is a special fitting which allows the CFA fire truck to connect to the water supply. An additional ball or gate valve will provide access to the water supply for the resident of the dwelling'.



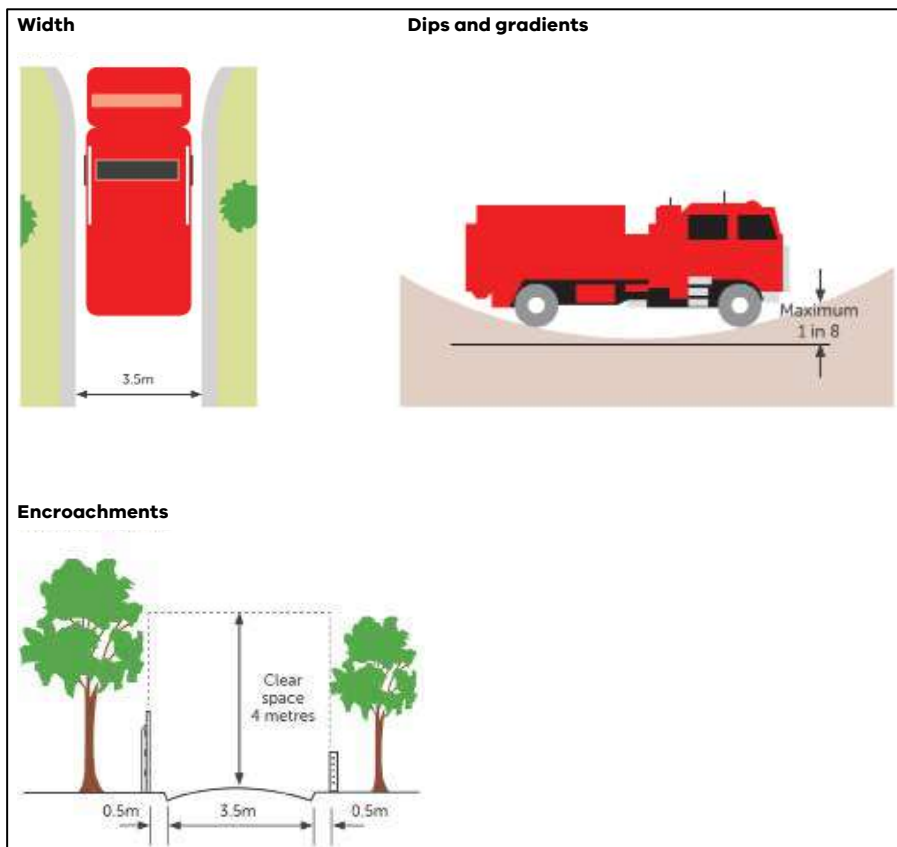
6.3 Appendix C: Access requirements

Driveways less than 30m long have no specific requirements unless access to the water supply outlet is required, in which case the following apply as appropriate.

Access between 30m and 100m in length

Where the length of access is greater than 30 metres the following design and construction requirements apply (*the length of access should be measured from a public road to either the building or the water supply outlet, whichever is longer* (Hepburn Planning Scheme, 2018b)):

- 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 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.
- A load limit of at least 15 tonnes and be of all-weather construction.
- 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.
- A cleared area of 0.5 metres is required to allow for the opening of vehicle doors along driveways.
- Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.

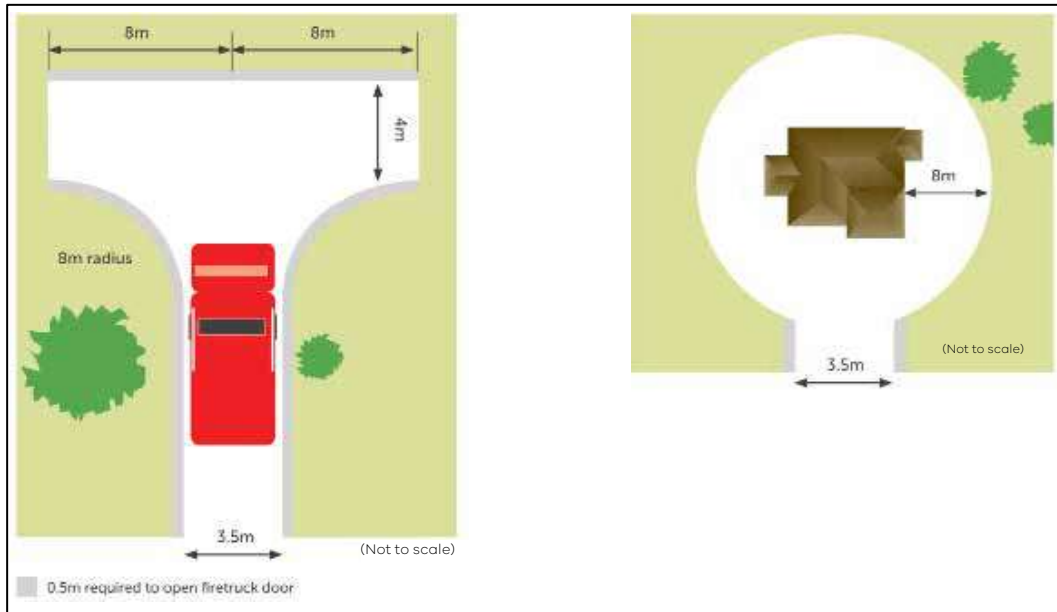


(DELWP, 2017)

Access between 100m and 200m in length

In addition to the 30m-100m requirements above, a turning area for fire fighting vehicles must be provided close to the building by one of the following:

- a turning circle with a minimum radius of 8 metres
- a driveway encircling the dwelling
- other vehicle turning heads such as a T or Y head which meet the specification of Austroad Design for an 8.8 metre service vehicle.

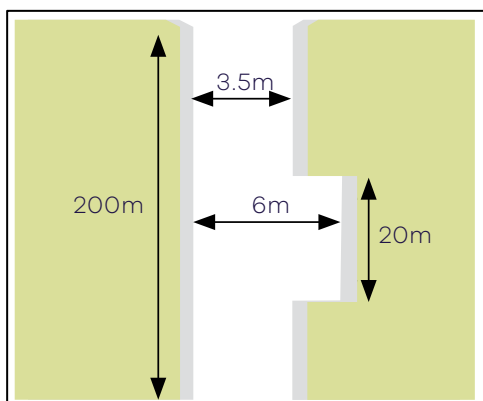


(DELWP, 2017)

Access greater than 200m in length

In addition to the requirements above, passing bays are required at least every 200 metres that are:

- a minimum of 20 metres long
- with a minimum trafficable width of 6 metres.



(DELWP, 2017)

7 References

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32 MAIN ROAD HEPBURN, VICTORIA 3461
MAY 2022



ARBORICULTURE ASSESSMENT REPORT

AND TREE MANAGEMENT PLAN

REUBIN WILLIAMS
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Arboriculture Assessment Report

May 2022

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Arborea Tree Management acknowledge the Traditional Owners of the land where we learn and live, The Dja Dja Wurrung People of The Kulin Nation and pay our respects to Elders past and present. We celebrate the stories, culture and traditions of Aboriginal and Torres Strait Islander Elders of all communities who also learn and live on this land.



Executive summary

In total 57 individual trees were assessed at 32 Main Rd, Hepburn VIC. As part of the ongoing maintenance of the site, an assessment of the condition of the trees and the retention value they present in the landscape is required. All trees within the scope of report were assessed. All assessed trees have been tagged and numbered with aluminium tags.

42 of the 57 assessed trees are recommended for removal, based on the assessment undertaken.

Thirty-two (32) trees are assigned 'Low' retention value. Fifteen (15) trees are assigned 'High' retention value. Ten (10) trees are assigned 'Medium' retention value.

Forty-two (42) Native trees are recommended for removal. Fifteen (15) Native trees are recommended for retention.

All pruning and removal works must be undertaken by minimum AQF level 3 Arborist.

Undertake recommended works in accordance with works table.

All pruning must conform with AS 4373-2007 *Pruning of amenity trees*.



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Introduction

Arborea Tree Management has been engaged to conduct assessments and provide a report on the trees situated at 32 Main Road, Hepburn VIC 3461. This report will provide a risk assessment and identify and recommend works to assist with the ongoing management of the trees within the area of assessment.

Scope of report

As part of this report, the scope will include:

- Identify and record the dimensions of the trees within the site.
- Provide an assessment of the health and structure of all tree specimens.
- Assess the risk that the trees present in the landscape.
- Provide specific recommendations for managing the trees to maintain their health and structure to ensure their long-term viability.

Methodology

On the 22/03/2022, Reubin Williams conducted a site inspection.

Data collected for the trees included but was not limited to:

- Common Name and Botanical Name
- Health
- Foliage
- Structure
- Height and Spread (estimated)
- Diameter at Breast Height (DBH) accurately measured for each tree, multi stem tree diameter calculated as per AS 4970-2009 *Protection of trees on development sites*.
- Works Required
- Individual Photographs

In total 57 individual trees were assessed within the property. All assessed trees have been tagged and numbered with aluminium tags and nails.

- Level 2 Assessment – a standard assessment typically conducted from ground level using a method adapted from Visual Tree Assessment (Mattheck & Breloer 1994), a level 2 assessment is a detailed visual inspection of the tree and its surrounds .

A Level 2 assessment is conducted from ground level and does not identify belowground, internal or unobservable canopy defects. Binoculars and sounding hammers are typical tree assessment tools for use at this level.



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Table of works

Tree Number	Common Name	Botanical Name	Origin	DBH	Retention Value	Recommendation
1	Manna Gum	Eucalyptus viminalis	Native	106	Medium	Retain
2	Manna Gum	Eucalyptus viminalis	Native	31	Low	Remove
3	Manna Gum	Eucalyptus viminalis	Native	31,36	Low	Remove
4	Manna Gum	Eucalyptus viminalis	Native	16	Low	Remove
5	Narrow Leaved Peppermint	Eucalyptus radiata	Native	16	High	Retain
6	Narrow Leaved Peppermint	Eucalyptus radiata	Native	17	High	Retain
7	Narrow Leaved Peppermint	Eucalyptus radiata	Native	28	Low	Remove
8	Narrow Leaved Peppermint	Eucalyptus radiata	Native	38	Low	Remove
9	Red Box	Eucalyptus polyanthemos	Native	21	High	Retain
10	Black Wattle	Acacia mearnsii	Native	17	Low	Remove
11	Narrow Leaved Peppermint	Eucalyptus radiata	Native	93	Low	Remove
12	Red Box	Eucalyptus polyanthemos	Native	57	Low	Remove
13	Creswick Apple Box	Eucalyptis aromophloia	Native	69	Low	Remove
14	Manna Gum	Eucalyptus viminalis	Native	38	Low	Remove
15	Creswick Apple Box	Eucalyptis aromophloia	Native	39	Low	Remove
16	Yellow Gum	Eucalyptus leucoxydon	Native	16	Medium	Remove
17	Red Box	Eucalyptus polyanthemos	Native	56	Low	Retain
18	Long Leaved Box	Eucalyptus goniocalyx	Native	86	Low	Remove
19	Manna Gum	Eucalyptus viminalis	Native	35	High	Retain
20	Long Leaved Box	Eucalyptus goniocalyx	Native		Low	Remove
21	Dead Euc	Dead euc	Native		Low	Remove
22	Long Leaved Box	Eucalyptus goniocalyx	Native	112	Low	Remove
23	Long Leaved Box	Eucalyptus goniocalyx	Native	85	High	Retain



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Tree Number	Common Name	Botanical Name	Origin	DBH	Retention Value	Recommendation
24	Long Leaved Box	Eucalyptus goniocalyx	Native	72,66	High	Retain
25	Manna Gum	Eucalyptus viminalis	Native	16	Medium	Remove
26	Long Leaved Box	Eucalyptus goniocalyx	Native	40	Medium	Remove
27	Long Leaved Box	Eucalyptus goniocalyx	Native	38	Medium	Remove
28	Long Leaved Box	Eucalyptus goniocalyx	Native	55, 57, 30	Medium	Retain
28	Long Leaved Box	Eucalyptus goniocalyx	Native	30, 29, 28	Low	Remove
30	Long Leaved Box	Eucalyptus goniocalyx	Native	50	Low	Remove
31	Narrow Leaved Peppermint	Eucalyptus radiata	Native	51, 44	Low	Remove
32	Red Box	Eucalyptus polyanthemos	Native	34, 36	Low	Remove
33	Long Leaved Box	Eucalyptus goniocalyx	Native	70	Low	Remove
34	Long Leaved Box	Eucalyptus goniocalyx	Native	47	Low	Remove
35	Dead Euc	Dead euc	Native	107	Low	Remove
36	Long Leaved Box	Eucalyptus goniocalyx	Native	51	Low	Remove
37	Manna Gum	Eucalyptus viminalis	Native	26	Medium	Remove
38	Manna Gum	Eucalyptus polyanthemos	Native	39	Low	Retain
39	Manna Gum	Eucalyptus viminalis	Native	55	Low	Remove
40	Red Box	Eucalyptus polyanthemos	Native	31	High	Retain
41	White Box	Eucalyptus alba	Native	23	Medium	Retain
42	Swamp Gum	Eucalyptus ovata	Native	40	High	Retain
43	Red Box	Eucalyptus polyanthemos	Native	48	Low	Remove
44	Dead Euc	Dead euc	Native	79	Low	Remove
45	Long Leaf Box	Eucalyptus goniocalyx	Native	87	Low	Remove
46	Long Leaved Box	Eucalyptus goniocalyx	Native		Medium	Remove
47	Red Box	Eucalyptus polyanthemos	Native	48	Low	Retain
48	Long Leaved Box	Eucalyptus goniocalyx	Native	33	Medium	Remove



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Tree Number	Common Name	Botanical Name	Origin	DBH	Retention Value	Recommendation
49	Long Leaved Box	Eucalyptus goniocalyx	Native	33	Low	Retain
50	Long Leaved Box	Eucalyptus goniocalyx	Native	29	Low	Remove
51	Long Leaved Box	Eucalyptus goniocalyx	Native	42	Low	Remove
52	Long Leaved Box	Eucalyptus goniocalyx	Native	38, 74, 60	Low	Remove
53	Red Box	Eucalyptus polyanthemus	Native	63	Low	Remove
54	Long Leaved Box	Eucalyptus goniocalyx	Native	33, 48, 68, 83	High	Retain
55	Plum	Prunus sp.	Exotic		Low	Remove
56	Long Leaved Box	Eucalyptus goniocalyx	Native	Large	Low	Remove
57	Long Leaved Box	Eucalyptus goniocalyx	Native	Large	Low	Remove

Removal/retention map

Trees recommended for removal in **RED**. Trees recommended for retention in **BLUE**.





Discussions

Weed Species

Environmental weeds are plants that invade native ecosystems and have the potential to adversely affect the survival of native flora or fauna or the functioning of ecosystems. They include species that have been introduced to Australia from other countries, as well as native species that have spread beyond their previous (natural) range. Environmental weeds are a threat to Australia's biodiversity because they may displace native species, disrupt ecological processes such as fire and soil erosion patterns, and may alter the genetic composition of native plant populations (Carr et al. 1992; Carr 1993).

Bracket Fungus

These wood-decaying fungi produce very distinctive shelf-like fruiting structures or brackets. They are most commonly found on stumps or near the base of living trees, often at the site of an old wound. Wood-decaying fungi can occur on both coniferous and hardwood species. These fungi degrade the lignin (the strengthening material) components of the wood and lead to reduced wood strength. The decayed areas within the tree may extend 2-3 metres above or below the fruiting bodies.

Unless confined by compartmentalization, decay fungi can invade heartwood for considerable vertical distances.

Common Ivy

Common or English Ivy is an aggressive, highly invasive weed in many parts of the world. It has no natural predator or control and can transform large areas of diverse plants solely to ivy. This deprives habitat and food sources for indigenous wildlife, discouraging native birds, butterflies and insects. Ivy forms mats which suppress all ground level plants, preventing natural regeneration and food and shelter for local wildlife is lost.

All parts of the plant are poisonous if ingested and the sap is an irritant on contact. The plant is covered in minute hairs which may cause sneezing and eye irritation.

Borers

Wood-boring insects are among the most destructive pests of ornamental trees and shrubs. Most borers are the larvae (immature stages) of certain moths and beetles. They tunnel and feed under the bark in living wood, destroying water- and sap-conducting tissues. This causes girdling, branch dieback, structural weakness, and decline and eventual death of susceptible plants. Infestation sites also provide entry points for plant pathogens.

Borers rarely infest healthy plants growing in their natural environments. However, when trees or shrubs are stressed due to drought, soil compaction, sun scald, or injuries can weaken them and make them more susceptible to attack. Adults may locate suitable egg-laying sites by responding to volatile chemicals that emanate from stressed trees.

**Arboriculture Assessment Report****May 2022****Deadwood**

Dead branches become brittle which makes them prone to breaking off during storms and even light winds. A branch may cause property damage or injury when it snaps. (arboristpros, 2015)

The pruning of deadwood over 50mm diameter is required on all trees where it has been noted. This may be a time consuming and costly task in some circumstances, however the benefits are many. The likelihood of damage or injury from falling dead branches is non-existent if all dead branches are pruned out. This also gives the tree the opportunity, in some cases, to continue to grow over the point of attachment and seal off from further decay.

Previous Failure

The evidence of previous failures shows something unfavorable has happened to this tree, either by a limb shedding in a storm or by destructive action from machinery or falling trees and limbs. An open wound in a tree can cause decay and further risks.

Hollows

Hollows can be both a good and bad sign. Animals rely on them for shelter and they can take a long time to establish. This is not ideal in terms of structure for the tree and represent some form of decay has occurred. The tree can manage quite well with hollows.

If a tree has less than 20 percent residual wood, The Bartlett Tree Research Laboratory (Fraedrich and Smiley, 1999) recommends that it be removed without climbing. (Hayes, 2002)

Poor pruning and Lopping

Poor pruning in a general term refers to either an outdated or uneducated practice of cutting trees. The term 'lopping' used amongst Arborists denotes a bad quality of work and an outdated practice of essentially cutting all or most limbs, leaving a structure resembling a hat rack. This encourages epicormic growth and decay.

Certain pruning practices create or encourage structural defects, such as when trees are pruned solely for clearance, crown cleaning, or thinning, without regard for structure. (Edward F. Gilman)

Canopy Bias

A tree will naturally grow into space where it can find direct sunlight. Oftentimes a tree may be overshadowed by a larger tree or object and will therefore grow or lean towards open space and direct sunlight. If a canopy is biased towards one side it may cause problems with stability. Canopy Bias could also indicate something unfavourable has happened to one side of the tree, either from defoliation or decay.

Bifurcated

The term bifurcated or bifurcation is used to describe 2 or more main stems or leaders that are approximately the same diameter and emerge from the same location on the main trunk. This can be a problem if the union is not particularly strong. Trees with bifurcations are more likely to fail, particularly during extreme weather events. The likelihood of failure depends on the tensile strength of the attachment.



Mistletoe

Mistletoe is a semi-parasitic plant that if left unmanaged can be detrimental to trees. A larger infestation can cause its host tree to die, although a minor infestation is quite manageable for the host and is beneficial to the ecosystem and animals that rely on mistletoe for food and shelter. Professor David M. Watson of Charles Sturt University has suggested a tree can sustain up to a third of its canopy with mistletoe. If the host tree has a larger infestation, it can be advised that pruning mistletoe from the canopy could help the tree recover, particularly if there are other health concerns.

Coppice Growth

Coppicing is a traditional method of tree management which takes advantage of the fact that many trees form new growth from the lignotuber. Once a tree is coppiced, the new growth does not have the structural integrity of the original tree. This is acceptable if the coppice growth is managed, the target area is considered low or the attachment appears strong.

Crossing Limbs

When two or more branches cross over each other and rub together during movement, a wound is created and can be an entry point for pathogens and the onset of decay. Often one or both branches will fail and result in a larger open wound. Pruning one or both limbs can be a reasonable option, or alternatively the end weight of the branches can be reduced to create a gap where they have been rubbing. In some cases, the branches can fuse together.

Trunk Lean

A leaning tree is not always a bad sign. This depends how and why the trunk or tree is leaning. If the trunk has grown relatively straight and is on an angle, this could suggest the tree was once more vertical and is either in the process of falling or has tilted to one side, possibly from root damage. Other signs may be movement in the soil and root plate. Removal is usually the only option in this case.

If the tree has a somewhat curved trunk, this would suggest it has grown in this form, possibly to seek sunlight or was not self-supporting when younger. The tree may try to balance itself over time and create a unique looking structure. If the tree has good root growth, this may not be problematic into the future, though a case by case will need to be determined.



Conclusions

In total 57 individual trees were assessed at 32 Main Rd, Hepburn VIC. As part of the ongoing maintenance of the site, an assessment of the condition of the trees and the risk they present in the landscape is required. All large trees within the scope of report were assessed.

Retention Value

Four retention values have been considered when assessing trees for their retention value including 'High', 'Medium', 'Low' and 'Third party' trees (found outside the subject site). Retention value considers tree size and condition, Useful Life Expectancy (ULE), contribution to landscape and individual tree status and provides useful information to planners, regarding which trees are considered worthy of protection in the design phase.

Low Retention Value Trees

Thirty-two (32) trees are assigned 'Low' retention value. They may provide little or no amenity value. The tree may be considered a small specimen, a weed species, structurally unsound, dead/dying/diseased, nearing the end of their ULE or may not be suitable for the site.

Medium Retention Value Trees

Ten (10) trees are assigned 'Medium' retention value. Usually these trees are small to moderately sized, specimens that have fair health or slightly reduced ULE's or provide a lower amenity value.

High Retention Value Trees

Fifteen (15) trees are assigned 'High' retention value, usually trees of high quality in good to fair health. Generally, a prominent landscape feature. Has the potential to be a medium to long-term landscape component where managed appropriately. All efforts should be made to retain the trees and protect from construction impact.

Third Party Ownership Trees

No Third-Party trees were assessed.

Retention Value	Recommendation	Total
Low	Remove	38
Medium	Retain/remove	10
High	Retain	9
Total		57

Forty-two (42) trees are recommended for removal, as per the assessment undertaken in this report.

**Arboriculture Assessment Report****May 2022**

The majority of the trees on site exhibit 'Good' to 'Fair' health. 'Good' to 'Fair' health reflects tree selection that is appropriate and species which are tolerant of the local climate and conditions. Of the trees that were assessed 55% exhibit 'Good' health.

The majority of the trees on site have 'Fair' structure. 'Fair' to 'Good' structure across the site can be attributed to the species composition, with 50% rated as 'fair'. Typical of self-seeded bushlands.

The majority of trees are juvenile age classification. This due to the site being largely unmanaged for some time, allowing weed species to proliferate. Mature trees account for 32%, with 11% semi-mature and 5% dead.

Tree risk across the site is manageable with Proactive Arboricultural and risk reduction works recommended in the works table, to reduce the overall risk across the site including removal of trees that will not be viable during development, form pruning of juvenile trees to be retained and maintenance of mature trees.

Forty-two (42) Native trees are recommended for removal.

Sixteen (16) Native trees are recommended for retention.

Recommendations

It is recommended that, as per report findings:

Remove 42 assessed trees

Retain 16 assessed trees

- Undertake recommended works in accordance with works table.
- All pruning must conform with AS 4373-2007 *Pruning of amenity trees*.
- All pruning and removal works must be undertaken by minimum AQF level 3 Arborist.



References

AS 4373, 2007, *Australian Standard, Pruning Amenity Trees*, 2nd Edition Standards Australia

AS 4970, 2009, *Australian Standard, Protection of Trees on Development Sites*, Standards Australia

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Appendices

Definitions

Age classification

The categorization of a trees life stages

Defined as;

- **Juvenile:** Tree is actively growing and is still in its establishment phase.
- **Semi-mature:** Tree is still actively growing although the size of the tree would still be expected to increase considerably given no significant or negative changes to the immediate environment.
- **Mature:** Tree growth has slowed, and the size of the tree would not be expected to increase considerably without significant or positive changes to the immediate environment (e.g. vegetation removal or fertilization).
- **Over mature:** Tree is no longer actively putting out extension growth, and is nearing the end of its life expectancy
- **Senescent:** Tree is senescing. Trees in this category may not be especially large or old, but are reaching the end of their expected life, often indicated by poor health and dieback.

Foliage

The collective leaf cover of a tree

Defined as;

- **Good:** Abundant and typical colour. Good distribution and density. Little to no pest or disease impaction.
- **Fair:** Some discolouration, poor colour or obvious signs of pest or disease
- **Poor:** Dead or dying leaves. Heavy infestation from pests or disease.

Structure

Construction and arrangement of parts (roots, trunk, branches) – rated as good, fair or poor.

Defined as;

- **Good:** Tree has no obvious structural defects. Good trunk taper and solid branch unions. Balanced spread and root stability. Not considered likely to fail.
- **Fair:** Tree has at least one obvious structural defect, but this is considered to be manageable and of only moderate failure risk or the part likely to fail may be small or without target.

Structural defects that may contribute to a fair rating are as follows:

- Poor branch attachment (including deadwood and large epicormics)
 - Bifurcated, but with a union that is considered to be solid;
 - Moderate trunk lean
 - Minor damage to the trunk base;
 - Decay or other damage starting to compromise the structure;
 - History of shedding branches.
- **Poor:** Tree has at least one structural defect that is considered to have a relatively high risk of failure. If targets are present then tree management is advised, or alternatively the tree should be removed. In some cases removal may be the only option for these trees.

Structural defects that may contribute to a poor rating are as follows:

- Poor branch attachment (including major deadwood and large epicormics)
- Bifurcated with poor union or attachment.
- Severe trunk lean associated with other defects such as root damage or root plate shifting.
- Major damage to the trunk base or root system;
- Decay or other damage severely compromising the structure;
- History of shedding large branches. The ratings indicate that certain characteristics listed have been observed. Inspections do not assess the entire tree in intense detail for each characteristic. The discussion category should be referred to for further information.

Health

Capacity to grow, and to resist disease, ailments, pests, stress

Defined as;

- **Very Good:** Tree is showing excellent signs of health with very little to no stresses, vibrant leaf colour and coverage. Healthy bark colour and strong response to pests, wounds or intrusions, if any.
- **Good:** Tree is showing no obvious signs of poor health or stress with a mostly healthy canopy.

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Decay or pathogens are not obvious or are not considered to be a threat to the tree. Possibly some pests or decay although at an acceptable level for the tree to maintain.

- **Fair:** Tree is showing signs of reduced health or stress. This is apparent through moderate foliage density, foliage dieback, epicormic growth, decay, pathogen and or pest infestation, stunted growth or any combination of the above symptoms.
- **Poor:** Tree is showing signs of poor health and/or severe stress. This is apparent through either poor foliage density, severe foliage dieback, severe epicormic growth, severe decay, severe pathogen and or pest infestation, failure of wounds to heal, overall tree decline or any combination of the above symptoms.
- **Dead:** Tree has no signs of life.

Risk Assessment Method

THE QTRA METHOD - VERSION 5

The input values for the three components of the QTRA calculation are set out in broad ranges of Target, Size, and Probability of Failure. The assessor estimates values for these three components and inputs them on either the manual calculator or software application to calculate the Risk of Harm.

Assessing Land-use (Targets)

The nature of the land-use beneath or adjacent to a tree will usually inform the level and extent of risk assessment to be carried out. In the assessment of Targets, six ranges of value are available. Table 6 sets out these ranges for vehicular frequency human occupation and the monetary value of damage to property.

Human Occupation

The probability of pedestrian occupation at a particular location is calculated on the basis that an average pedestrian will spend five seconds walking beneath an average tree. For example, ten pedestrians per day, each occupying the Target for five seconds, is a daily occupation of fifty seconds. The total seconds in a day are divided to give a probability of Target occupation ($50/86,400 = 1/1,728$). Where a longer occupation is likely, as with a habitable building, outdoor café, or park bench, the period of occupation can be measured, or estimated as a proportion of a given unit of time, e.g. six hours per day ($1/4$). The Target is recorded as a range (Table 6).

Weather Affected Targets

Often the nature of a structural weakness in a tree is such that the probability of failure is greatest during windy weather, while the probability of the site being occupied by people during such weather is often low. This applies particularly to outdoor recreational areas. When estimating human Targets, the risk assessor must answer the question 'in the weather conditions that I expect the likelihood of failure of the tree to be initiated, what is my estimate of human occupation?' Taking this approach, rather than using the average occupation, ensures that the assessor considers the relationship between weather, people, and trees, along with the nature of the average person with their ability to recognise and avoid unnecessary risks.

Vehicles on the Highway

In the case of vehicles, likelihood of occupation may relate to either the falling tree or branch striking the vehicle or the vehicle striking the fallen tree. Both types of impact are influenced by vehicle speed; the faster the vehicle travels the less likely it is to be struck by the falling tree, but the more likely it is to strike a fallen tree. The probability of a vehicle occupying any particular point in the road is the ratio of the time it is occupied - including a safe stopping distance - to the total time. The average vehicle on a UK road is occupied by 1.6 people. To account for the substantial protection that the average vehicle provides against most tree impacts and in particular, frontal collisions, QTRA values the substantially protected 1.6 occupants in addition to the value of the vehicle as equivalent to one exposed human life.

Property

Property can be anything that could be damaged by a falling tree, from a dwelling, to livestock, parked car, or fence. When evaluating the exposure of property to tree failure, the QTRA assessment considers the cost of repair or replacement that might result from failure of the tree. Ranges of value are presented in Table 6 and

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the assessor’s estimate need only be sufficient to determine which of the six ranges the cost to select. In Table 6, the ranges of property value are based on a VOSL of \$2,900,000, e.g. where a building with a replacement cost of \$29,000 would be valued at 0.01 (1/100) of a life (Target Range 2). When assessing risks in relation to buildings, the Target to be considered might be the building, the occupants, or both. Occupants of a building could be protected from harm by the structure or substantially exposed to the impact from a falling tree if the structure is not sufficiently robust, and this will determine how the assessor categorises the Target.

Multiple Targets

A Target might be constantly occupied by more than one person and QTRA can account for this. For example, if it is projected that the average occupation will be constant by 10 people, the Risk of Harm is calculated in relation to one person constantly occupying the Target before going on to identify that the average occupation is 10 people. This is expressed as Target 1(10T)/1, where 10T represents the Multiple Targets. In respect of property, a Risk of Harm 1(10T)/1 would be equivalent to a risk of losing \$29,000,000 as opposed to \$2,900,000.

Table 6 Targets

Target Range	Property (repair or replacement cost)	Human (not in vehicles)	Vehicle Traffic (number per day)	Ranges of Value (probability of occupation or fraction of \$2 900 000)
1	\$2 900 000 – >\$290 000 (£1 500 000 – >£150 000)	Occupation: Constant – 2.5 hours/day Pedestrians & cyclists: 720/hour – 73/hour	26 000 – 2 700 @ 110kph (68mph) 32 000 – 3 300 @ 80kph (50mph) 47 000 – 4 800 @ 50kph (32mph)	1/1 – >1/10
2	\$290 000 – >\$29 000	Occupation: 2.4 hours/day – 15 min/day Pedestrians & cyclists: 72/hour – 8/hour	2 600 – 270 @ 110kph (68mph) 3 200 – 330 @ 80kph (50mph) 4 700 – 480 @ 50kph (32mph)	1/10 – >1/100
3	\$29 000 – >\$2 900	Occupation: 14 min/day – 2 min/day Pedestrians & cyclists: 7/hour – 2/hour	260 – 27 @ 110kph (68mph) 320 – 33 @ 80kph (50mph) 470 – 48 @ 50kph (32mph)	1/100 – >1/1 000
4	\$2 900 – >\$290	Occupation: 1 min/day – 2 min/week Pedestrians & cyclists: 1/hour – 3/day	26 – 4 @ 110kph (68mph) 32 – 4 @ 80kph (50mph) 47 – 6 @ 50kph (32mph)	1/1 000 – >1/10 000
5	\$290 – >\$29	Occupation: 1 min/week – 1 min/month Pedestrians & cyclists: 2/day – 2/week	3 – 1 @ 110kph (68mph) 3 – 1 @ 80kph (50mph) 5 – 1 @ 50kph (32mph)	1/10 000 – >1/100 000
6	\$29 – \$2	Occupation: <1 min/month – 0.5 min/year Pedestrians & cyclists: 1/week – 6/year	None	1/100 000 – 1/1 000 000

Vehicle, pedestrian and property Targets are categorised by their frequency of use or their monetary value. The probability of a vehicle or pedestrian occupying a Target area in Target Range 4 is between the upper and lower limits of 1/1 000 and >1/10 000 (column 5). Using the VOSL \$2 900 000, the property repair or replacement value for Target Range 4 is \$2 900- >\$290.

Tree or Branch Size

A small dead branch of less than 25mm diameter is not likely to cause significant harm even in the case of direct contact with a Target, while a falling branch with a diameter greater than 450mm is likely to cause some harm in the event of contact with all but the most robust Target. The QTRA method categorises Size by the diameter of tree stems and branches (measured beyond any basal taper). An equation derived from weight measurements of trees of different stem diameters is used to produce a data set of comparative weights of trees and branches ranging from 25mm to 600mm diameter, from which Table 7 is compiled. The size of dead branches might be discounted where they have undergone a significant reduction in weight because of degradation and shedding of subordinate branches. This discounting, referred to as ‘Reduced Mass’, reflects an estimated reduction in the mass of a dead branch.



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> 450mm (18") dia.	1/1 - > 1/2
260mm (10½") dia. - 450mm (18") dia.	1/2 - > 1/8.6
110mm (4½") dia. - 250mm (10") dia.	1/8.6 - > 1/82
25mm (1") dia. - 100mm (4") dia.	1/82 - 1/2 500
Range 1 is based on a diameter of 600mm.	

Table 7 Tree or branch size

Probability of Failure

In the QTRA assessment, the probability of tree or branch failure within the coming year is estimated and recorded as a range of value (Ranges 1 – 7, Table 8). Selecting a Probability of Failure (PoF) Range requires the assessor to compare their assessment of the tree or branch against a benchmark of either a non-compromised tree at Probability of Failure Range 7, or a tree or branch that we expect to fail within the year, which can be described as having a 1/1 probability of failure. During QTRA training, Registered Users go through a number of field exercises in order to calibrate their estimates of Probability of Failure.

Table 8 Probability of failure

Probability of Failure Range	Probability
1	1/1 - > 1/10
2	1/10 - > 1/100
3	1/100 - > 1/1 000
4	1/1 000 - > 1/10 000
5	1/10 000 - > 1/100 000
6	1/100 000 - > 1/1 000 000
7	1/1 000 000 - 1/10 000 000
The probability that the tree or branch will fail within the coming year.	

The QTRA Calculation

The assessor selects a Range of values for each of the three input components of Target, Size and Probability of Failure. The Ranges are entered on either the manual calculator or software application to calculate a Risk of Harm. The Risk of Harm is expressed as a probability and is rounded, to one significant figure. Any Risk of Harm that is lower than 1/1,000,000 is represented as <1/1,000,000. As a visual aid, the Risk of Harm is colour coded using the traffic light system illustrated in Table 4 (page 6).

Risk of Harm - Monte Carlo Simulations

The Risk of Harm for all combinations of Target, Size and Probability of Failure Ranges has been calculated using Monte Carlo simulations. The QTRA Risk of Harm is the mean value from each set of Monte Carlo results.

In QTRA Version 5, the Risk of Harm should not be calculated without the manual calculator or software application.

Assessing Groups and Populations of Trees

When assessing populations or groups of trees, the highest risk in the group is quantified and if that risk is tolerable, it follows that risks from the remaining trees will also be tolerable, and further calculations are unnecessary. Where the risk is intolerable, the next highest risk will be quantified, and so on until a tolerable risk is established. This process requires prior knowledge of the tree manager’s risk tolerance.

Accuracy of Outputs

The purpose of QTRA is not necessarily to provide high degrees of accuracy, but to provide for the quantification of risks from falling trees in a way that risks are categorised within broad ranges (Table 9).

Table 9 QTRA Advisory Risk Thresholds

Thresholds	Description	Action
	Unacceptable -Risks will not ordinarily be tolerated	Control the risk
1/1 000		
	Unacceptable - (where imposed on others) Risks will not ordinarily be tolerated	Control the risk Review the risk
	Tolerable - (by agreement) Risks may be tolerated if those exposed to the risk accept it, or the tree has exceptional value.	Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value Review the risk
1/10 000		
	Tolerable - (Where imposed on others) Risks are tolerable if as low as reasonably practical	Assess cost and benefits of risk control Control the risk only where a significant benefit might be achieved at a reasonable cost Review the risk
1/100 000		
	Broadly Acceptable - Risk is already as low as reasonably practical	No action currently required Review the risk

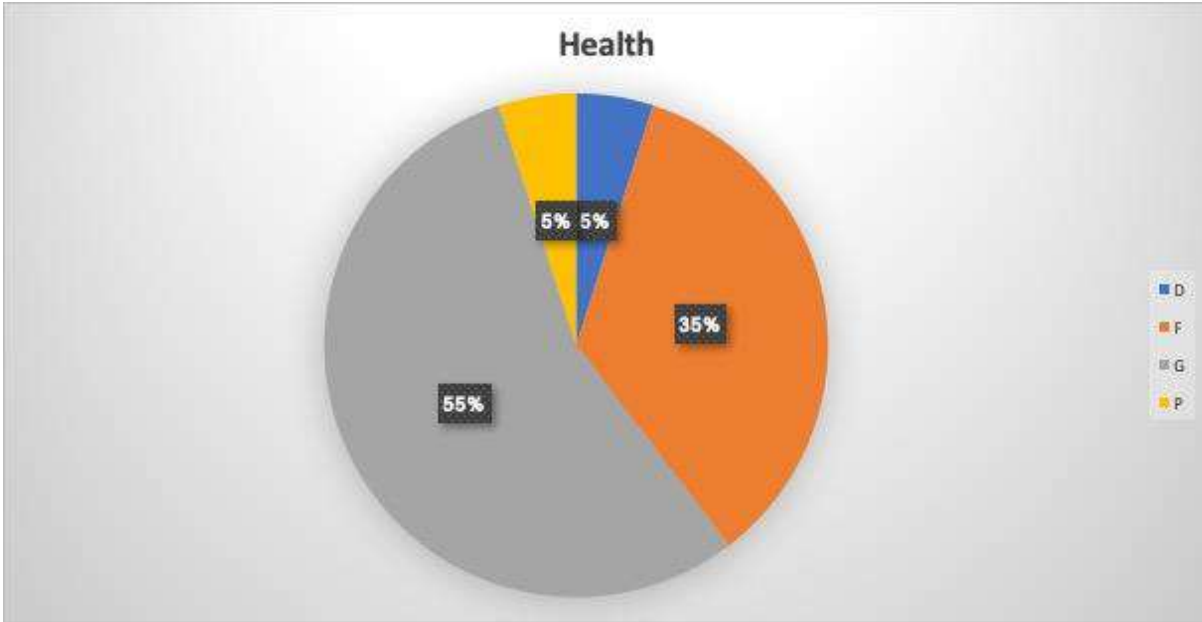
Observations

Site map

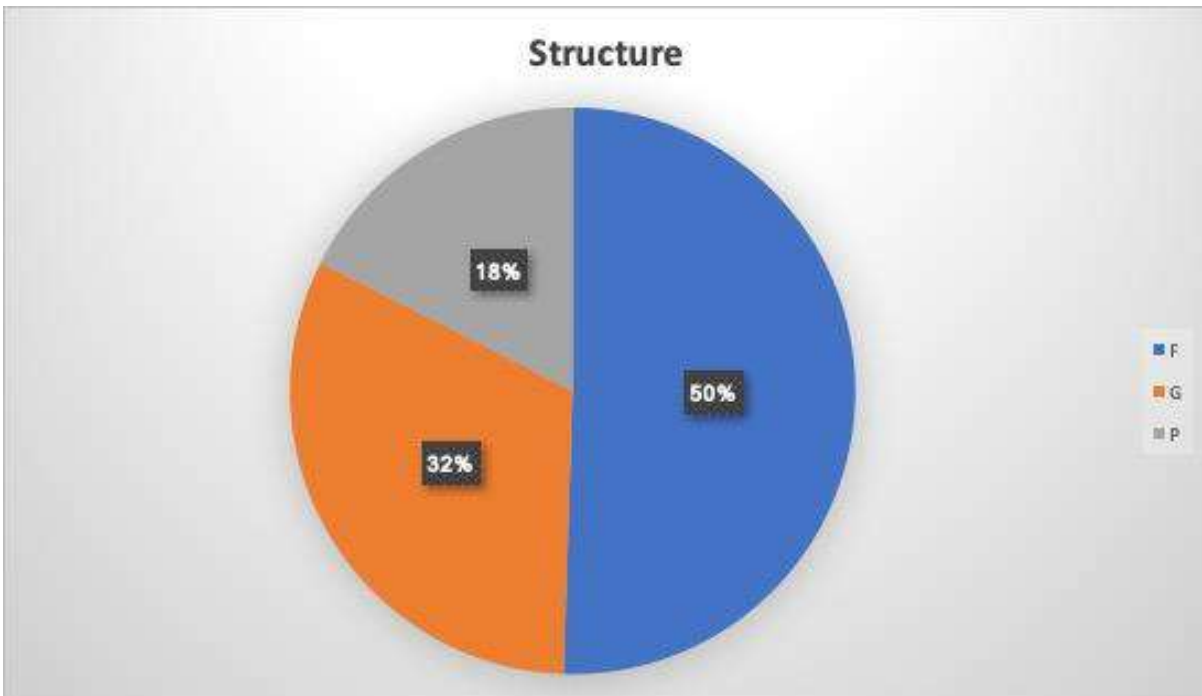


Data observations

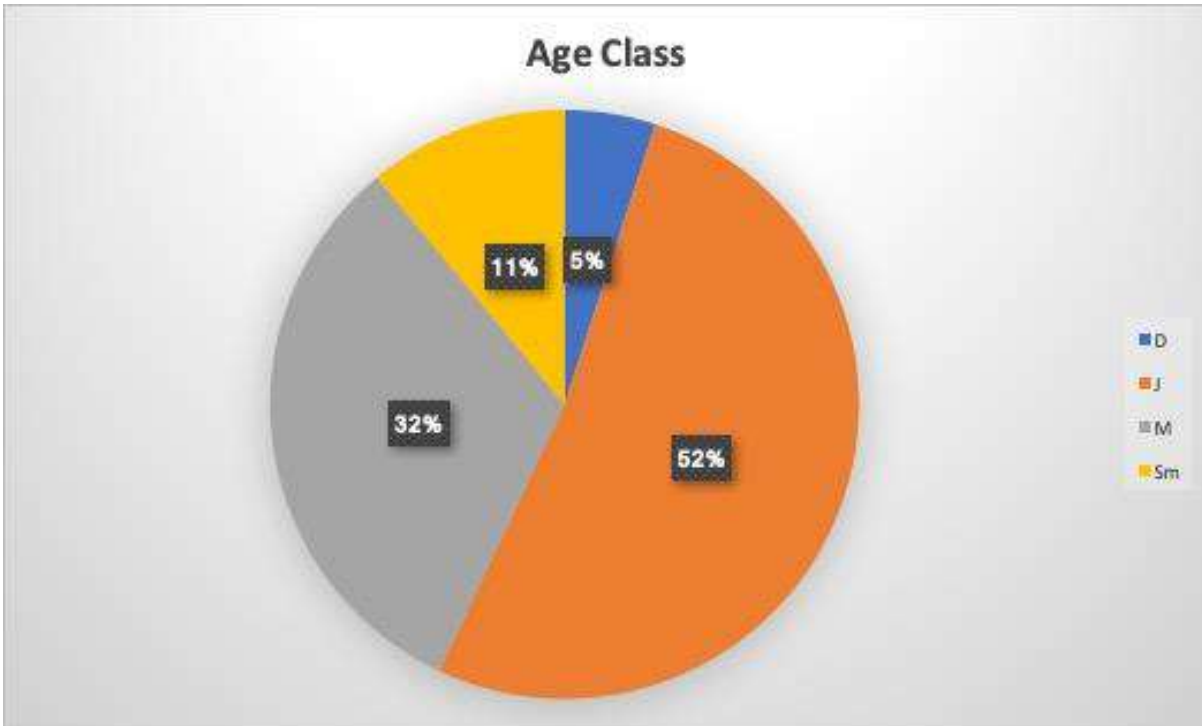
Percentage range of Health



Percentage range of Structure



Percentage of Age Classification





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#	Common Name	Botanical Name	Origin	DBH	Height	Spread	Structure	Health	Age Class	Foliage	Defects	Pests/Disease
1	Manna Gum	Eucalyptus viminalis	Native	106	20	15	F	F-g	M	G	Deadwood, hollows, hanger, previous failure	
2	Manna Gum	Eucalyptus viminalis	Native	31	8	5	F	G	J	F		
3	Manna Gum	Eucalyptus viminalis	Native	31,36	12	10	P	F	Sm	G	Bifurcation	Borers
4	Manna Gum	Eucalyptus viminalis	Native	16	7	2	F	F	J	F		
5	Narrow Leaved Peppermint	Eucalyptus radiata	Native	16	7	2	G	G	J	G		
6	Narrow Leaved Peppermint	Eucalyptus radiata	Native	17	7	2	G	G	J	G		
7	Narrow Leaved Peppermint	Eucalyptus radiata	Native	28	10	5	F	F	J	G	Deadwood	
8	Narrow Leaved Peppermint	Eucalyptus radiata	Native	38	10	12	F	G	Sm	G		
9	Red Box	Eucalyptus polyanthemos	Native	21	10	4	G	G	J	G		
10	Black Wattle	Acacia mearnsii	Native	17	8		G	G	J	G		
11	Narrow Leaved Peppermint	Eucalyptus radiata	Native	93	15	10	P	F	M	F	Deadwood, previous failure	
12	Red Box	Eucalyptus polyanthemos	Native	57	15	10	P	F	M	F	Deadwood, previous failure	Termites
13	Creswick Apple Box	Eucalyptus aromaphloia	Native	69	15	15	F	F	Sm	G	Root damage	
14	Manna Gum	Eucalyptus viminalis	Native	38	15	4	F	G	J	G		
15	Creswick Apple Box	Eucalyptus aromaphloia	Native	39	14	8	F	G	J	G		



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#	Common Name	Botanical Name	Origin	DBH	Height	Spread	Structure	Health	Age Class	Foliage	Defects	Pests/Disease
16	Yellow Gum	Eucalyptus leucoxyton	Native	16	8	3	G	G	J	G		
17	Red Box	Eucalyptus polyanthemus	Native	56	20	8	G	F	M	F		Borers
18	Long Leaved Box	Eucalyptus goniocalyx	Native	86	20	20	F	G	M	G	Deadwood	
19	Manna Gum	Eucalyptus viminalis	Native	35	15	5	F	G	J	G	Bifurcation	
20	Long Leaved Box	Eucalyptus goniocalyx	Native		30	15	F	F	M	F	Deadwood	
21	Dead Euc	Dead euc	Native		25	10	P	D	D	D	Dead	
22	Long Leaved Box	Eucalyptus goniocalyx	Native	112	30	18	F	F	M	G	Deadwood	
23	Long Leaved Box	Eucalyptus goniocalyx	Native	85	30	12	F	F	M	G	Deadwood, previous failure	
24	Long Leaved Box	Eucalyptus goniocalyx	Native	72,66	30	25	F	F	M	G	Deadwood, previous failure	
25	Manna Gum	Eucalyptus viminalis	Native	16	10	3	G	G	J	G		
26	Long Leaved Box	Eucalyptus goniocalyx	Native	40	12	8	F	G	J	G		
27	Long Leaved Box	Eucalyptus goniocalyx	Native	38	12	8	G	G	J	G		
28	Long Leaved Box	Eucalyptus goniocalyx	Native	55, 57, 30	15	15	F	F	M	G	Bifurcation, deadwood	
29	Long Leaved Box	Eucalyptus goniocalyx	Native	30, 29, 28	15	6	F	F	Sm	G	Bifurcation, deadwood	
30	Long Leaved Box	Eucalyptus goniocalyx	Native	50	15	8	G	F	J	F	Deadwood	



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#	Common Name	Botanical Name	Origin	DBH	Height	Spread	Structure	Health	Age Class	Foliage	Defects	Pests/Disease
31	Narrow Leaved Peppermint	Eucalyptus radiata	Native	51, 44	25	12	F	F	M	F	Bifurcation	
32	Red Box	Eucalyptus polyanthemos	Native	34, 36	18	12	F	F	M	G	Bifurcation, deadwood	
33	Long Leaved Box	Eucalyptus gonioocalyx	Native	70	25	12	F	F	M	F	Deadwood	Termites, grass, borers
34	Long Leaved Box	Eucalyptus gonioocalyx	Native	47	10	15	P	F	M	F	Deadwood	
35	Dead Euc	Dead euc	Native	107	25	10	P	D	D	D	Dead	Bracket fungus
36	Long Leaved Box	Eucalyptus gonioocalyx	Native	51	12	10	F	F	J	G	Bifurcation, deadwood	
37	Manna Gum	Eucalyptus viminalis	Native	26	12	4	G	G	J	G		
38	Manna Gum	Eucalyptus polyanthemos	Native	39	12	5	F	F	Sm	F	Bifurcation, deadwood	
39	Manna Gum	Eucalyptus viminalis	Native	55	10	8	F	F	Sm	F		
40	Red Box	Eucalyptus polyanthemos	Native	31	15	5	F	G	J	G	Bifurcation	
41	White Box	Eucalyptus alba	Native	23	15	4	F	G	J	G		
42	Swamp Gum	Eucalyptus ovata	Native	40	15	5	F	F	J	G	Bifurcation, deadwood	
43	Red Box	Eucalyptus polyanthemos	Native	48	16	8	F	F	M	P	Trunk wound	
44	Dead Euc	Dead euc	Native	79	25	10	P	D	D	D	Dead	
45	Long Leaf Box	Eucalyptus gonioocalyx	Native	87	25	20	F	F	M	F	Deadwood	



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#	Common Name	Botanical Name	Origin	DBH	Height	Spread	Structure	Health	Age Class	Foliage	Defects	Pests/Disease
46	Long Leaved Box	Eucalyptus goniocalyx	Native		10	25	P	F	M	F	Fallen tree	
47	Red Box	Eucalyptus polyanthemos	Native	48	12	8	F	F	M	F		
48	Long Leaved Box	Eucalyptus goniocalyx	Native	33	12	6	F	G	Sm	G	Bifurcation, deadwood	
49	Long Leaved Box	Eucalyptus goniocalyx	Native	33	12	10	P	F	Sm	G		
50	Long Leaved Box	Eucalyptus goniocalyx	Native	29	12	4	F	G	Sm	G	Bifurcation, deadwood	
51	Long Leaved Box	Eucalyptus goniocalyx	Native	42	12	6	F	G	Sm	F	Deadwood, previous failure	
52	Long Leaved Box	Eucalyptus goniocalyx	Native	38, 74, 60	18	12	F	F	M	F	Bifurcation, deadwood	
53	Red Box	Eucalyptus polyanthemos	Native	63	18	8	F	F	M	F	Deadwood	
54	Long Leaved Box	Eucalyptus goniocalyx	Native	33, 48, 68, 83	20	15	F	F	M	G	Bifurcation, deadwood	
55	Plum	Prunus sp.	Exotic		5	5	F	F	M	F	Weed species	
56	Long Leaved Box	Eucalyptus goniocalyx	Native	Large	20	15	F	P	M	P	Deadwood, previous failure	
57	Long Leaved Box	Eucalyptus goniocalyx	Native	Large	20	12	F	F	M	F	Deadwood, previous failure	

Site photographs









MEMO

32 Main Road, Hepburn Springs

Traffic Engineering Review

To	Angela Mok	Date	11 May 2022
Company	Clement Stone Town Planners		
Copy To	Warren Keighran		

Dear Angela,

onemilegrid have been engaged to provide traffic engineering advice in relation to the proposed residential subdivision at the above site.

As part of our assessment, we have reviewed the survey plan, site photos and other relevant components, and accordingly provide the following advice.

Proposal

The proposal seeks to subdivide the site at 32 Main Road, Hepburn Springs for the purposes of an 8-lot subdivision with access via Goldfields Track which connects to Main Road in the north. Main Road is a Department of Transport (DoT) managed roadway. The lots will be developed for single residential dwellings only.

The connection of Goldfields Track to Main Road is existing and currently services 3 dwellings, whilst provision is made in the existing design of the track for access to 32 Main Road in the location as designed. Goldfields Track is largely single width and comprises a sealed and gravel surface.

Access to the site will be achieved from Goldfields Track which will lead to an internal private common property roadway which is proposed to run along the northern boundary of the site. A suitable setback to the title boundary has been proposed to provide for a landscape buffer to the neighbouring property. The proposed internal road has been designed with a single width of 4 metres.

The internal roadway will operate as a court and has been designed to allow for emergency vehicle access throughout including appropriate turn around provisions through the provision of a court bowl at the end of the road.

The internal roadway will operate as a private body corporate managed roadway.

Existing Access Review

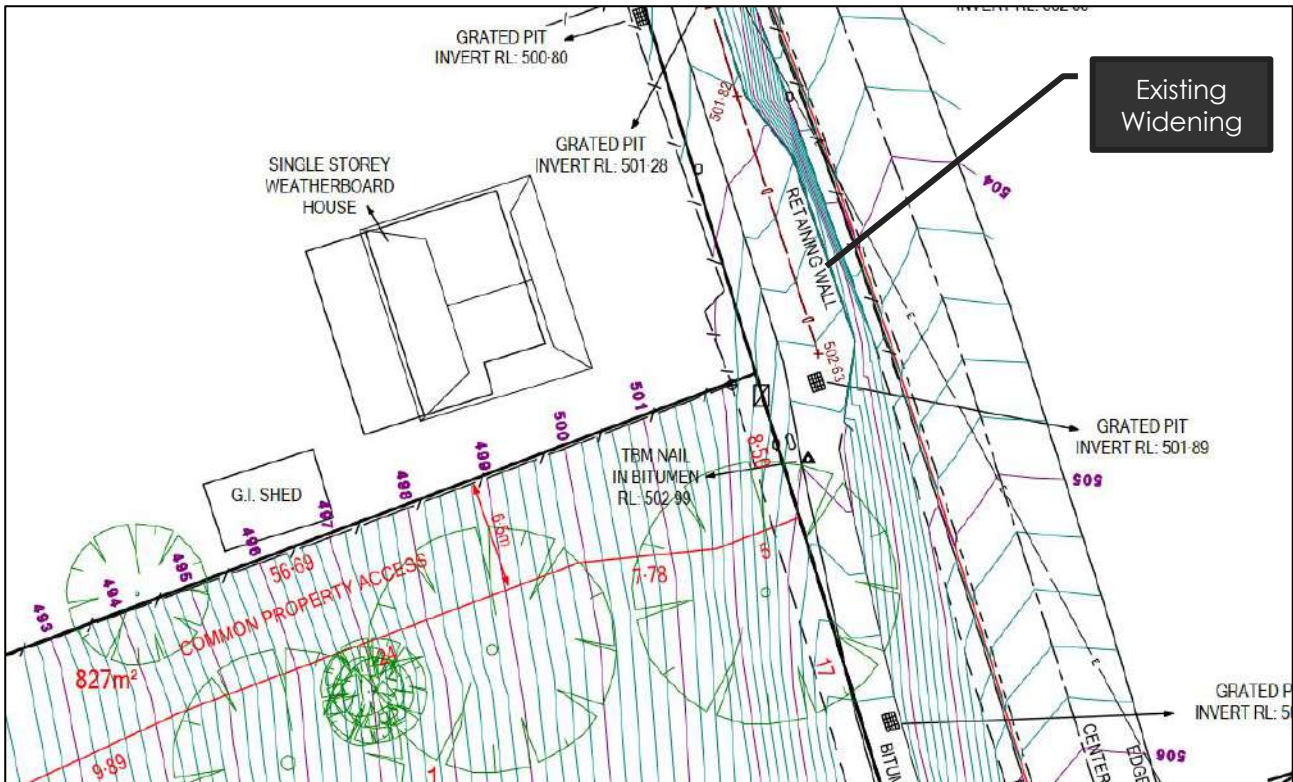
The existing connection between Main Road and Goldfields Track is existing and has been operating in its current arrangement for some time. A review of CrashStats data indicates that the intersection has been operating without incident noting that clear sightlines are available in either direction for motorists arriving and departing the site.

Movements into and out of the track typically occur as right in left out, with opportunities for U-turns available along Main Road to the north and south for all other movements. It is noted that the left in and right out movements are also permissible at the intersection.

Goldfields Track Operation

As part of the proposal, Goldfields Track will provide the site access from Main Road. The track will still operate as a shared environment with a width of 3.6 metres as occurs currently relative to vehicle access to adjacent lots. Improvements to the track can be undertaken as necessary to improve the existing surface if required. That said, due to the level of traffic generated by the proposed subdivision these works are not considered necessary.

At the interface with the subject site, it is noted that the track has already been widened to provide for access into the site. The retaining wall flares, and the track widens at the northern edge of the site. This widening facilitates access not only into the subject site but also to the neighbouring dwelling to the north. An extract of the survey plan is provided below.

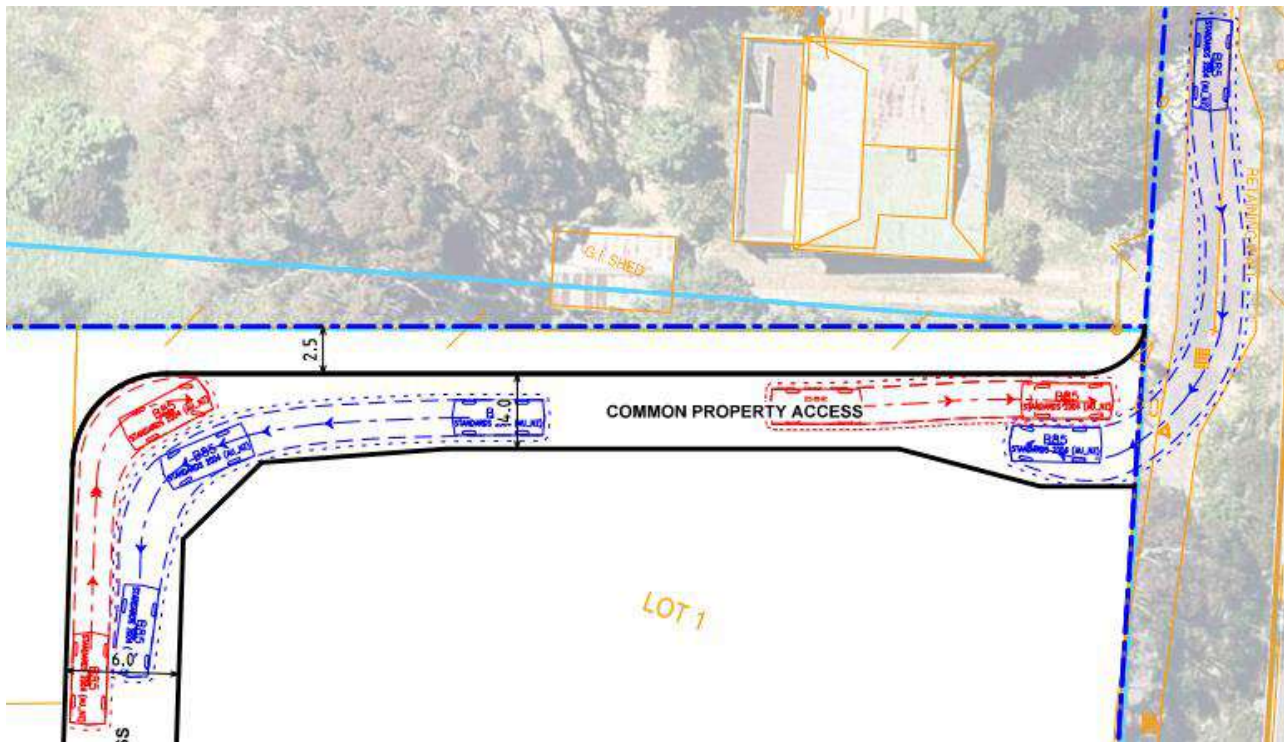


It is noted that the integration of a site access with the track is a common occurrence with pedestrians, cyclists and vehicles sharing the roadway. The proposal does not intend to change this environment and will integrate suitably within the existing arrangements. To improve safety of all road users, the provision of mirrors could be provided at the site access point if necessary. It is noted that good visibility will be afforded to all road users at the site access point regardless.

Internal Roadway Design

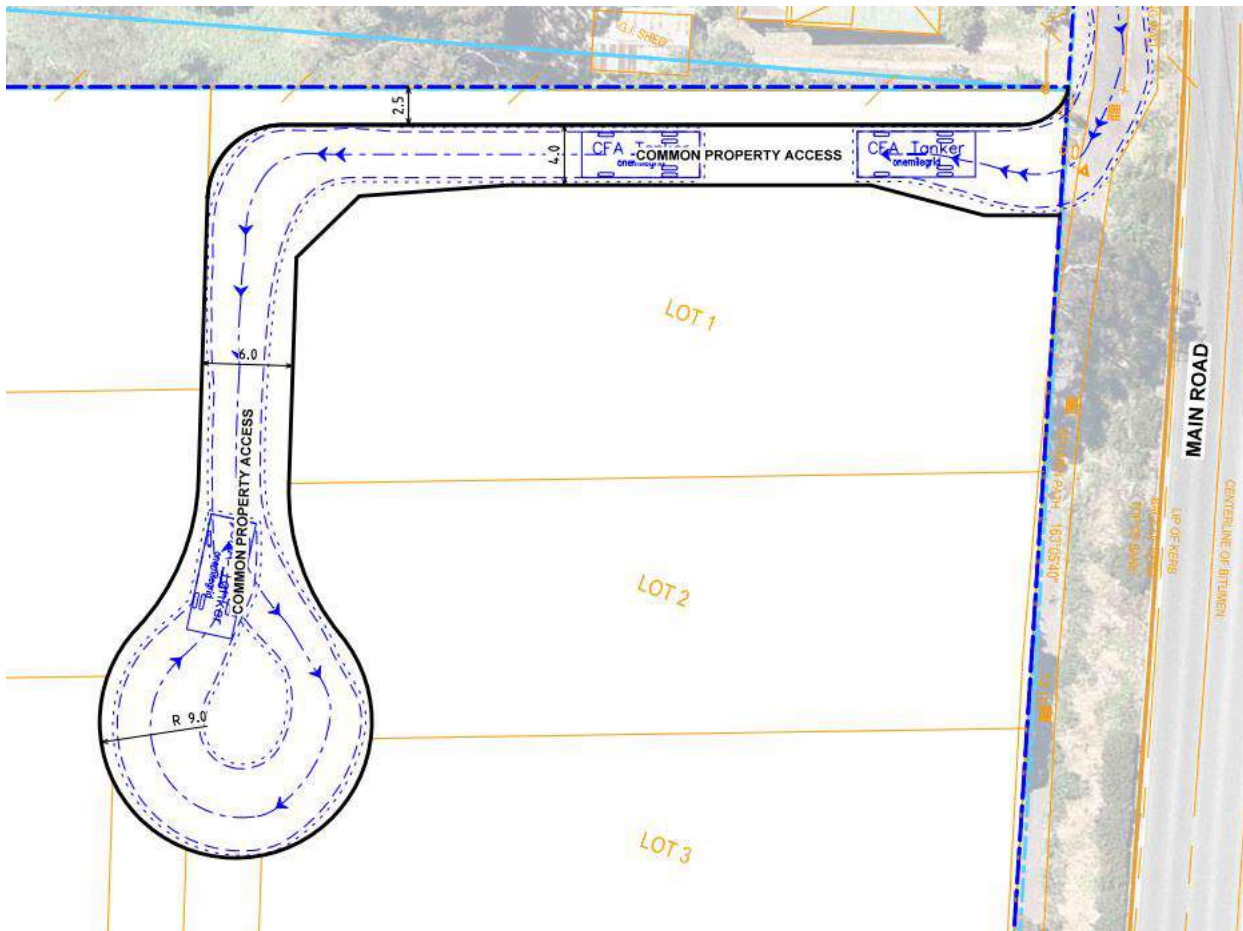
Internal to the site a 4 metre wide roadway is proposed which includes an area for passing of 2 standard cars at the interface with Goldfields Track and at the bend of the roadway as shown below.

The proposed internal roadway will be under the ownership of the body corporate and will operate as a private driveway. The width of 4 metres will allow for one vehicle at a time, with passing opportunities provided at the interface with Goldfields Track. The single width nature of the internal roadway is considered acceptable noting the low level of traffic generated by the development and clear visibility available to all road users.



To allow for turning around, a court bowl is proposed at the end of the roadway. The court bowl has been designed to allow for a CFA truck and service vehicle to turnaround as shown below and attached.

There is a grade change from the Goldfields Track in the east through to the centre of the site of approximately 7 metres. To allow for a suitable grade a ramped section of roadway will be required which will be designed in accordance with the relevant standards for driveway design. It is recommended that a grade of 1:8 is provided for the first section of the ramp, followed by 1:4 through the middle section and a 1:8 transition thereafter. The final design for the driveway will be undertaken in detailed design.



Traffic Review

The proposed 8 lots will generate approximately 64 movements per day (based on 8 vehicle trips per day). Due to the nature of the area, it is expected that these movements will be split across the day. In any case, assuming peaks do occur, a maximum of 6 movements per hour are expected which equates to 1 movement every 10 minutes during peak hours. This level of traffic is quite low and not expected to impact on the operation of Goldfields Track or existing users of the roadway including pedestrians that walk along the track.

Conclusion

To facilitate residential lots on the site, upgrades to Goldfields Track are required, however the existing operation with cars and pedestrians sharing the roadway is recommended to remain. With such a low level of traffic generated this is considered acceptable.

At the interface with Main Road, the existing arrangements will be retained.

Internally an appropriate design can be prepared to facilitate access to future lots, with suitable ramping and access achievable throughout.

Please do not hesitate to contact me should you wish to discuss the above.

Yours sincerely



Valentine Gnanakone

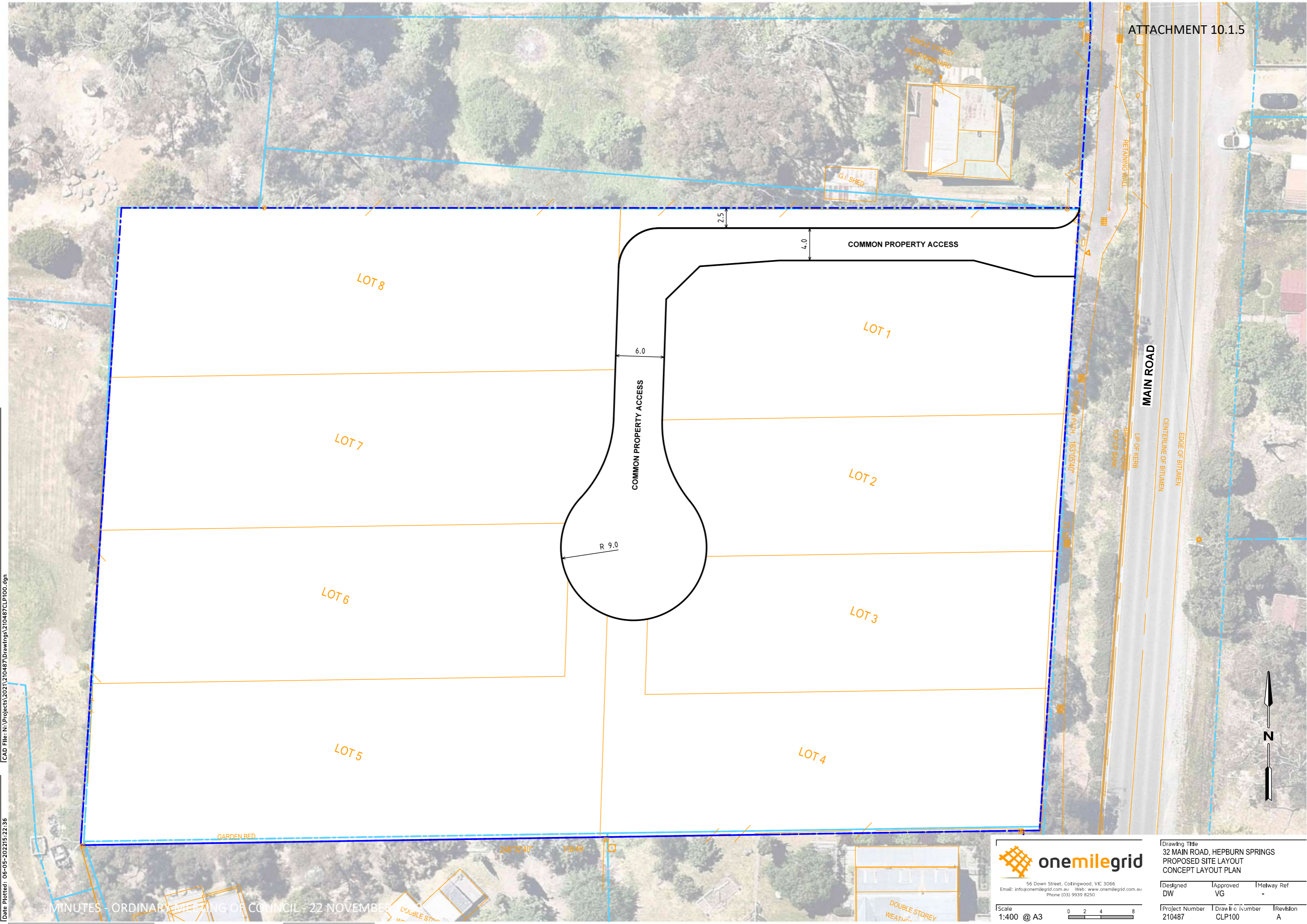
Director

onemilegrid

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CAD File: N:\Projects\2021\210487\Drawings\210487CLP100.dgn

Date Plotted: 06-05-2021 15:22:36

MINUTES - ORDINARY MEETING OF COUNCIL - 22 NOVEMBER



56 Down Street, Collingwood, VIC 3066
 Email: info@onemilegrid.com.au Web: www.onemilegrid.com.au
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Scale 1:400 @ A3

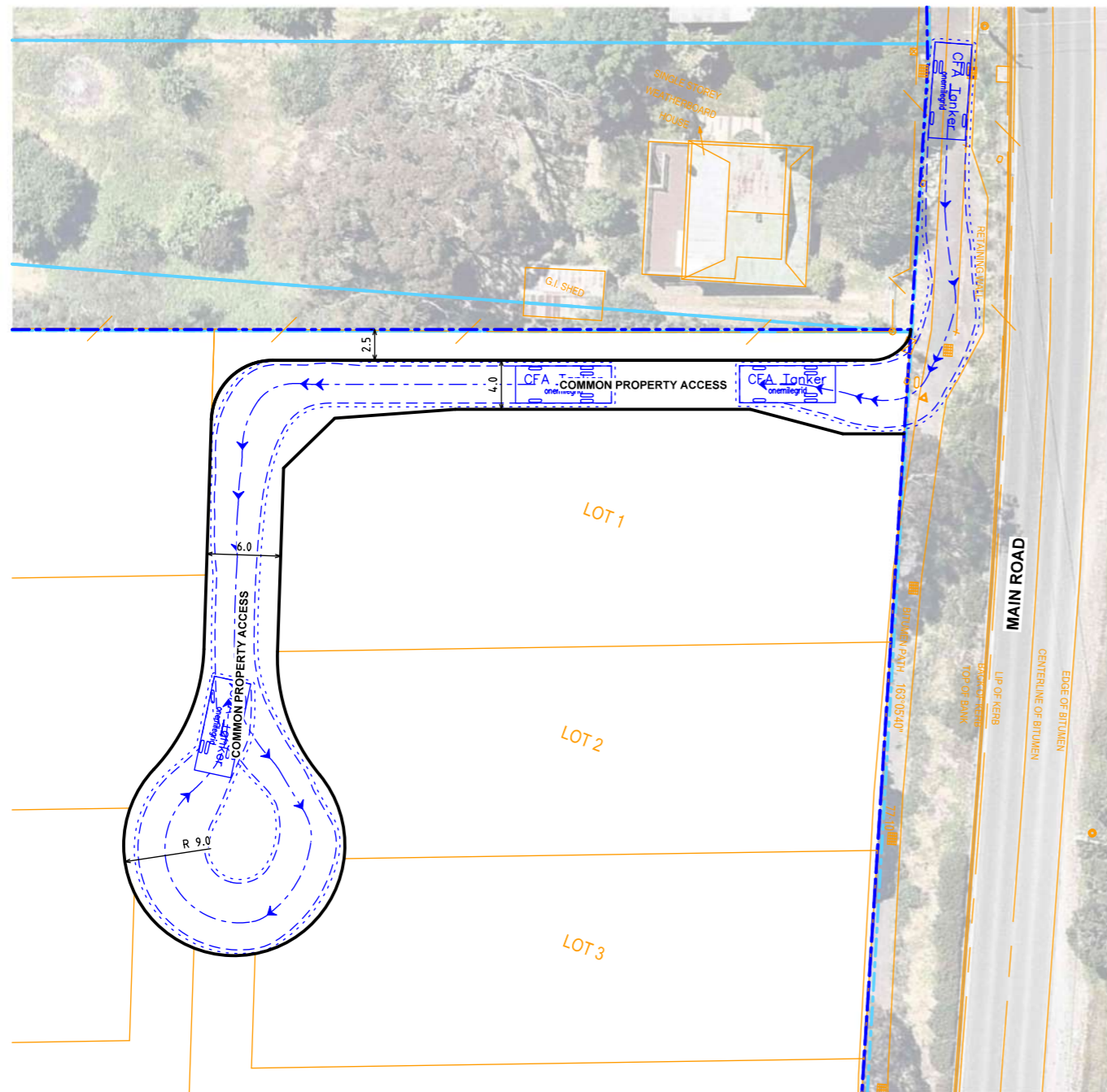
Drawing Title
 32 MAIN ROAD, HEPBURN SPRINGS
 PROPOSED SITE LAYOUT
 CONCEPT LAYOUT PLAN

Designed DW	Approved VG	Metway Ref -
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Project Number 210487	Draw No CLP100	Revision A
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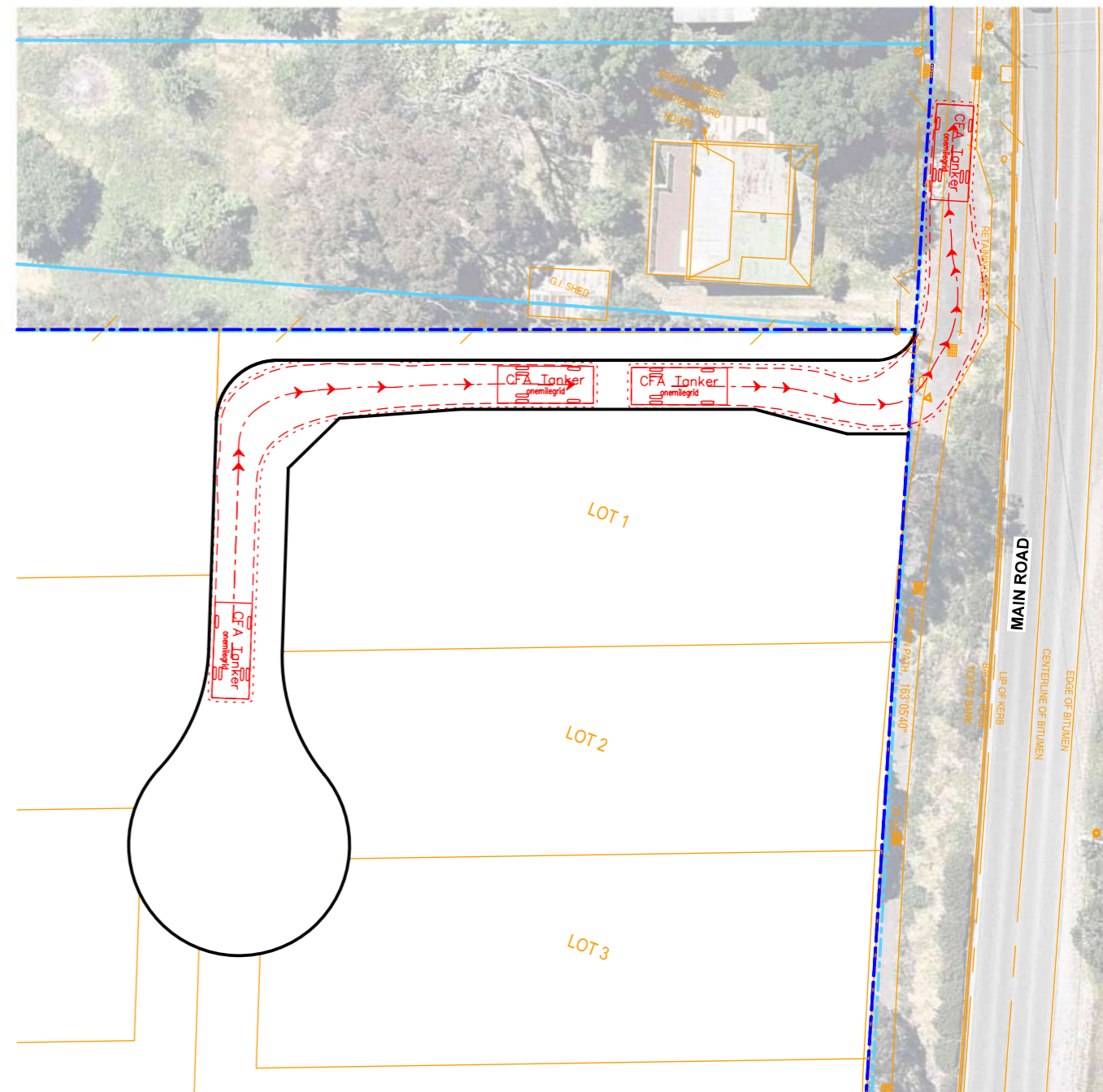
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Aerial Photography
 Aerial photography provided by Nearmap



ENTRY MANOEUVRES

----- DESIGN VEHICLE SWEEP PATHS SHOWN DASHED
 300mm CLEARANCE ENVELOPE SHOWN DOTTED

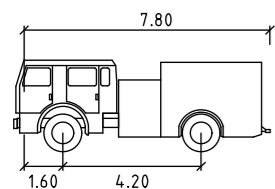


EXIT MANOEUVRES

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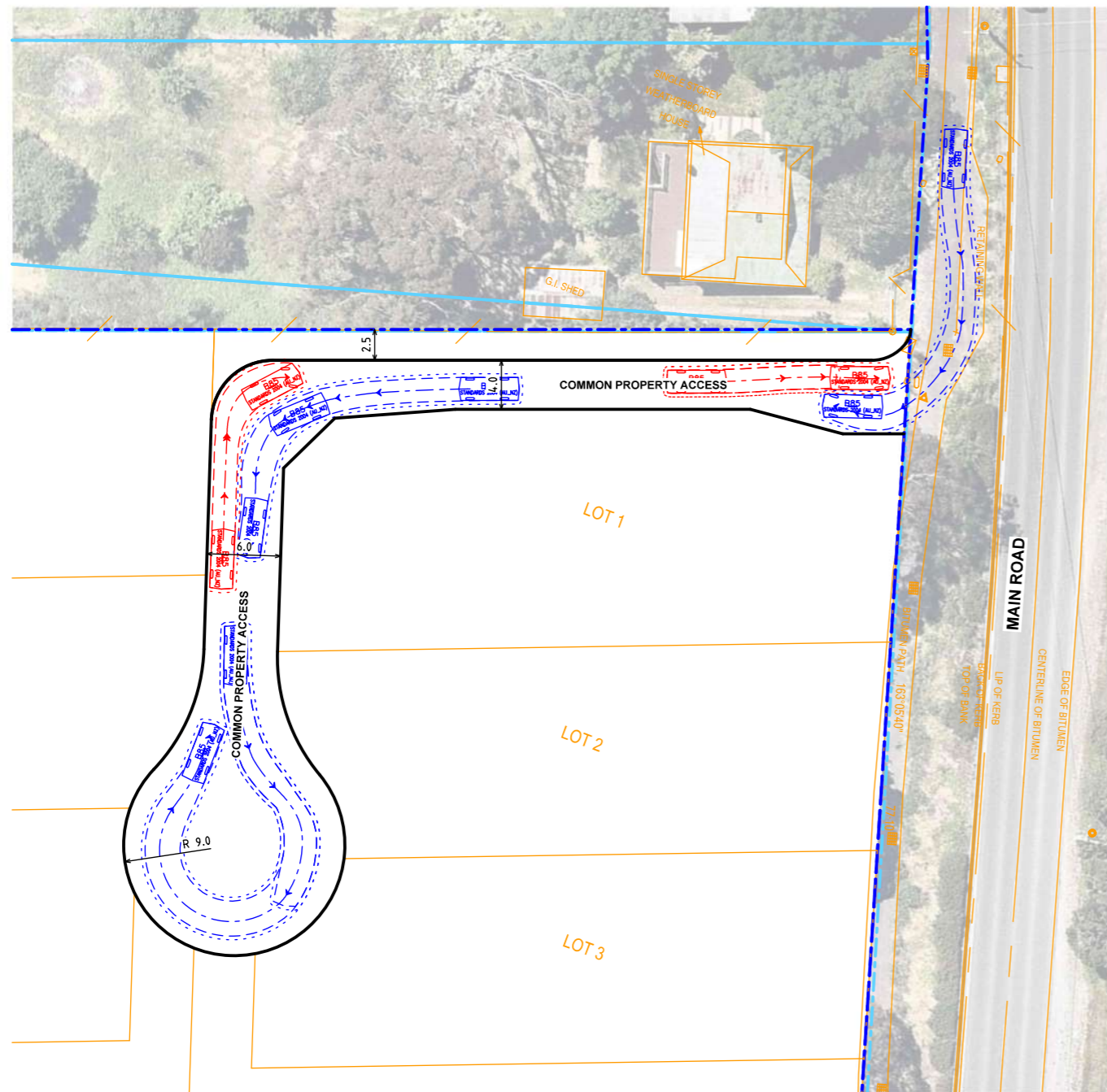
CFA Tanker	metres
Width	: 7.80
Track	: 4.20
Lock to Lock Time	: 6.0
Steering Angle	: 45.1

56 Down Street, Collingwood, VIC 3066
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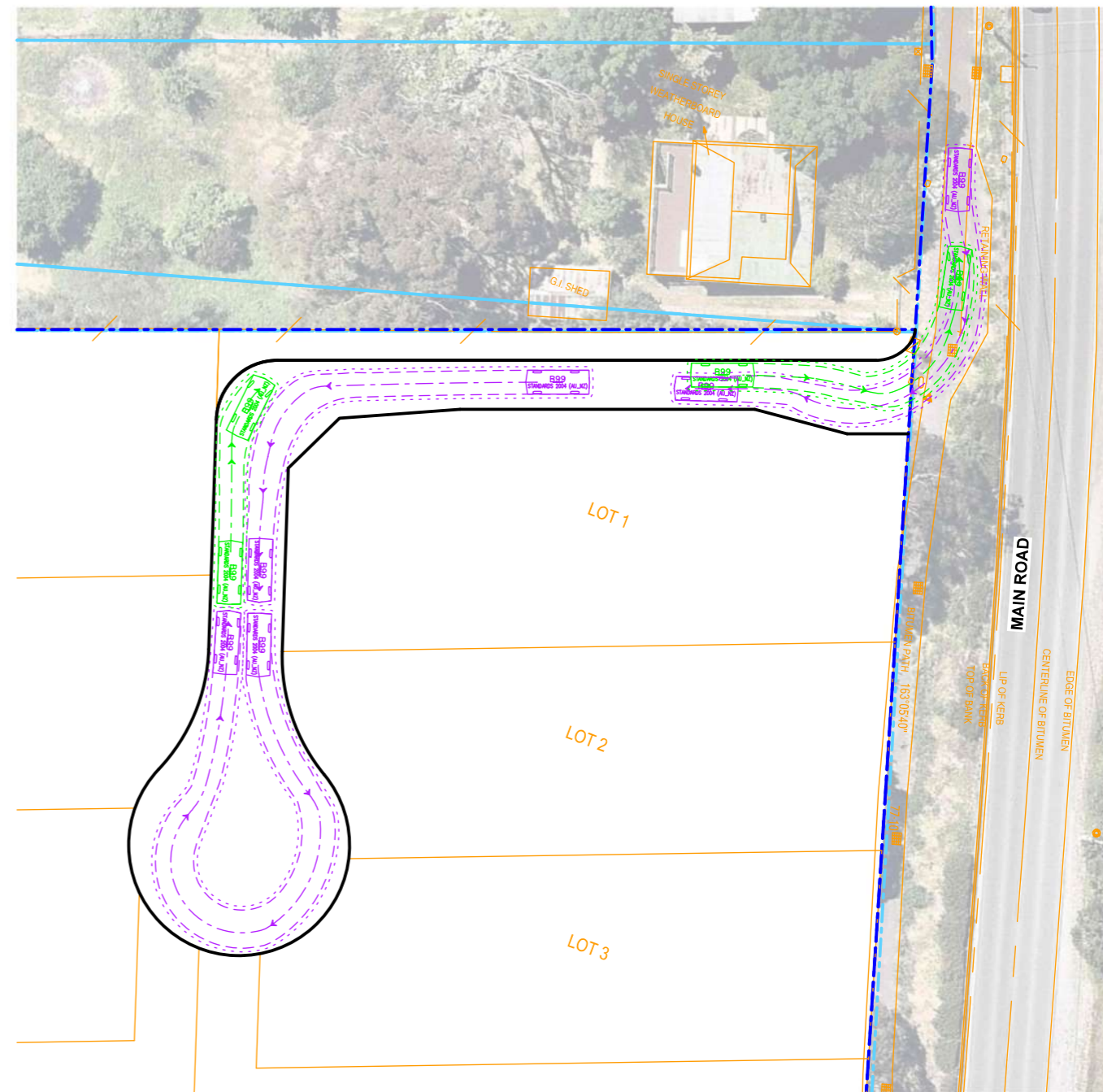
Drawing Title 32 MAIN ROAD, HEPBURN SPRINGS PROPOSED SITE LAYOUT - CFA TRUCK SWEEP PATH ANALYSIS		
Designed DW	Approved VG	Metway Ref -
Project Number 210487	Drawing Number SPA100	Revision A





B85 MANOEUVRES

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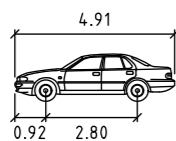
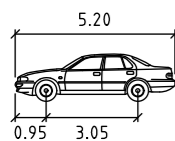


B99 MANOEUVRES

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B99	5.20	1.84	6.0	33.9
B85	4.91	1.77	6.0	34.1

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Scale 1:500 @ A3

Drawing Title
 32 MAIN ROAD, HEPBURN SPRINGS
 PROPOSED SITE LAYOUT - B85 & B99
 SWEEP PATH ANALYSIS

Designed DW	Approved VG	Metway Ref
Project Number 210487	Draw No SPA300	Revision A



11 EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE

11.1 AWARD OF CONTRACT HEPBU2022.145 - CRESWICK TRAILS NATIVE VEGETATION OFFSET CREDITS, INSTRUMENT OF AGREEMENT

Go to 00:44:58 in the meeting recording to view this item.

DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this advice to Council as the Project Manager – Creswick Trails, I Alison Breach have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Tender Evaluation Report Provision of Native Vegetation Offset Re [11.1.1 - 7 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider awarding contract HEPBU2022.145 to purchase Native Vegetation Offset Credits for the construction of the Creswick Trails Network.

OFFICER'S RECOMMENDATION

That Council:

1. *Awards contract HEPBU RFT 2022.145 – Provision of Native Vegetation Offset Credits for Construction of the Creswick Trails to Vegetation Link for the sum of \$414,550 (ex GST).*
2. *Delegates authority for the Chief Executive Officer to execute the contract documents on behalf of Council.*
3. *Delegates approval of contract variations totalling no more than 10% of the contract price to the Project Manager or Manager up to their financial delegation for each variation.*
4. *Resolves that the award of this contract is contingent on award of a contract to construct the Creswick Trails Network.*

MOTION

That Council:

1. *Awards contract HEPBU RFT 2022.145 – Provision of Native Vegetation Offset Credits for Construction of the Creswick Trails to Vegetation Link for the sum of \$414,550 (ex GST).*
2. *Delegates authority for the Chief Executive Officer to execute the contract documents on behalf of Council.*

3. *Delegates approval of contract variations totalling no more than 10% of the contract price to the Project Manager or Manager up to their financial delegation for each variation.*
4. *Resolves that the award of this contract is contingent on award of a contract to construct the Creswick Trails Network.*

Moved: Cr Don Henderson

Seconded: Cr Tim Drylie

Carried

Voted for: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday and Cr Tim Drylie

Voted against: Nil

Abstained: Nil

BACKGROUND

Creswick Trails is a network of 60 kilometres of mountain bike trail starting at Hammon Park, Creswick. The trails pass through land that is managed by HVP Plantations, DELWP and Parks Victoria and is on the traditional lands of the Dja Dja Wurrung.

As part of construction, some native vegetation will need to be removed. Because of this, and as part of the requirements of the planning permit, Council must purchase Native Vegetation Removal (NVR) Offset credits. These credits are purchased through a broker and will be used by DELWP to undertake planting of a similar nature to what was removed within the catchment.

KEY ISSUES

Officers have undertaken a public tender process to source suitably qualified brokers to provide Native Vegetation Removal Credits required for the construction of the Creswick Trails Network.

A Tender Evaluation Panel composed of three council officers reviewed the response and determined that Vegetation Link had the appropriate connection, experience and understanding to provide the required offset credits.

As requested in the advertised tender specification, Vegetation Link provided three offset planting site options, with one (Option 3) containing part of the planting in Hepburn Shire as well as sites located in Gannawarra, Loddon and Northern Grampians Shire. Offset sites must be of a similar planting type as well as an appropriate size collectively to that which was removed and be within the catchment of the removal site.

This option was also the least expensive response and the Tender Evaluation Panel unanimously agreed it was the most suitable and Vegetation Link are suitably

qualified to undertake the provision of Native Vegetation Offset credits appropriately.

No interviews or questions were posed as the outcome was within what was expected and straightforward.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

Embracing our past and planning for the future

3.3 Build and maintain quality infrastructure that supports and promotes liveability and active living in 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

Purchase of Native Vegetation Removal Offset Credits supports revegetation within the designated catchment.

FINANCIAL IMPLICATIONS

Funding for this contract is included in the budget for the Creswick Trails Network as part of the associated construction costs.

The contract sum aligns with market expectations and is within the allocated budget sum within the Creswick Trails construction budget.

RISK IMPLICATIONS

There are no known risks associated with award of this contract.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community engagement for the Creswick Trails Network has identified that the community places high value on the natural environment within the project area. Revegetation within the catchment area would be an activity supported by the community.

12 A DYNAMIC AND RESPONSIVE COUNCIL

12.1 QUARTERLY FINANCE REPORTS - QUARTER 1 2022/2023

Go to 00:51:52 in the meeting recording to view this item.

DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Director Organisational Services, I Andrew Burgess have no interests to disclose in this report.

ATTACHMENTS

1. Financial Report for the Period Ending 30 September 2022 [**12.1.1** - 26 pages]
2. Capital Projects Report September 2022 [**12.1.2** - 4 pages]
3. Special Projects Report September 2022 [**12.1.3** - 3 pages]

EXECUTIVE SUMMARY

The September Quarterly Finance Report outlines the financial results for the three months ended 30 September 2022, along with a comparison to the original adopted budget. It includes a summary of Council's financial performance and position for the 2022/2023 year up until 30 September 2022, and an update on each special and capital project as at 30 September 2022.

The current financial position needs to be read in the context of Council's financial plan contained within the 2022/2023 Budget.

The financial impact of two storm events are reflected in these results.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the financial position and performance for the three months ending 30 September 2022; and*
2. *Notes the special and capital works project reports effective 30 September 2022, noting the project reports will be placed on Council's website.*

MOTION

That Council:

1. *Notes the financial position and performance for the three months ending 30 September 2022; and*
2. *Notes the special and capital works project reports effective 30 September 2022, noting the project reports will be placed on Council's website.*

Moved: Cr Don Henderson

Seconded: Cr Jen Bray

Carried

Voted for: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday and Cr Tim Drylie

Voted against: Nil

Abstained: Nil

BACKGROUND

This report provides information of Council's financial performance for the period one July 2022 to 30 September 2022 and compares the Income Statement to the original adopted budget, the Balance Sheet and Statement of Cash Flows to last year.

The results in the first three months of the financial year have continued to be impacted by the COVID-19 pandemic which has resulted in restrictions on our community and the operations of the Council itself, as well as the impact of the June 2021 and January 2022 storm events. These impacts will continue to be felt and reflected in future reports during the 2022/2023 financial year.

The September Quarterly Finance Report along with the special and capital project reports have been prepared in comparison to the original adopted budget. The carry forward budget has not been included for Quarter 1 as this budget is still being prepared and will be taken to the Ordinary Council Meeting scheduled in November 2022.

KEY ISSUES

The financial report and attachments provide a comprehensive overview of Council's financial performance and current financial state, for the first three months of the 2022/2023 financial year up until 30 September 2022 and an update on the status and progress on each special and capital project.

The main items to note at the end of Quarter 1, with further details and explanation provided in the attached report:

- The operating surplus for the three months ended 30 September 2022 was \$16.76M, which is \$2.94M (or 21.2%) favourable to the budget of \$13.82M. This is primarily driven by materials and services expenditure budget being favourable by \$3.80M. This is due to lower than expected storm recovery expenditure during three months ended 30 September 2022.
- Capital and special project reports are being compared to the original adopted budget.
- Year-to-date Capital works expenditure for the three months ended 30 September 2022 was \$2.20M or 11.6% of the \$18.76M original adopted budget.
- Cash holdings as at 30 September are \$2.38M lower than the same time last year, this is due to increased expenditure on capital works and special

projects in the current year and an additional \$1.80M received in grant funding for the period to 30 September 2021 in the prior year.

- Trade and other receivables as at 30 September 2022 are \$2.00M higher than the same time last year, and this is due to a combination of the annual rate cap rate rise and an increase in Sundry Debtors.
- As the Capital and Project reports are difficult to read in .pdf form, they will be provided as A3 hard copies at future face-to-face meetings.

Council officers will remain flexible and agile in the management of their forecasts while responding in the best interests of the community.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

5.3 A sustainable and agile organisation with strong corporate governance that supports excellent operations

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 or stakeholder engagement implications associated with this report.



FINANCIAL REPORT

For the three months ending
30 September 2022



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1. Overview

The September Quarterly Finance Report outlines the financial results for the three months ended 30 September 2022, along with a comparison to the adopted 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 2022/2023 Budget.

The ongoing impacts of COVID-19 on operational costs and recovery support for the community will be monitored throughout the 2022/2023 financial year.

This report represents three months of business in the 2022/2023 financial year.

The main items to note at the end of the half year:

- The operating surplus for the three months ended 30 September 2022 was \$16.76 million, which is \$2.94 million (or 21.2%) favourable to the budget of \$13.82 million. This is primarily driven by materials and services expenditure budget being favourable by \$3.80 million. This is due to lower than expected storm recovery expenditure during three months ended 30 September 2022.
- Capital and special project reports are being compared to the original adopted budget.
- Year-to-date Capital works expenditure for the three months ended 30 September 2022 was \$2.20 million or 11.6% of the \$18.76M original adopted budget.
- Cash holdings as at 30 September 2022 are \$2.38 million lower than the same time last year, this is due to increased expenditure on capital works and special projects in the current year and an additional \$1.80M received in grant funding for the period to 30 September 2021 in the prior year.
- Trade and other receivables as at 30 September 2022 are \$2.00 million higher than the same time last year, and this is due to a combination of the annual rate cap rate rise and an increase in Sundry Debtors.
- As the Capital and Special Project reports are difficult to read in .pdf form, they will be provided as A3 hard copies at future face-to-face meetings.

2. Financial Statements

The adjusted underlying result calculated 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.

2.1. Income Statement for three months ending 30 September 2022

Hepburn Shire Council Comprehensive Income Statement For the Period Ended 30 September 2022

	Note	YTD Budget 2022/23 \$'000	YTD Actual 2022/23 \$'000	YTD Variance	
				\$'000	%
Income					
Rates and charges		24,469	24,480	10	0%
Statutory fees and fines		276	190	(86)	-31%
User fees		196	188	(8)	-4%
Grants - operating		647	584	(64)	-10%
Grants - capital	1	1,055	384	(671)	-64%
Contributions - monetary		128	168	40	32%
Contributions - non monetary		-	-	-	100%
Net gain/(loss) on disposal of assets	2	-	147	147	100%
Other income	3	355	606	251	71%
Total Income		27,126	26,747	(378)	-1%
Expenses					
Employee costs		4,040	4,223	(183)	-5%
Materials and services	4	7,265	3,461	3,804	52%
Bad and doubtful debts		3	-	3	100%
Depreciation and amortisation	5	1,714	2,117	(403)	-24%
Borrowing costs		36	18	18	51%
Other expenses		248	168	80	32%
Total Expenses		13,305	9,987	3,318	25%
Surplus/(Deficit) for the year		13,821	16,760	2,940	
Underlying result adjustment					
Contributions - monetary		(128)	(168)	40	-32%
Grants - capital		(1,055)	(384)	(671)	64%
Total underlying adjustment		(1,183)	(552)	(630)	
Adjusted underlying Surplus/(Deficit)		12,638	16,208	(3,570)	

Commentary is provided for variances greater than \$100,000 and 10%.

Note 1 – Grants - capital

Council has received roads to recovery grants totaling \$279k during quarter one. Capital grants are unfavourable to year to date (YTD) budget by \$671k, this is due to timing of the receipt of grants and recognition of income in advance. Council has \$5.73M of capital grants received in prior years sitting in other liabilities as income in advance (see Note 10) which will be recognised as grant income throughout the year.

Note 2 – Net gain/(loss) on disposal of assets

Council sold vehicles and plant totaling \$147K but is yet to book the carrying cost of these asset against the sale proceeds, in order to determine the gain or loss on disposal. This will be completed during the asset handover process at year end.

Note 3 – Other income

Other income is favourable to YTD budget by \$251k, this is primarily due to insurance claim reimbursements totaling \$174k and lease rental income being paid in advance.

Note 4 – Materials and services

Materials and services expenditure is favourable to YTD budget by \$3.8M. This is primarily due to lower than anticipated expenditure on storm recovery projects during quarter one. Materials and services expenditure not including storm recovery is favourable to YTD budget by \$473k which is due to the timing differences of expenditure.

Note 5 – Depreciation and amortisation

Depreciation and amortisation is unfavourable to YTD budget by \$403k. This is due to revaluations of land and buildings completed after the formalisation of the budget and higher than anticipated capitalisation of assets during the year-end process for the 2021/2022 financial year.

2.2. Statement of Capital Works for the three months ending 30 September 2022

Hepburn Shire Council Statement of Capital Works as at 30 September 2022

<i>Capital Works Category</i>	<i>Original Budget</i>	<i>YTD Actual</i>	<i>% Spent YTD</i>
Property			
Buildings	7,291,751	1,064,532	15%
Building improvements	340,000	201,672	59%
Total Property	7,631,751	1,266,204	17%
Plant and Equipment			
Plant, machinery and equipment	600,003	386,432	64%
Computers and telecommunications	767,000	42,549	6%
Library books	60,000	32,157	54%
Total Plant and Equipment	1,427,003	461,137	32%
Infrastructure			
Roads	3,881,000	82,114	2%
Bridges	640,000	90,206	14%
Footpaths and cycleways	530,659	320	0%
Drainage	414,400	-	0%
Recreational, leisure and community facilities	3,934,086	239,924	6%
Parks, open space and streetscapes	273,000	47,162	17%
Other infrastructure	33,000	18,184	55%
Total Infrastructure	9,706,145	477,910	5%
Total Capital Works	18,764,899	2,205,250	12%
Represented by:			
New asset expenditure	7,137,828	742,224	10%
Asset renewal expenditure	8,249,994	886,299	11%
Asset upgrade/expansion expenditure	3,377,077	576,727	17%
Total capital works expenditure	18,764,899	2,205,250	12%

Capital Works Expenditure

Capital works expenditure for the three months ended 30 September 2022 was \$2.21M or 12% of the \$18.76M original adopted budget. Capital expenditure through the first quarter of 2022/23 has increased on previous three years as a percentage of the original budget and in actual spend as can be seen in the table below.

Year	Original Budget	YTD Actual at 30 September	Percentage delivery in first quarter
2022/23	\$18,764,899	\$2,205,250	11.8%
2021/22	\$11,652,377	\$838,595	7.2%
2020/21	\$12,993,023	\$1,132,233	8.7%
2019/20	\$9,842,000	\$817,285	8.3%

In addition to the actual expenditure of \$2.21M Council has committed capital expenditure of \$11.67M as at 30 September.

Increased spending has been driven by council's investment in Vehicle and Plant Replacement (\$370k) and infrastructure projects, including Trentham Community Hub (\$500k), Trentham Sportsground Pavilion (\$389k), Bullarto Station (\$148k), and Hammon Park Trail Head (\$206K).

Despite positive results in quarter one, conditions in the building construction sector remain challenging. Council has major projects where tender submissions have not been received and projects where tender submissions that have been received have been significantly over budget and with long delivery timelines. High inflation has also placed additional pressure on project budgets.

Further details relating to individual capital and special project status can be found in the Attachments 1.6.2 and 1.6.3.

2.3. Balance Sheet as at 30 September 2022

Hepburn Shire Council Balance Sheet As at 30 September 2022

	Note	Current Year Actual \$'000	Prior Year Actual \$'000	Variance Year on Year	
				\$'000	%
Assets					
Current Assets					
Cash and cash equivalents	6	6,607	8,992	(2,385)	-36%
Trade and other receivables		25,591	23,587	2,004	8%
Other financial assets	7	14,202	16,202	(2,000)	-14%
Inventories		17	30	(14)	-82%
Other assets		51	130	(78)	-153%
Total Current Assets		46,468	48,941	(2,473)	-5%
Non-Current assets					
Property, infrastructure, plant and equipment		343,440	325,471	17,969	5%
Intangible assets	8	-	397	(397)	100%
Total Non-Current Assets		343,440	325,868	17,573	5%
TOTAL ASSETS		389,908	374,809	15,100	4%
Liabilities					
Current liabilities					
Trade and other payables		390	293	(98)	-25%
Trust funds and deposits		3,502	3,368	(135)	-4%
Provisions		2,647	2,484	(163)	-6%
Interest-bearing loans and borrowings	9	629	2,102	1,473	234%
Other Liabilities	10	7,773	6,504	(1,269)	-16%
Total Current Liabilities		14,942	14,750	(192)	-1%
Non-Current Liabilities					
Provisions		497	455	(42)	-8%
Interest-bearing loans and borrowings	9	3,811	4,407	596	16%
Other Liabilities		60	27	(33)	-55%
Total Non-Current Liabilities		4,368	4,889	521	12%
TOTAL LIABILITIES		19,310	19,639	329	2%
NET ASSETS		370,599	355,170	15,429	4%
Equity					
Accumulated surplus		171,914	176,144	(4,229)	-2%
Reserves	11	198,684	179,026	19,658	10%
TOTAL EQUITY		370,599	355,170	15,429	4%

Commentary is provided for variances greater than \$100,000 and 10%.

Note 6 – Cash and cash equivalents

Cash and cash equivalents are lower than at the same time last year. This is primarily due to higher amounts of grant income received in quarter one last year (2022: \$2.69M, 2023: \$968k).

Note 7 – Other financial assets

Other financial assets are lower than the same time last year, this is due to investments maturing and resulting cash being utilised to fund council operations.

Note 8 – Intangible assets

Council no longer holds the rights to any intangible assets. Intangible assets held during prior years were written off at the end last year as council now has software as a service (SAAS) arrangements in place for the majority of its software applications.

Note 9 – Interest bearing loans and borrowings

Current and non-current interest-bearing loans have decreased in comparison to last year as a result of Council repaying a loan totaling \$1.42M.

Note 10 – Other liabilities

Other current liabilities have increased as a result of income in advance being \$1.27M higher than this time last year.

Note 11 – Reserves

Reserves are \$19.66M higher than at the same time last year. This movement is the result of a \$20.11M revaluation of land and building assets last year, along with a transfer of \$450K from other reserves.

2.4. Statement of Cash Flows as at 30 September 2022

Hepburn Shire Council Statement of Cash Flows For the Period Ended 30 September 2022

		Current Year Actual	Prior Year Actual	Variance Year on Year	
	Note	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	\$'000	%
Cash flows from operating activities					
Rates and charges	12	7,009	6,298	(710)	-10%
Statutory fees and fines		192	208	16	8%
User fees	13	527	157	(370)	-70%
Grants - operating	14	602	1,758	1,156	192%
Grants - capital	15	384	932	548	142%
Contributions - monetary		168	184	16	10%
Interest received		50	96	46	90%
Rent received		369	332	(38)	-10%
Trust funds and deposits taken	16	230	589	359	156%
Other receipts	17	214	38	(176)	-82%
Net GST refund/payment	18	457	(375)	(832)	-182%
Employee costs	19	(4,317)	(3,707)	610	-14%
Materials and services	20	(6,105)	(6,917)	(812)	13%
Income in advance		(419)	(380)	38	-9%
Other payments		(168)	(146)	21	-13%
Net cash provided by/(used in) operating activities		(805)	(933)	(128)	16%
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	21	(2,211)	(848)	1,362	-62%
Proceeds from sale of property, infrastructure, plant and equipment	22	147	37	(110)	-75%
Payments for investments	23	3,000	2,000	(1,000)	-33%
Net cash provided by/(used in) investing activities		937	1,189	(1,026)	-110%
Cash flows from financing activities					
Finance costs		(18)	(21)	(3)	19%
Repayment of borrowings		(86)	(82)	3	-4%
Net cash provided by/(used in) financing activities		(103)	(103)	-	0%
Net increase (decrease) in cash and cash equivalents		28	153	125	443%
Cash and cash equivalents at the beginning of the financial year		6,579	8,839	2,260	34%
Cash and cash equivalents at the end of the period		6,607	8,992	2,385	36%

Commentary is provided for variances greater than \$100,000 and 10%.

Note 12 – Rates and charges

Rates and charges receipts have increased as compared to the previous year. This is due to rate cap increases and residents who hadn't paid the fourth instalment for 2021/2022 paying during the first quarter of 2022/2023.

Note 13 – User fees

Inflows from user fees are greater than the same time last year due to timing issues related to the payment of large balances owed to council that were raised in the 2021/2022 financial year.

Note 14 – Grants – operating

Inflows of operating grants are lower than the same time last year primarily due to additional funding received to reimburse storm recovery costs in 2021/2022. Another contributing factor is 75% of financial assistance grants allocation being received in 2021/2022.

Note 15 – Grants – capital

Capital grants inflows are below last year primarily due to timing of receipt of Local Roads and Community Infrastructure funding which is yet to be received this year.

Note 16 – 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 17 – Other receipts

Increased inflows from other receipts are due to insurance claim reimbursements received during quarter one (see Note 3).

Note 18 – Net GST refund/payment

The value of the GST refund or payment varies depending on the timing and nature of transactions during the previous quarter.

Note 19 – Employee costs

Outflows from employee costs have increased compared to last year due to two wage increases of 3.0% and 1.5% from the recently agreed Enterprise Bargaining Agreement.

Note 20 – Materials and services

Materials and services expenditure has returned to more consistent levels after increased expenditure last year due to storm recovery expenditure.

Note 21 – 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. Section 2.2 above and its associated attachment provides detailed commentary on capital works projects.

Note 22 – Proceeds from sale of property, infrastructure, plant and equipment

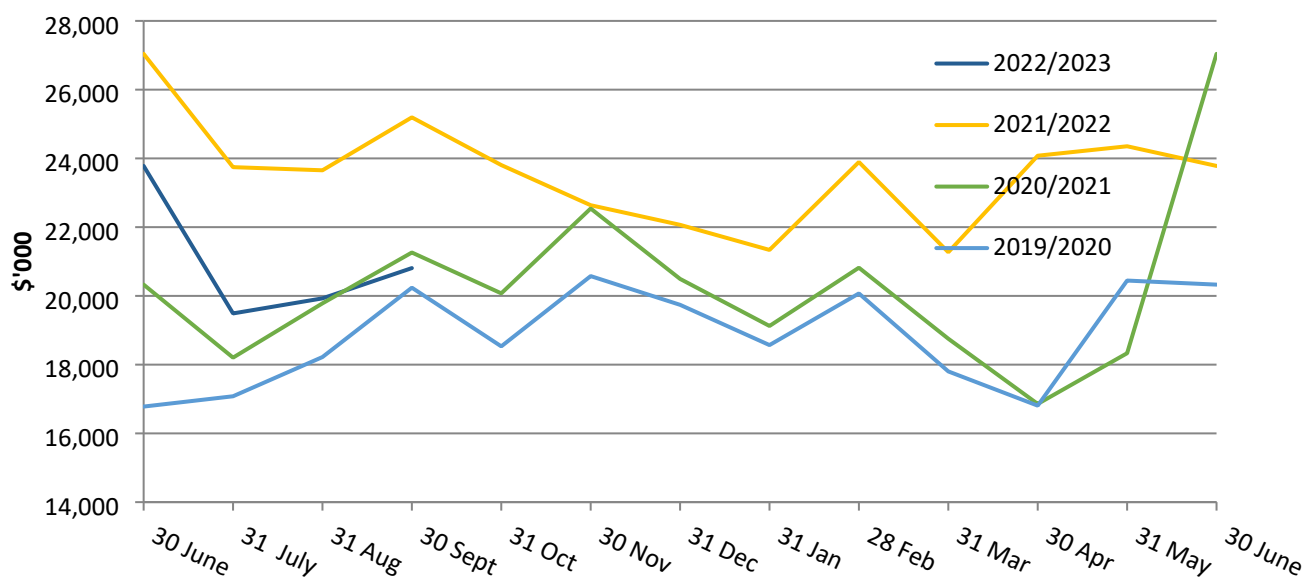
Proceeds from the sale of property, infrastructure, plant and equipment relate to the sales of land, plant and fleet. This has increased in comparison to last year by \$110k due to additional investment in new plant and fleet vehicles.

Note 23 – Payments for investments

Council has redeemed \$3.00M of short-term investment back to cash, during this current financial year. During the same period last year, Council had redeemed \$2.00M.

3. Cash Holdings

The following graph shows the monthly balances of cash and investments combined over time. Cash and term deposits held at 30 September were \$20.81M. Cash holdings in the 2021/2022 financial year were above normal levels due to COVID and challenges completing projects, cash holdings have returned to prior year levels primarily due to increased capital project expenditure and additional costs from increased inflation.



The table below shows the balances of cash and investments as at 30 September 2022.

Cash and investments	Amount \$'000	%
Cash and cash equivalents		
Cash on hand	5	0.0%
Cash at Bank	1,362	6.5%
At call funds	5,197	25.0%
Community Asset Committee Cash at Bank ¹	43	0.2%
Total Cash and cash equivalents	6,607	31.8%
Other financial assets		
Investments	14,069	67.6%
Community Asset Committee Term Deposits ¹	133	0.6%
Total Other financial assets	14,202	68.2%
Total Cash and investments	20,809	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 2021/2022 financial results and financial plan contained within the 2022/2023 Budget.

	Actuals 30-Sep-21 \$'000	Actuals 30-Sep-22 \$'000
Cash and Investments		
Cash and cash equivalents	9,992	6,607
Other financial assets	15,202	14,202
Total Cash and Investments	25,194	20,809
Restrictions on Cash and Investments¹		
Trust Funds and Deposits	3,368	3,502
Statutory Reserves	1,526	2,007
Other Restrictions ²	20,927	14,142
Total Restricted Cash and Investments	25,821	19,651
Total Unrestricted Cash and Investments	(627)	1,158

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.

Other Restrictions	\$'000	\$'000
Cash held to fund carry forward projects	12,125	6,139
Grants and other income received in advance	6,386	6,524
Discretionary Reserves	2,416	1,479
Total other restricted amounts	20,927	14,142

3.2. Unrestricted cash (VAGO ratio)

Measure:

unrestricted cash / current liabilities

2022/23 Budget Calculation:

\$2,637K / \$5,806K = 45.4%

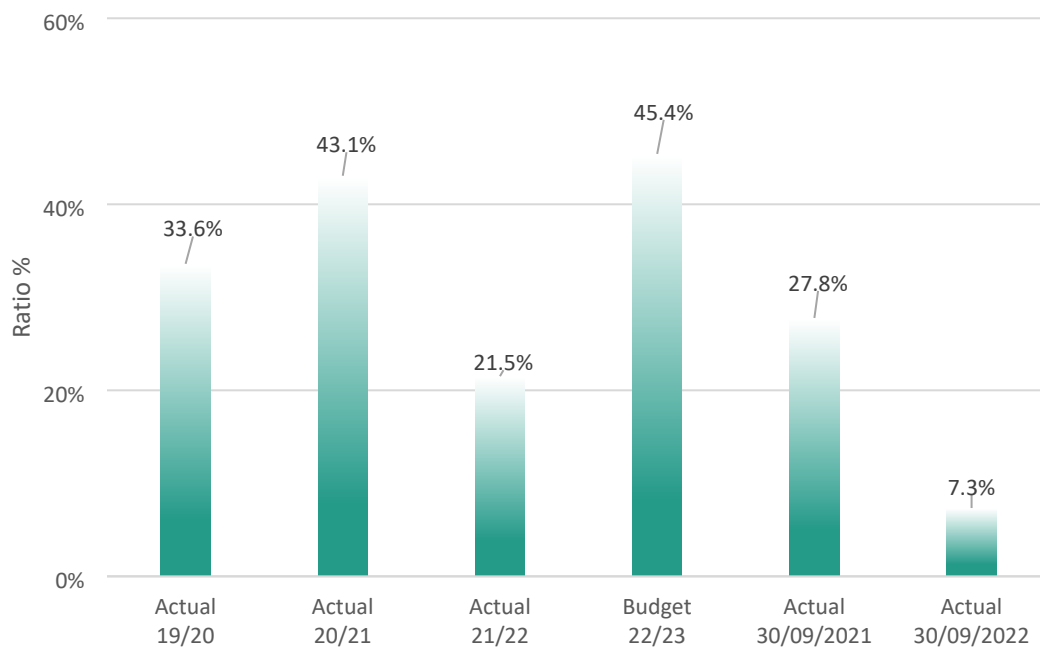
30 September 2022 Actual Calculation:

\$1,097K / \$14,942K = 7.3%

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 45.4% sits below the target of between 50-100%. This was a consideration in the setting of the 2022/23 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 2023.

Reserve	Opening Balance 30-June-22 ('000)	Budgeted Transfers to ('000)	Budgeted Transfers from ('000)	Closing Balance 30-June-23 ('000)
Statutory Reserves				
Public Open Space Reserve	2,007	500	(850)	1,657
Statutory Reserves Total	2,007	500	(850)	1,657
Discretionary Reserves				
Clunes Caravan Park Reserve	7	-	-	7
Heritage Advisory Fund	20	-	-	20
Mineral Springs Financial Reserve	1,272	368	(814)	826
Mt Beckworth Pit Reserve	28	-	-	28
Smeaton Hill Pit Reserve	74	-	-	74
Waste Management Reserve	77	380	(368)	89
Discretionary Reserves Total	1,478	748	(1,182)	1,044
Total Reserves	3,485	1,248	(2,032)	2,701

Public Open Space Reserve

The Public Open Space Reserve is used to hold developer contributions towards public open space infrastructure arising from property developers undertaking property subdivisions. These funds are then used to expand and upgrade Council's public open space facilities. Use of the funds in the Public Open Space Reserve are restricted by legislation.

Clunes Caravan Park Reserve

The Clunes Caravan Park Reserve contains funds reserved for future capital works projects at the Clunes Caravan Park. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Heritage Advisory Reserve

The purpose of this reserve is to provide low interest loans for heritage renovations. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

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 annual operating surplus of the Hepburn Mineral Springs Reserve is transferred to this reserve each year. Reserve funds are then used for capital projects at the Hepburn Mineral Springs Reserve. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Smeaton Hill Pit Reserve

The Smeaton Hill Pit Reserve contains funds reserved for future gravel pit restoration works at the Smeaton Hill gravel pit. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Mt Beckworth Pit Reserve

The Mt Beckworth Pit Reserve contains funds reserved for future gravel pit restoration works at the Mt Beckworth gravel pit. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Waste Management Reserve

The annual operating surplus of Council's waste management function is transferred to the Waste Management Reserve each year. Reserve funds are then used for waste management capital projects. Council is continuing with the Waste Strategy during 2022/2023 which will inform future waste management capital projects required by the shire. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

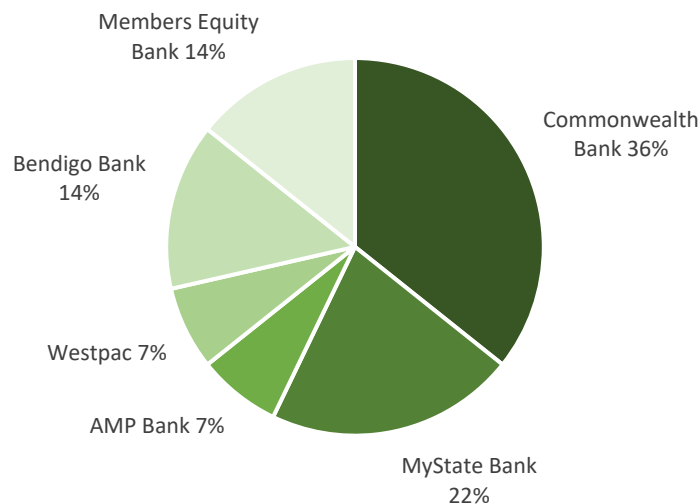
5. Investment Mix

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 primarily due to historically lower interest rates combined with maximum allowable investments with financial institutions as per Council’s policy. It is expected that council will be able to invest at higher interest rates as we move into the new calendar year.

As at 30 September 2022 investments consisted of the following term deposits:

Institution	Maturity Date	Interest Rate	Term (months)	Amount \$'000
MyState Bank	04-Oct-22	0.49%	12	1,000
AMP Bank	10-Nov-22	1.00%	12	1,000
Commonwealth Bank	21-Dec-22	3.34%	6	1,000
Commonwealth Bank	14-Feb-23	0.80%	12	1,000
Westpac	15-Feb-23	1.01%	11	1,000
Commonwealth Bank	21-Feb-23	3.72%	8	1,000
Bendigo Bank	23-Feb-23	0.85%	12	1,000
Commonwealth Bank	21-Mar-23	3.91%	9	1,000
Bendigo Bank	23-Mar-23	1.35%	12	1,000
Commonwealth Bank	14-Apr-23	1.91%	12	1,000
MyState Bank	10-May-23	3.00%	12	1,000
Members Equity Bank	17-Jun-23	3.95%	12	1,000
Members Equity Bank	24-Jun-23	3.95%	12	1,000
MyState Bank	20-Oct-23	0.80%	24	1,000
Total Investments				14,000



6. Financial Performance Indicators

6.1. Adjusted underlying result

Measure:

adjusted underlying surplus (deficit) / adjusted underlying revenue

2022/23 Budget Calculation:

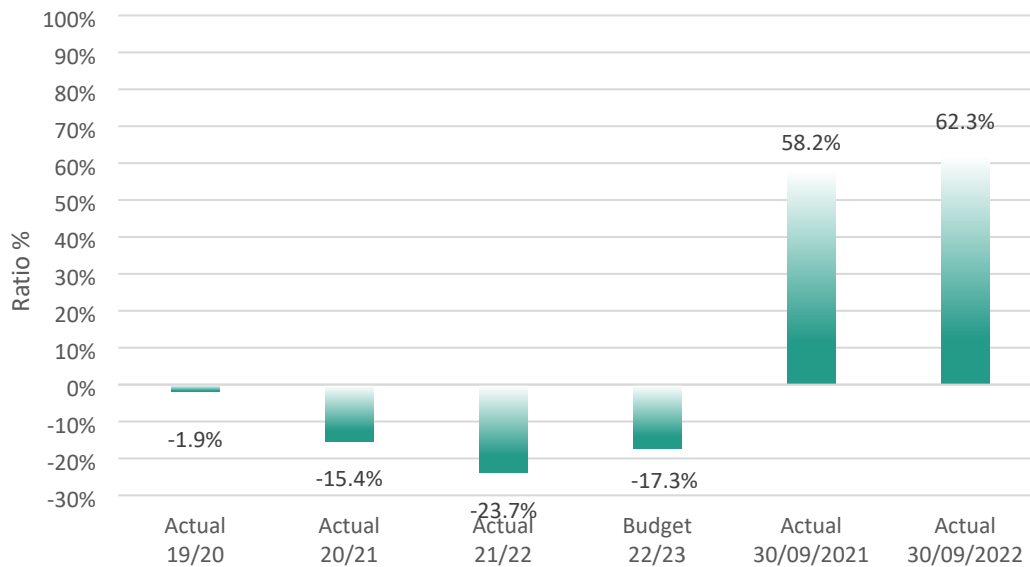
$\$-6,466\text{K} / \$37,385\text{K} = -17.3\%$

30 September 2022 Actual Calculation:

$\$16,487\text{K} / \$26,474\text{K} = 62.3\%$

Purpose of ratio:

This ratio measures Council’s ability to meet operating expenditure with operating revenue. The current budget of -17.3% sits below the State Government target of between 0-10%.



Actual calculation is above the State Government target, this is due to recognition of rates revenue in the first quarter of the 2023 financial year. As expenditure increases throughout the year this percentage is expected to decrease.

6.2. Obligations

Borrowing Ratio

Measure:

interest bearing loans and borrowings / rate revenue

2022/2023 Budget Calculation:

\$5,282K / \$24,804K = 21.3%

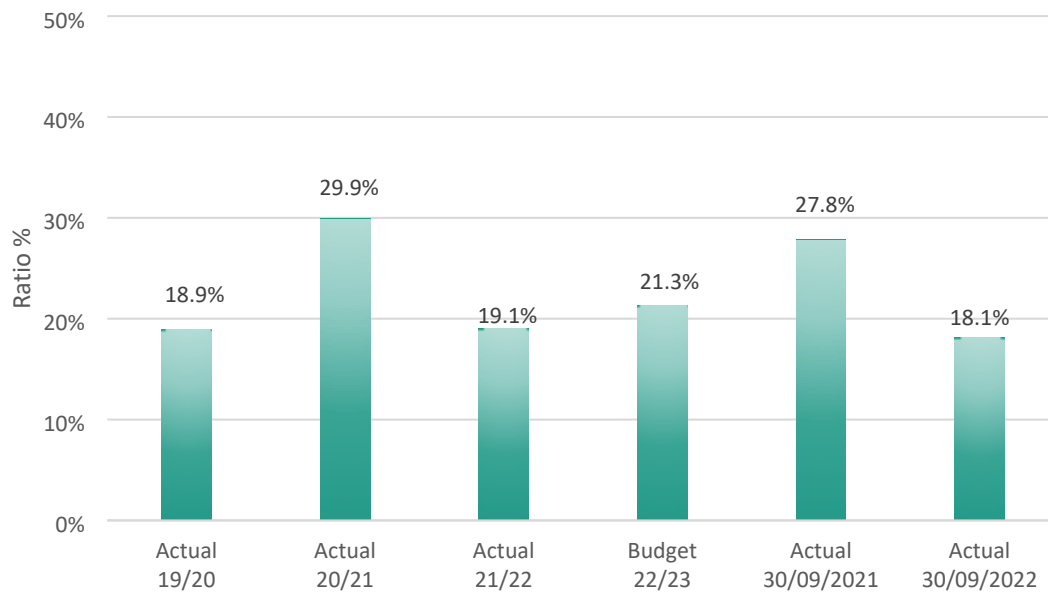
30 September 2022 Actual Calculation:

\$4,440K / \$24,480K = 18.1%

Purpose of ratio:

To assess the utilisation of debt to fund Council's intergenerational works projects, relative to rates and charges revenue.

The budget ratio of 21.3% and the actual ratio as at 30 September 2022 of 18.1% sits well within State Government target of between 0-60%.



Debt Commitment

Measure:

interest and principal repayments on interest bearing loans and borrowings / rate revenue

2022/2023 Budget Calculation:

\$942K / \$24,804K = 3.8%

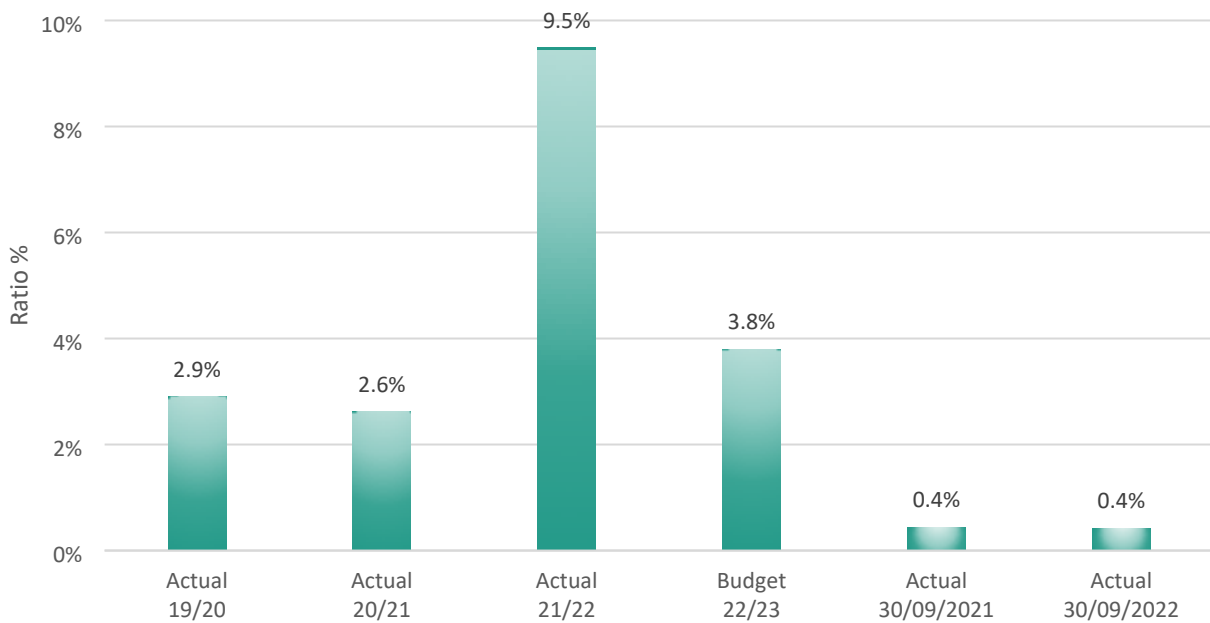
30 September 2022 Actual Calculation:

\$103K / \$24,480K = 0.4%

Purpose of ratio:

To assess how reliant Council is on rates and charges revenue to meet interest and principal loan repayments.

The budget ratio of 3.8% and the actual ratio as at 30 September 2022 of 0.4% sits within the State Government target of between 0-5%.



Indebtedness

Measure:

non-current liabilities / own source revenue

2022/2023 Budget Calculation:

\$4,975K / \$28,139 = 17.7%

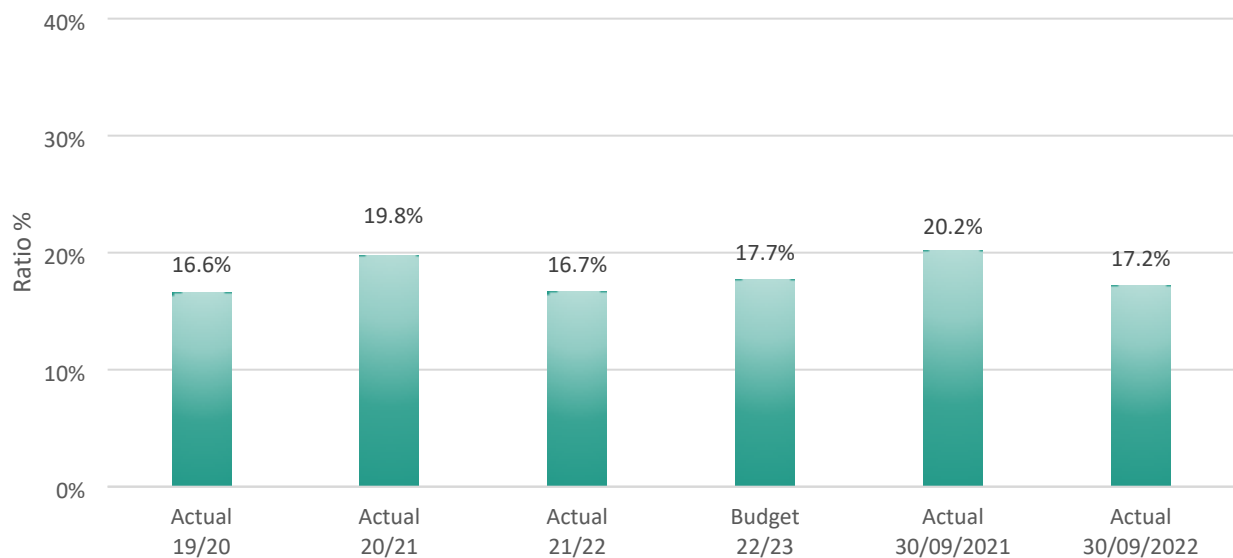
30 September 2022 Actual Calculation:

\$4,368K / \$25,464K = 17.2%

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.

This measure is relatively static over time and remains in the middle of the State Government target of between 0-40%.



6.3. Rates and charges

Rates concentration

Measure:

rates and charges / adjusted underlying revenue

2022/2023 Budget Calculation:

\$24,804K / \$37,385K = 66.3%

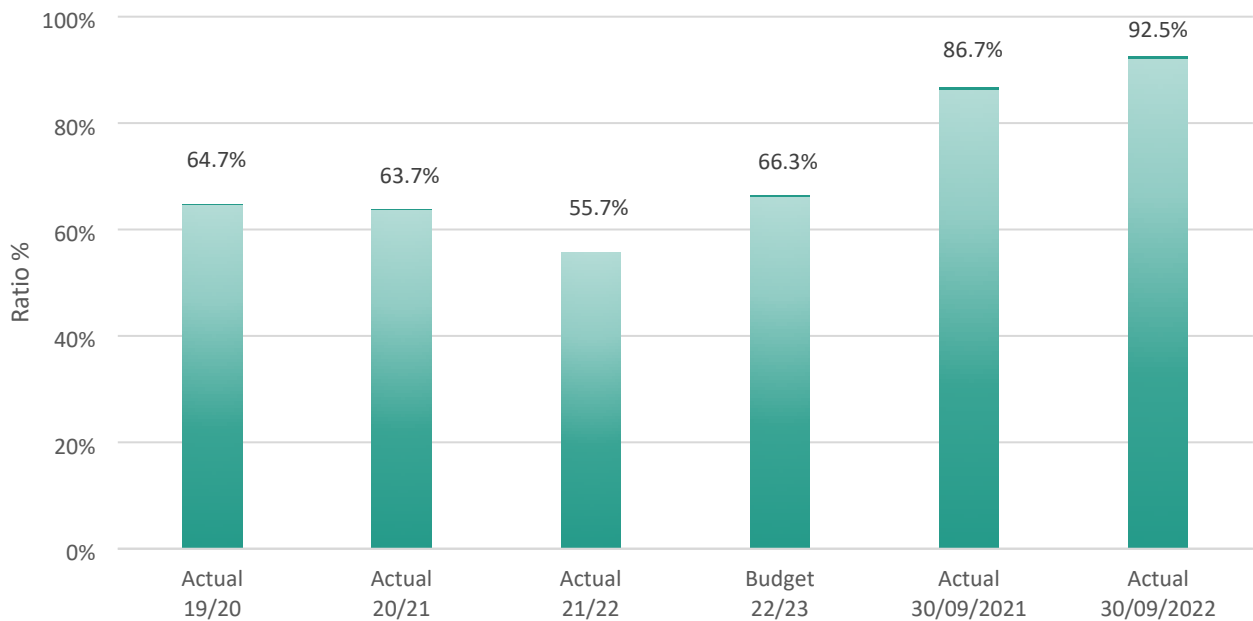
30 September 2022 Actual Calculation:

\$24,480K / \$26,474K = 92.5%

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. This measure is generally higher early in the financial year as rates revenue has already been recognised, as other user fees and charges are received during the year the actual result is expected to decrease and be within the State Government target by year end, which is consistent with prior years.



7. Rates and Other Debtors

As at 30 September 2022, Council's debtors are summarised below:

Debtor	September 2021 \$'000	September 2022 \$'000	Current \$'000	> 30 Days \$'000
Rates (including FSL debtors) ¹	21,629	23,288	20,197	3,091
Sundry	615	1,356	260	1,096
Other Debtors	350	462		
-GST	652	285		
-Pension Concession	420	310		
Less: provision for doubtful debts	(79)	(110)		
TOTAL	23,587	25,591	20,457	4,187

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 instalment date.

Overdue rates debtors were \$3.09M (including Fire Services Levy collected on behalf of the State Government) at 30 September 2022. At the same time last year overdue rates were \$2.61M, and the increase of \$481K in overdue rates debtors is an increase of 18.4%. This is due to a combination of the annual rate cap rate rise, the impacts of increased inflationary pressures and offering a support package of payment extensions on instalments.

Outstanding sundry debtors of \$1,356K comprise the following:

Debtor Details	September 2021 \$'000	September 2022 \$'000
Government Grants	209	1,018
Leases	365	275
Planning	18	14
Environmental Health	-	(3)
Contract Services	2	-
HACC	4	3
Building	2	3
Fire Hazards	3	3
Local Laws	-	-
Other	12	43
Total	615	1,356

8. Councillor Expenses

Councillor Expenses for the three months ended 30 September 2022.

Councillor	Councillor Allowance	Mobile and Data	Conferences and Training	Travel and Accom	Total
Cr Bray	8,620	326	557	-	9,503
Cr Drylie	17,240	326	1,007	2,125	20,698
Cr Halliday	5,557	326	557	-	6,440
Cr Henderson	5,557	438	557	-	6,552
Cr Hewitt	5,557	326	557	-	6,440
Cr Hood	5,557	668	557	-	6,782
Cr Simpson	5,557	326	557	-	6,440
Total	53,645	2,736	4,349	2,125	62,855

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.

Hepburn Shire Council
Statement of Capital Works as at 30 September 2022

ATTACHMENT 12.1.2

Project Number	Project Name	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	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
COMMUNITY AND DEVELOPMENT																		
000504	Public Art Appropriation	-	-	-	0%	0%	21,960	21,960		-	-	In Progress and Delayed	Jun-23	●	F Fogarty	F Fogarty	D Spiller	Budget carry forward request as per 'Finance and Projects Review'. Two art installations planned to be completed by June 2023.
000964	Hepburn Kindergarten Extension	71,200	-	871	1%	0%	24,960	25,831	36%	-	-	Not Yet Due to Start	n/a	●	F Fogarty	K Proctor	E Atkin	Negotiations continue with DET and a request for a building condition report has been activated. Once this report has been completed DET will advise options for the kindergarten.
001047	Bullarto Interpretive Sign	-	3,996	-	0%	0%	-	-		-	-	In Progress and Delayed	Dec-22	●	F Fogarty	F Fogarty	F Fogarty	Sign is near completion. Further delays of installation encountered due to weather conditions. Unused budget from 2021-22 year requested to be carried over to cover remaining anticipated costs, as per 'Finance and Projects Review'.
Total Community Life		71,200	3,996	871	1%	22%	46,920	47,791	67%	-	-							
Buildings																		
001112	Trentham Sportsground Reserve Pavilion	1,692,585	346,155	388,874	23%	112%	983,549	1,372,423	81%	200,000	-	In Progress and Delayed	Feb-23	●	K Sinclair	T McCarthy	E Atkin	Recent inclement weather, authority approvals and COVID-19 impact on material supplies has caused additional delays to construction now anticipated will be completed by February 2023. The requirement to upgrade the water main feeding the facility has recently been identified. Potential for the completion of the water main upgrade to delay occupancy of the facility. Advice on this is being sought and anticipated mid October 22. Project is on track to be completed within the SRV Funding Agreement timeframe of June 2023. Additional budget requested via 'Finance and Projects Review'.
Building Improvements																		
000741	Calambeen Park Aquatics Project	-	115,495	100,305	0%	87%	103,980	203,886		-	-	In Progress and Delayed	Dec-23	●	K Sinclair	T McCarthy	E Reid	Project has gone over budget due to increased scope, age and condition of existing building and escalating industry, with underspend of 2021-22 budget to be carried forward as per 'Finance and Projects Review'. Official Opening is on 27 October. Final project funding acquittal is anticipated to be completed by end of December 2022.
Off Street Car parks																		
000769	Doug Lindsay Reserve Works	-	-	-	0%	0%	3,000	3,000		-	-	Completed			K Sinclair	J Carr	E Atkin	Project Works Complete. Acquittal Complete. Asset handover complete
Parks, Open Space and Streetscapes																		
000898	Playspace Planning & Design	-	-	-	0%	0%	2,240	2,240		-	-	In Progress and Delayed	Apr-23	●	K Sinclair	K Schnur	K Schnur	Daylesford Skatepark Signage artwork design has commenced. Installation anticipated in January 2023. Magic Pudding Playground equipment options and costings are still being gathered. Equipment supply and install anticipated to take approximately 3 months. Project completion anticipated for April 2023. Carry over of 2021-22 budget underspend requested as per 'Finance and Projects Review'.
001027	Outdoor Fitness Equipment	-	-	-	0%	0%	58,024	58,024		-	-	In Progress and Delayed	Feb-23	●	K Sinclair	K Schnur	J Carr	Clunes Outdoor Fitness Equipment (OFE) LUAA offer is in review. The Trentham OFE is on hold pending shire wide dog park planning outcomes. LRCI funding variation to transfer the Trentham OFE project funding to the Doug Lindsay Recreation Reserve Security Lighting and CCTV installation project has been formally approved. Request to carry over remainder of 2021-22 budget to fund completion as per 'Finance and Projects Review'.
Recreational, Leisure and Community Facilities																		
000414	Hard Court Renewals	-	-	5,340	0%	0%	-	5,340		-	-	Completed		●	K Sinclair	K Schnur	J Carr	2021/22 Hard Court Renewal projects/expenditure completed. A carry forward of the underspend from 2021-22 budget was requested as per 'Finance and Projects Review'.
000913	Clunes Recreation Reserve Masterplan	-	-	-	0%	0%	11,832	11,832		-	-	In Progress and On Track	Jun-23	●	K Sinclair	K Schnur	J Carr	It is anticipated that first round of Council reporting on this project will be undertaken by December 2022 with community engagement to be undertaken in late January and February 2023. Project is on track to be completed by mid June 2023. Additional budget to complete requested as per 'Finance and Projects Review'.
001081	Pool Building Renewal Works Program	100,000	61,100	6,936	7%	11%	60,652	67,588	66%	-	-	In Progress and Delayed	Jun-23	●	K Sinclair	K Schnur	T McCarthy	The OHS/Compliance works are at various stages of completion. Leak testing of outdoor pools is completed. Pool cover, covers have been purchased and delivered. Contractors have been appointed to undertake the Trentham Pool veranda works, outdoor pools cleaning and electrical upgrade works. RFTQ has been developed to undertake the conversion of the Clunes and Daylesford outdoor pool plant equipment to dry chlorine operations. Pool renewal, OHS and Compliance works anticipated to be completed by June 2023 (noting no works on aquatics facilities can be undertaken when pool are open during the summer period.)
001089	Newlyn Cricket Net Construction	-	5,000	4,466	0%	89%	-	4,466		-	-	Completed		●	K Sinclair	J Carr	E Reid	Project complete and acquittal within original budget and on time. Budget carry over from 2021-22 requested per 'Finance and Projects Review' to match final costs.
001091	Reserve and Open Space Furniture Renewal and Expansion Progr	-	-	-	0%	0%	778	778		-	-	In Progress and Delayed	Dec-22	●	K Sinclair	K Schnur	E Reid	Final installation of bench seats is being co-ordinated with public amenity upgrade project at Calambeen Park. Expedited full project completion inclusive of funding acquittal by 30 December 2022.
001092	Recreation Facility Accessible Carpark and Pathways	24,000	-	-	0%	0%	-	-	0%	-	-	Not Yet Started and Delayed			K Sinclair	K Schnur	T Powell	Project has been recommended to be deferred through 'Finance and Projects Review' process.
001130	Daylesford to Hanging Rock Rail Trail	925,000	-	-	0%	0%	-	-	0%	500,000	-	Not Yet Due to Start	n/a	●	K Sinclair	B Grounds	B Grounds	Progress on further feasibility subject to future funding success. Outcome of current funding process anticipated December 2022. If to progress, it is expected that majority of activity will fall into 2023-24 financial year.
001133	Jubilee Lake Playground Upgrade	144,000	-	-	0%	0%	-	-	0%	-	-	In Progress and Delayed	2023-24	●	K Sinclair	K Schnur	J Carr	Project planning has commenced with intention to undertake procurement of a contractor for design and construct of the playspace. Design works to be undertaken in FY 22-23 and construct to occur in FY 23-24.
001137	Creswick Bowls Club - Green Redevelopment	399,000	-	-	0%	0%	-	-	0%	149,000	139,450	In Progress and Delayed	Aug-23	●	K Sinclair	K Schnur	T McCarthy	RFT to be released in mid-October 2022 with intention to appoint a contractor by December 2022. Project completion is anticipated for August 2023. Extended budget requested as per 'Finance and Projects Review'.
001143	Shade Sail - Quarry St Reserve Playground	35,000	-	-	0%	0%	-	-	0%	-	-	In Progress and On Track	Mar-23	●	K Sinclair	K Schnur	K Schnur	Officers working with the Quarry Street Reserve CoM to undertake the procurement requirements to design and install playspace shade structure. It is anticipated that this project will be completed by March 2023.

Hepburn Shire Council
Statement of Capital Works as at 30 September 2022

ATTACHMENT 12.1.2

Project Number	Project Name	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	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	
		2022/23 Expenditure			2022/23 Expenditure			2022/23 Expenditure			2022/23 Income								
001159	Aquatics Strategy Implementation	160,000	-	292	0%	0%	33,288	33,580	21%	-	-	In Progress and On Track	Nov-24	●	K Sinclair	K Schnur	K Schnur	HSC Indoor Aquatics Provision Feasibility Study and Business Case consultants have been appointed. It is anticipated that the Indoor Aquatics Provision planning will commence in October 2023 and be completed by November 2024	
Total Economic Development and Recreation		3,482,585	527,750	506,213	15%	96%	1,256,943	1,763,156	51%	849,000	139,450								
TOTAL COMMUNITY AND DEVELOPMENT		3,553,785	531,746	507,085	14%	95%	1,303,863	1,810,948	51%	849,000	139,450								
ORGANISATIONAL SERVICES																			
000497	Trentham Community Hub Design & Construct	4,400,000	590,727	499,505	11%	85%	4,562,914	5,062,419	115%	3,637,986	-	In Progress and Delayed	Jul-23	●	A Burgess	A Burgess	E Atkin	Works progressing well. Some time delays anticipated, and cost variations accommodated through recent 2022-23 budget review. Expected completion date mid 2023.	
001020	Local Roads and Community Infrastructure Grant	-	-	-	0%	0%	-	-	-	-	279,278				A Burgess	K Lewis	K Lewis	This is a project for the overarching administration and acquittal of Local Roads and Community Infrastructure grant income funding expenditure on multiple projects, which are reported separately.	
Total Director Organisations Services		4,400,000	590,727	499,505	11%	85%	4,562,914	5,062,419	115%	3,637,986	279,278								
000557	IT Hardware / Technology Renewal Program	767,000	41,280	34,019	4%	82%	41,518	75,538	10%	-	-	In Progress and On Track	May-23	●	A Burgess	C Whyte	C Whyte	This is a rolling equipment replacement program. On track with orders to begin being processed shortly. Some items pending adoption of the ICT Strategy before issues orders or going to market.	
001077	Server Equipment Replacement	-	30,000	8,530	0%	28%	1,950	10,480	-	-	-	In Progress and Delayed	Nov-22	●	A Burgess	C Whyte	C Whyte	New server and storage equipment implemented with migration from old server in progress. Equipment will be moved to Creswick and setup for disaster recovery with backup power. Multiple delays in sourcing of hardware given worldwide equipment shortages. Underspend of 2021-22 budget requested to be carried over as per 'Finance and Projects Review'.	
Total ICT		767,000	71,280	42,549	6%	60%	43,468	86,018	11%	-	-								
000423	Library Collection and Technology Renewal Program	60,000	15,000	32,156	54%	214%	666	32,822	55%	-	-	In Progress and On Track	Jun-23	●	I McCreery	A Perrett	A Perrett	Library collection and Technology renewal program for 2022-23 year. Collection renewal on track to be completed by 30 June 2023.	
Total Culture and Performance		60,000	15,000	32,156	54%	214%	666	32,822	55%	-	-								
TOTAL ORGANISATIONAL SERVICES		5,227,000	677,007	574,210	11%	85%	4,607,049	5,181,259	99%	3,637,986	279,278								
INFRASTRUCTURE AND DELIVERY																			
001072	Bullarto Station Project	277,430	43,239	148,245	53%	343%	452,921	601,166	217%	-	-	In Progress and On Track	Jun-23	●	B Lucas	R Pedretti	E Atkin	Practical completion expected by April 2023. Carry forward of 2021-22 budget underspend and additional budget requested as per 'Finance and Projects Carry Forward Review'.	
001093	Hammon Park Trail Head	1,413,166	356,226	206,280	15%	58%	1,615,810	1,822,090	129%	-	-	In Progress and Delayed	Apr-23	●	B Lucas	B Grounds	A Breach	Works onsite continue however there are further delays due to extended wet weather. Practical completion now expected by early 2023. Carry forward of 2021-22 budget underspend and additional budget requested as per 'Finance and Projects Carry Forward Review'.	
Total Director Infrastructure and Delivery		1,690,596	399,465	354,526	21%	89%	2,068,731	2,423,256	143%	-	-								
Bridges																			
000753	Bridge Renewal - Wheelers Bridge	640,000	39,309	1,790	0%	5%	24,455	26,245	4%	-	-	Not Yet Due to Start	Jun-24	●	T May	T Powell	T Powell	\$2.77m external funding received for construction. Design scope is ongoing. Consultant engaged to prepare planning permit application. Construction contract to be awarded in this Financial Year. Carry forward of 2021-22 underspend requested as per 'Finance and Projects Review'.	
001056	Bridge Renewal - Old Ballarat Rd - Cameron	-	10,000	88,416	0%	884%	418,623	507,039	-	-	-	In Progress and On Track	Dec-22	●	T May	T Powell	P O'Leary	Works onsite commenced October 2022. Precast footings have been installed. Precast bridge members are expected to be installed in October. Carry forward of budget from 2021-22 requested as per 'Finance and Projects Review'.	
Drainage																			
000410	Kerb & Channel Upgrade & Renewal Program	150,000	-	-	0%	0%	-	-	0%	-	-	In Progress and On Track	Apr-23	●	T May	T Powell	P O'Leary	Project survey expected to be received in early October and design will progress in the coming weeks. Planned to call for tenders in coming months with construction to commence in March 2023. Additional budget need identified as per 'Finance and Projects Review'.	
000651	Drainage condition assessment and renewal/upgrade program	-	-	-	0%	0%	40,527	40,527	-	-	-	In Progress and On Track	Mar-23	●	T May	T Powell	T Powell	Ongoing drainage improvements across the shire. Focus this financial year is Creswick projects. First projects are out for quote with rates are expected by end October.	
001038	Kerb & Channel - Peaman St Creswick	-	-	-	0%	0%	22,392	22,392	-	-	-	In Progress and Delayed	Nov-22	●	T May	T Powell	T Powell	Construction works were completed last financial year although weather restricted the placement of final asphalt wearing course, which is now scheduled for nightshift in November to minimise disruption to community.	
001131	Drainage Upgrade and Renewal Program	264,400	31,728	-	0%	0%	17,568	17,568	7%	-	-	In Progress and On Track	Jun-23	●	T May	T Powell	P O'Leary	Ongoing drainage improvements across the shire. Focus this financial year is Creswick projects. Roll out continues, multiples works packages out to quote. Additional budget requested as per 'Finance and Projects Review'.	
Footpaths and Cycleways																			
000112	Footpath Renewal Program	155,000	-	-	0%	0%	0	0	0%	-	-	In Progress and On Track	Mar-23	●	T May	T Powell	P O'Leary	Scoping commenced. Aim to tendered by end of October and construct before March 2023. Project will be tenders and awarded in unison with Footpath Expansion Project (Project Number 001132).	
001023	Doug Lindsay Reserve - Security Lighting & Shared Pathway	-	-	320	0%	0%	63	383	-	-	-	Completed			K Sinclair	J Carr	E Atkin	Project Works complete. Acquittal complete. Asset handover complete	
001132	Footpath Expansion Program	375,659	37,566	-	0%	0%	-	-	0%	367,000	-	In Progress and On Track	Mar-23	●	T May	T Powell	P O'Leary	Scoping commenced. Aim to tendered by end of October and construct before March 2023. Project will be tenders and awarded in unison with Footpath Renewal Project (Project Number 000112)	
Other Infrastructure																			
001101	Hepburn Mineral Spring Reserve Steps and Retaining Wall Refurbishment	33,000	-	1,860	6%	0%	-	1,860	6%	-	-	Completed	Jun-23	●	T May	S Ludeke	S Fishlock	The construction of the steps are complete with minor retaining wall and landscaping to be finalised through operational budget. Additional budget request as per 'Finance and Projects Review' in order to undertake design for proposed Mineral Springs Reserve works.	

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Project Number	Project Name	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	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	
		2022/23 Expenditure						2022/23 Expenditure			2022/23 Income								
001116	Central Springs Bore Investigation	-	24,274	16,324	0%	67%	7,950	24,274		-	-	In Progress and On Track	Oct-22	●	T May	S Ludeke	S Ludeke	Budget carry forward from 2021-22 requested as per Finance and Projects Review as investigation works completed in current year.	
Parks, Open Space and Streetscapes																			
000983	Lake Jubilee Furniture renewal	-	-	-	0%	0%	300	300		-	-	Completed			T May	S Ludeke	D Owe-Young	Construction works now complete with financial processes to occur over the coming weeks to finalise the project.	
000985	Creswick Fountain Refurbishment	85,000	-	765	1%	0%	2,030	2,795	3%	-	-	Not Yet Started and Delayed	May-24	●	T May	S Ludeke	E Reid	Construction delayed until 2023-24 year with additional budget allocation as per Finance and Projects Review	
001073	Wombat Hill Botanic Gardens	188,000	37,851	34,440	18%	91%	94,588	129,027	69%	-	-	In Progress and Delayed	Jun-23	●	T May	S Ludeke	D Owe-Young	Some elements complete, design of all other elements nearing completion. Procurement for construction of remaining elements prior to Christmas, with work to be complete by June 30 2023. Adjustment of budget requested as per Finance and Projects Review.	
001098	Lake Daylesford Amphitheatre Works	-	9,200	11,957	0%	130%	3,950	15,907		-	-	In Progress and Delayed	Jan-23	●	T May	S Ludeke	E Reid	Contract has been awarded for repair of steps. Construction to commence in November and should be completed end of December. Additional budget requested as per Finance and Projects Review which is expected to be funded from Mineral Springs Reserve.	
Recreational, Leisure and Community Facilities																			
001085	Chaffield Reserve Lake Daylesford Landscape Works	232,000	6,303	9,796	4%	155%	196,528	206,324	89%	-	-	In Progress and On Track	Jan-23	●	T May	S Ludeke	E Reid	Construction has commenced and is currently scheduled to be completed by end of December. Additional budget requested as per Finance and Projects Review.	
001144	Dog Parks Master Planning	40,000	-	-	0%	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-23	●	T May	S Ludeke	S Ludeke	With the recent adoption of the Municipal Domestic Animal Management Plan, this project now has a defined scope for delivery.	
Roads																			
00100	Road Reseals Program	1,050,000	-	-	0%	0%	37,730	37,730	4%	968,831	-	In Progress and On Track	Mar-23	●	T May	T Powell	P O'Leary	RfD for Reseal prep closed 7th of October. As with previous years prep scope to be completed by end of calendar year and Reseal program delivers in Feb March. Scalability of works allow for escalation in material costs to be absorbed within annual budget allocation.	
000103	Gravel Road Resheet Program	570,000	55,000	65,364	11%	119%	-	65,364	11%	-	-	In Progress and On Track	Jun-23	●	T May	T May	P Healy	Works scheduled to commence in late October/November for completion by December. Budget overrun expected due to external factors, including heavy rainfall and fuel costs. Additional budget requested as per Finance and Projects Review as a preference to reducing scope.	
000701	Road Reconstruct - Forward Design Program	-	-	16,750	0%	0%	54,686	71,436		-	-	Completed			T May	T Powell	T Powell	Annual program to facilitate design work for infrastructure renewal programs. Design work for 2023-24 construction program to be managed project number 001140.	
001138	Road Rehab - Dean-Newlyn Rd	1,242,852	-	-	0%	0%	-	-	0%	881,361	-	In Progress and On Track	Mar-23	●	T May	T Powell	P O'Leary	Grant funding not successful so only Stage 1 will be constructed this financial year. Commensurate budget adjustments proposed in Finance and Projects Review. Design drawings are 80% complete and aim to get RfT released to market soon to make a 2022 Council meeting award.	
001139	Road Rehab - Ullina-Kooroocheang Rd	697,593	-	-	0%	0%	-	-	0%	465,062	-	In Progress and On Track	Mar-23	●	T May	T Powell	P O'Leary	External funding received. Project is surveyed and design drawings expected back this month. Work expected to be delivered in house by Council works crew in Feb March 2023	
001140	Road Rehab - Design for 2023-24 Construction program	120,555	10,000	-	0%	0%	-	-	0%	-	-	In Progress and On Track	Jun-23	●	T May	T Powell	P O'Leary	Annual program to facilitate design work for infrastructure renewal programs. Design work for 2023-24 construction program is ongoing.	
001141	Road Upgrade - Park Ave, Daylesford	150,000	-	-	0%	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-23	●	T May	T Powell	P O'Leary	First year of a proposed multi year sealed road upgrade programs. This road was identified as one of the highest priority roads on the upgrade list. Works delayed to 2023-24 year as per Finance and Projects Review.	
001142	Road Upgrade - Fourth St, Hepburn	50,000	-	-	0%	0%	-	-	0%	-	-	Not Yet Due to Start	Mar-23	●	T May	T Powell	P O'Leary	First year of a proposed multi year sealed road upgrade programs. This road was identified as one of the highest priority roads on the upgrade list	
Total Operations		6,044,059	261,231	247,781	4%	95%	921,390	1,169,172	19%	2,682,254	-								
Buildings																			
000975	Creswick Mechanics Institute Building upgrades	169,862	-	3,685	2%	0%	26,980	30,665	18%	-	-	In Progress and Delayed	Jun-25	●	S Mennie	V O'Halloran	S Hattam	Stage 2 design is delayed from architect. Stage 1 works to be retendered in coming months. Budget over run forecast due to escalation in building costs, additional budget requested as per Finance and Projects Review.	
001082	Creswick Town Hall	680,674	24,423	23,351	3%	96%	931,228	954,579	140%	432,673	-	In Progress and On Track	Jun-23	●	B Lucas	B Grounds	S Hattam	Building permit in place. Builder is establishing a work site during October with scaffold to be erected along Water Street and Albert Street facades. Budget over run forecast due to escalation in building costs, additional budget requested as per Finance and Projects Review.	
Building Improvements																			
000287	Building and Structures Renewal Program	220,000	20,000	1,800	1%	9%	9,670	11,670	5%	-	31,000	In Progress and Delayed	Jun-24	●	S Mennie	V O'Halloran	V O'Halloran	Site listing for painting upgrade sent for quotation. Assessment and investigation underway in relation to recent flooding within Clunes Warehouse. Newlyn Hall upgrade to be managed out of sub-project. Budget adjustment as per Finance and Projects Review.	
000553	Sustainability Strategy - Towards Zero - Council Assets	-	-	-	0%	0%	2,045	2,045		-	-	In Progress and On Track	May-23	●	S Mennie	M Pasqualini	M Pasqualini	Outstanding items to be completed in 2022-23: Building upgrades, greenhouse gas offsets, Healthy Landscapes, and Electricity Audit. Budget carry forward requested as per Finance and Projects Review.	
000662	Daylesford Town Hall External Renewal	-	94,750	6,178	0%	7%	24,936	31,115		-	-	In Progress and Delayed	Jan-23	●	S Mennie	V O'Halloran	V O'Halloran	Architect has been delayed. Approved contractor quotation due mid October and works to commence before end of December. Forecast cost increased due to sector wide shortages and price escalations. Budget carry forward from 2021/22 requested as part of Finance and Projects Review.	
000739	Public Toilets Program - Quarry Street	-	2,940	89,433	0%	3042%	348,577	438,010		-	-	In Progress and On Track	Jan 23	●	S Mennie	B Grounds	B Grounds	Building permit issued. Non friable Asbestos has been discovered underneath an existing slab and works are underway to remove and remediate the area safely utilising a qualified removal contractor. Budget carry over and extension requested as per Finance and Projects Review.	
000823	Pavilion Cafe floor Repairs	120,000	-	-	0%	0%	-	-	0%	-	-	Not Yet Started and Delayed	TBC	●	S Mennie	V O'Halloran	S Hattam	Project on hold as per Finance and Projects review.	
001161	Newlyn Main Hall Floor Replacement	-	-	3,955	0%	0%	4,220	8,175		-	-	In Progress and On Track	Jan-23	●	V Halloran	V O'Halloran	S Hattam	Structural design documentation due mid October. Tender to close November with works to start soon after pending Building Permit and clarification of budget transfer from Buildings Renewal Program (PJ000287) budget.	
Other Infrastructure																			

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Project Number	Project Name	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	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	
		2022/23 Expenditure			2022/23 Expenditure			2022/23 Income											
001104	Transfer Station Upgrades 2021-22	-	-	-	0%	0%	1,950	1,950		-	-	Completed			S Mennie	S Mennie	S Mennie	Project completed with works including the improvement of waste oil collection areas. Financial commitments not required to be closed out.	
Plant and Machinery																			
000131	Vehicle and Plant Replacement	600,000	250,000	370,783	62%	148%	548,492	917,275	153%	-	147,361	In Progress and Delayed	TBC	●	S Mennie	S Mennie	S Mennie	Significant backlog in delivery time from placing order for several items. Forecast delays and budget impact as per 'Finance and Project Review'.	
000559	Creswick Composting Facility & Clunes Kerbside Trial	3	41,477	15,849	521829%	38%	43,660	59,309	1976964%	-	-	In Progress and On Track	Apr-23	●	S Mennie	S Mennie	S Mennie	The Clunes organic trial is continuing successfully. Expecting to continue the kerbside collection trial until at March 2023. Underspend from 2021-22 budget requested to be carried over as per 'Finance and Projects Review'.	
Recreational, Leisure and Community Facilities																			
001084	Lee Medlyn Bottle Museum	458,920	2,464	6,814	1%	277%	36,700	43,514	9%	-	-	In Progress and Delayed	Aug-23	●	S Mennie	V O'Halloran	S Hattam	Architect has been delayed and is hoping to finish planning issue in October with application to be lodged shortly after. Sector wide building demand anticipated to adversely impact time and cost, forecast program and budget as per 'Finance and Projects Review'.	
Total Waste, Facilities and Community Safety		2,249,459	436,054	521,648	23%	120%	1,976,659	2,488,307	111%	432,673	178,361								
TOTAL INFRASTRUCTURE AND DELIVERY		9,984,114	1,096,750	1,123,955	11%	102%	4,966,780	6,090,735	61%	3,114,927	178,361								
TOTAL CAPITAL WORKS		18,764,899	2,305,503	2,205,250	12%	96%	10,877,692	13,082,942	70%	7,601,913	597,089								
Represented by:																			
	New asset expenditure	7,137,828	1,059,206	742,224	10%	73%	6,312,858	7,065,062	89%	4,508,086	279,278								
	Asset renewal expenditure	6,249,984	816,952	886,259	11%	108%	2,931,704	3,818,003	46%	2,747,927	178,361								
	Asset upgrade/expansion expenditure	3,377,077	427,245	576,727	17%	135%	1,633,130	2,209,857	65%	349,000	139,450								
	Total capital works expenditure	18,764,899	2,305,503	2,205,250	12%	96%	10,877,692	13,082,942	70%	7,601,913	597,089								

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Special Projects Report as at 30 September 2022

ATTACHMENT 12.1.3

Project Number	Project Name	2022/23 Expenditure			2022/23 Expenditure			2022/23 Income			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
		Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual							
Non-Recurrent Projects																	
COMMUNITY AND DEVELOPMENT																	
000388	HACC Growth and Minor Capital	-	-	-	0%	982	982	-	-	-	-	Completed		F Fogarty	F Fogarty	F Fogarty	Project completed. Remaining commitments to be closed out as not required.
000570	RAP Development 2021-24	34,000	8,500	-	0%	-	-	-	-	-	-	Not Yet Started and Delayed	Mar-23	F Fogarty	R Hastwell	D Spilar	Project has been delayed due to staff vacancy. Reconiliation Advisory Committee has been appointed and development of plan commenced.
Total Community Life		34,000	8,500	-	0%	982	982	3%	-	-	-						
001003	Flora and Fauna assessments	45,000	25,080	25,080	56%	-	25,080	56%	-	-	-	Completed		D Kennedy	B Bainbridge	B Bainbridge	This report has been finalised. Balance of assessments to be managed as part of Strategic planning projects with additional costs to be offset by underspend in this project as per Finance and Projects Review.
001044	Lake Daylesford Gully Fuel Management Project	-	31,000	11,000	0%	11,893	22,893	-	-	40,455	-	In Progress and Delayed	Dec-22	D Kennedy	B Bainbridge	B Bainbridge	Quote has been accepted however ongoing wet weather may delay treatment works into November or December. Projected 2022-23 costs in line with grant from CFA already received. Budget adjustments requested for this extension as per Finance and Projects Review.
001049	Wheatshaf Firescape	-	-	-	0%	116	116	-	-	5,645	-	Not Yet Started and Delayed	Dec-22	D Kennedy	B Bainbridge	B Bainbridge	Quote has been accepted however ongoing wet weather may delay treatment works into November or December. Projected 2022-23 costs in line with grant from CFA already received. Budget adjustments requested for this extension as per Finance and Projects Review.
Total Strategic Planning		45,000	56,080	36,080	80%	12,009	48,089	107%	-	46,100	-						
000680	Glenlyon Recreation Reserve - master plan	-	5,000	-	0%	6,636	6,636	-	-	-	-	In Progress and On Track	May-23	K Sinclair	K Schnur	T McCarthy	Community Engagement through a series of key stakeholder meetings, community drop-in sessions and a feedback survey commencing in October. Public exhibition of draft Masterplan in February 2023 with community engagement to be undertaken in March 2023 and adoption to be considered in May 2023. Request to carry over budget from 2021-22 allocation as per Finance and Projects Review.
000878	Hub For Premium Produce	-	45,287	22,075	0%	41,968	64,043	-	-	-	-	In Progress and On Track	Feb-23	K Sinclair	R Pedretti	S Hebbard	A grants program will be rolled out from October and equited by end January 23. Carry over of balance of multi-year budget expected as per Finance and Projects Review.
000998	Hepburn Shire Aquatics Strategy	-	-	-	0%	-	-	-	-	3,000	-	Completed		K Sinclair	K Schnur	K Schnur	Development of Strategy completed prior to June 2022. Balance of external funding received in August.
001041	Covid Outdoor Dining	-	-	3,348	0%	5,288	8,636	-	-	-	-	Completed		K Sinclair	R Pedretti	R Pedretti	This Project is finalised as per previous information provided. Ongoing costs for traffic barriers hire to be resolved.
001164	Outdoor Activation Program	-	51,861	91,682	0%	151,799	243,481	-	-	(27,482)	-	In Progress and On Track	Oct-23	K Sinclair	R Pedretti	R Pedretti	State Government Funding Budgets either spent or committed for this project. Still awaiting some deliveries due to stock supply challenges. Rollover of 2021-22 budget for expenses and revenue offsets requested as per Finance and Projects Review.
001166	Walking and Cycling Strategy 2022-23	90,000	-	-	0%	-	-	0%	-	-	-	In Progress and Delayed	TBC	K Sinclair	K Schnur	K Schnur	Project is pending a Victorian Government funding announcement in October 2022. This project will be undertaken by Council's Strategic Advisor. Project commencement and completion details pending outcome of the Victorian Government's funding announcement.
Total Community & Economic Development		90,000	102,148	117,105	130%	205,692	322,797	359%	-	(24,482)	-						
TOTAL COMMUNITY AND DEVELOPMENT		124,000	110,648	117,105	94%	206,674	323,779	261%	-	(24,482)	-						
ORGANISATIONAL SERVICES																	
001000	Integrated Planning and Reporting Framework	-	-	-	0%	120	120	-	-	-	-	Completed		A Burgess	A Burgess	A Burgess	Project completed in accordance with legislative timelines. No further costs expected. Unnecessary commitment to be cancelled in finance system.
001167	Hepburn Pulse Software	-	-	25,755	0%	33,660	59,415	-	-	-	-	In Progress and On Track	Mar-23	A Burgess	K Lewis	K Lewis	Corporate Planning Reporting module user acceptance testing in progress to go live in October. Staff training has been scheduled to coincide with launch. The next module 'Audit Actions' is also on track and will go live at the beginning of November. Project budget to be allocated from ICT budget 1149.
Total Director Organisational Services		-	-	25,755	0%	33,780	59,535	-	-	-	-						
001002	Security Penetration Testing	-	-	-	0%	1,855	1,855	-	-	-	-	Completed		C Whyte	C Whyte	C Whyte	Project completed, remediation plan being developed inline with ICT Strategy.
001149	Software Development (Non Technology One)	-	35,000	5,472	0%	-	5,472	-	-	-	-	Completed		C Whyte	C Whyte	C Whyte	Completed. Remaining 2021-22 budget to be carried over for the PULSE Corporate Reporting Software project. Some misallocated costs to be transferred to PJ001167.
001150	Technology One Development	-	17,550	-	0%	-	-	-	-	-	-	In Progress and Delayed	Pending	C Whyte	C Whyte	C Whyte	Project in progress and delayed due to finalising ICT Strategy and Roadmap. Councilor briefing occurred in October and Strategy and Roadmap will be taken to Council briefing in November before formalising adoption by CEO. Transfer of budget from Capital works budget (PJ000557) requested as per Finance and Projects review.
001151	Tech One - Cloud Migration	-	15,000	-	0%	-	-	-	-	-	-	In Progress and Delayed	Pending	A Burgess	C Whyte	C Whyte	Project in progress and delayed due to finalising ICT Strategy and Roadmap. Councilor briefing occurred in October and Strategy and Roadmap will be taken to Council briefing in November before formalising adoption by CEO. Transfer of budget from Capital works budget (PJ000557) requested as per Finance and Projects review.
001152	Tech One - ESS Augmentation	-	38,000	5,606	0%	244	5,850	-	-	-	-	In Progress and Delayed	Pending	A Burgess	C Whyte	C Whyte	Project commenced. Will be finalised upon confirmation of ICT Strategy Roadmap, initial work occurring around mapping of processes within the Culture & Performance department in order to have this in place and ensure success of the project. Transfer of budget from Capital Works project (PJ000557) requested as part of Finance and Projects Review.
Total ICT		-	105,550	11,079	0%	2,099	13,178	-	-	-	-						

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Project Number	Project Name	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	2022/23 Expenditure		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
									2022/23 Expenditure	2022/23 Expenditure									
TOTAL ORGANISATIONAL SERVICES																			
		-	105,550	36,834	0%	35,879	72,713		-	-									
INFRASTRUCTURE AND DELIVERY																			
001111	Storm clean up costs 2021 NDFA	1,999,991	992,854	50,662	3%	9,532	60,193	3%	1,800,000	-	In Progress and On Track	Jun-23	●	B Lucas	A Western	A Western	Roads restoration work awaiting funding, delay in delivery due to wet weather. Claim queries managed on case by case basis. 23 claims lodged. 7 completed value \$1.7M approved to 3 Oct. Total claim value lodged \$5.2M advance received \$4.2M to date.		
001113	Storm 2021 BRV	88,732	44,366	133,357	150%	30,640	163,997	185%	-	218,321	In Progress and On Track	Jun-23	●	B Lucas	A Western	A Western	Confirmation received 2 Sep of additional \$399,997 Council Support Funding for dedicated support and recovery positions until 30 June 2023. Confirmation for Community Led Projects \$151,830.00 grant, and DRA clean up funding \$218,889 received and separate project codes to be established for administration and accountability purposes.		
001114	Storm 29 October 2021	-	-	-	0%	11,525	11,525		-	-	Completed	Nov-22	●	B Lucas	B Lucas	T May	Works completed in prior to June 2022. Formal closeout of project due by mid November.		
001115	Storm 5 January 2022	4,999,953	2,462,447	192,630	4%	298,409	491,039	10%	4,500,000	4,106	In Progress and On Track	Mar-23	●	B Lucas	B Lucas	B Lucas	Activities to be completed by end of December as per requirement by NDFA. Claims for FY23 reimbursement of Cat A costs are in progress to be lodged on quarterly basis.		
001128	Office Improvements	-	-	25,997	0%	35,101	61,099		-	-	In Progress and Delayed	Dec-23	●	B Lucas	B Lucas	C Whyte	Continuation of works to maintain functional office facilities. Carry over of 2021-22 underpensed requested as part of Finance and Projects Review.		
001145	Targeted Recovery Fund Initiative	147,400	36,850	9,324	6%	36,618	45,942	31%	147,400	-	In Progress and On Track	Mar-23	●	B Lucas	A Western	A Western	Photographic competition prizes awarded 6th October. Timber Training fully subscribed and to be all completed by end of year. Community Recovery events 40% completed. All activities to be completed by Dec 22 as per funding guidelines. Financial completion by end of March 2023.		
Total Director Infrastructure and Delivery		7,236,076	3,536,517	411,970	6%	421,825	633,796	12%	6,447,400	222,427									
000616	Creswick Trails	-	-	28,138	0%	14,568	42,705		-	-	In Progress and On Track	Dec-24	●	B Lucas	B Grounds	A Breach	Tenders for the construction of the Creswick Trails Network and provision of native vegetation offset credits have been evaluated by the panel with a preferred supplier identified for each contract. A recommendation for award will be progressed to Council for award at the November council meeting. Construction is planned to begin in early 2023 pending contractor availability.		
Total Major Projects		-	-	28,138	0%	14,568	42,705		-	-									
000370	Tree Risk Mitigation	120,000	30,000	7,534	6%	6,182	13,716	11%	-	-	In Progress and On Track	Jun-23	●	T May	S Ludeke	S Ludeke	Currently scoping 2023 year scope inline with Tree Management Plan. Tree audits to go out to tender November to be completed June 23		
000591	Weed Eradication	170,265	41,559	3,073	2%	1,120	4,193	2%	40,000	-	In Progress and On Track	Jun-23	●	T May	P Healy	P Healy	Works are underway which are weather dependant and will continue throughout the entire financial year.		
000633	Street Tree Planting Program	35,000	8,750	-	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-23	●	T May	S Ludeke	S Ludeke	Scoping works continuing for 2023 tree planting works. Watering schedule 2021 & 2022 trees to start Late November.		
001118	WHBG Collections Policy and Plant Labels	-	-	-	0%	8,800	8,800		-	-	In Progress and On Track	Dec-22	●	T May	S Ludeke	S Ludeke	Project scheduled to be finalised in November 2022.		
001119	HMSR Lighting Audit and Repairs	-	-	8,790	0%	-	8,790		-	-	In Progress and On Track	Jun-23	●	T May	S Ludeke	S Ludeke	Lighting audits and repairs completed. Audits identified wiring to all lights is at end of life. Produce scope required and submit budget bid for replacement. Inform MSRAC of audit findings		
Total Operations		325,265	80,309	19,387	6%	16,102	35,488	11%	40,000	-									
000875	Solar Savers	100,000	2,000	-	0%	10,100	10,100	10%	100,000	-	In Progress and On Track	Jun-23	●	S Mennie	M Pasqualini	M Pasqualini	Program has been extended with FY23 budget allocation. Currently in household recruitment phase. Majority of costs linked to installation works in second half of year.		
000918	Streetlights Towards Zero	-	-	-	0%	1,211	1,211		-	-	In Progress and Delayed	Feb-23	●	S Mennie	M Pasqualini	M Pasqualini	Installis complete. Awaiting resolution around ongoing maintenance of 2 light fittings before close out project. Powercor and Sport & Rec team currently negotiating.		
001005	Organic Waste Kerbside Collection	-	-	660	0%	-	660		-	-	In Progress and On Track	Apr-23	●	S Mennie	S Mennie	S Mennie	Balance of budget allocated in 2021-22 year required to be carried over to complete this activity as per Finance and Projects Review.		
001006	Weed Management Plan - HSC Transfer Stations	-	-	29	0%	-	29		-	-	Completed		●	S Mennie	S Mennie	S Mennie	Project completed in 2021-22 year.		
001011	Hepburn Energy Savvy Upgrades 2020	-	-	4,977	0%	47,584	52,560		-	-	In Progress and On Track	Nov-22	●	S Mennie	M Pasqualini	M Pasqualini	Project completed. Whole of life costs in line with DELWP milestone payments. Closeout meeting complete and final report submitted to DELWP in September. 2 page summary for Executive Team being developed. Current year expenses relate to prior year costs.		
001109	Sustainable Hepburn	150,000	-	-	0%	999	999	1%	-	-	In Progress and On Track	Jun-23	●	S Mennie	S Mennie	S Mennie	Majority of costs expected to be incurred in second half of financial year.		
001126	Rex Sale Costs	-	-	5,150	0%	8,000	13,150		-	-	In Progress and On Track	Dec-22	●	S Mennie	K Menne	K Menne	An initial budget allocation was made in 2021-22 Mid Year review. Minimal direct costs incurred to date. Request to rollover unused portion of 2021-22 budget allocation as per Finance and Projects Review.		
001134	Circular Economy Stage 2	35,000	-	-	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-23	●	S Mennie	M Pasqualini	M Pasqualini	This project is on hold until the stage 1 project is complete (Nov 2022).		
001135	Regenerative Agriculture	20,000	-	-	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-23	●	S Mennie	M Pasqualini	M Pasqualini	Project not yet commenced.		
001136	Fleet Transition to Zero Emissions Vehicles	20,000	-	-	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-24	●	S Mennie	M Pasqualini	M Pasqualini	Project not yet commenced.		
Total Waste, Facilities and Community Safety		325,000	2,000	10,816	3%	67,893	78,709	24%	100,000	-									

Hepburn Shire Council
Special Projects Report as at 30 September 2022

Project Number	Project Name	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	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		
		2022/23 Expenditure			2022/23 Expenditure			2022/23 Income											
TOTAL INFRASTRUCTURE AND DELIVERY		7,886,341	3,618,827	470,321	6%	520,388	990,709	13%	6,587,400	222,427									
TOTAL NON-RECURRENT PROJECTS		8,010,341	3,835,025	624,259	8%	762,941	1,387,201	17%	6,587,400	197,945									
Recurrent Maintenance Programs																			
000305	Street Cleaning (Internal Staff) (3244)	160,174	38,835	19,321	12%	-	19,321	12%	-	-									
000359	Signs Maintenance	-	-	166	0%	-	166	0%	-	-									
000308	Emergency Management Response - Storm Damage (3244)	-	-	5,786	0%	-	5,786	0%	-	-									
000591	Weed Eradication	170,265	41,559	3,073	2%	1,120	4,193	2%	40,000	-									
000691	Sealed Road Management	544,999	134,437	64,113	12%	308,849	372,962	68%	-	-									
000692	Unsealed Road Management	1,018,208	249,920	223,962	22%	35,001	258,963	25%	-	-									
000693	Footpath Management	117,027	28,663	19,619	17%	-	19,619	17%	-	-									
000694	Drainage Management (Urban & Rural)	753,052	184,446	158,505	21%	10,663	169,168	22%	-	-									
000695	Road Furniture Management	265,594	64,787	51,388	19%	-	51,388	19%	-	-									
000696	Roadside Management	367,510	60,286	73,003	20%	3,720	76,724	21%	-	-									
000697	Emergency Management (Response)	71,260	17,815	10,480	15%	-	10,480	15%	-	-									
000698	Works Coordination	128,309	30,851	56,617	44%	-	56,617	44%	-	-									
000699	Works Maintenance Supervision	217,262	52,358	56,891	26%	-	56,891	26%	-	-									
000700	Non Chargeable Time - Works Maintenance	161,555	38,780	28,887	18%	-	28,887	18%	-	-									
Total Works Maintenance		3,975,264	972,708	771,811	19%	359,353	1,131,165	28%	40,000	-									
000521	P&G - Mowing	601,147	144,964	80,809	13%	17,515	98,324	16%	-	615									
000522	P&G - Garden Beds	279,338	67,482	50,255	18%	8,413	58,668	21%	-	-									
000523	P&G - Tree Maintenance	394,991	96,917	88,160	22%	-	88,160	22%	-	-									
000524	P&G - Stumps	43,860	10,865	8,857	13%	4,783	10,641	24%	-	-									
000525	P&G - Paths	66,665	16,308	20,745	31%	-	20,745	31%	-	-									
000526	P&G - Turf	145,006	35,479	33,559	23%	17,421	50,980	35%	-	-									
000527	P&G - Litter/Rubbish	51,766	12,471	22,156	43%	-	22,156	43%	-	-									
000528	P&G - Tree Inspections	131,259	31,639	66,772	66%	9,091	66,863	73%	-	-									
000529	P&G - BBQ's/Furniture	90,521	22,160	14,186	16%	12,953	27,140	30%	-	-									
000531	P&G - Utilities	196,420	49,605	18,039	9%	9,066	27,105	14%	-	-									
000532	Non Chargeable Time - Parks and Open Space	-	-	14,655	0%	-	14,655	0%	-	-									
000533	P&G - Playground/Outdoor Fitness	63,588	15,662	2,227	4%	-	2,227	4%	-	-									
Total Parks and Open Space Maintenance		2,066,561	503,653	437,420	21%	79,243	516,663	25%	-	615									
000259	Large Plant Maintenance (3259)	388,050	152,804	325,783	84%	41,630	367,414	95%	-	-									
000260	Fleet Maintenance (3259)	297,300	69,625	52,178	18%	15,590	67,767	23%	-	116									
000369	Small Plant Maintenance (3259)	6,160	2,040	1,177	14%	-	1,177	14%	-	-									
Total Plant and Fleet Maintenance		693,510	224,669	379,138	55%	57,220	436,358	63%	-	116									
000258	Building Maintenance (3258)	471,746	115,970	135,977	29%	-	176,334	312,311	66%	-									
000342	Public Convenience Building Maintenance (3258)	38,750	9,688	11,821	31%	-	11,821	31%	-	-									
Total Building Maintenance		510,496	125,658	147,798	29%	176,334	324,132	63%	-	-									
TOTAL RECURRENT MAINTENANCE PROGRAMS		7,245,831	1,826,687	1,736,168	24%	672,150	2,408,318	33%	40,000	732									
TOTAL SPECIAL PROJECTS		15,256,172	5,661,711	2,360,427	15%	1,435,091	3,795,518	25%	6,627,400	198,676									

12.2 FINANCE AND PROJECTS CARRY FORWARD REVIEW

Go to 00:54:50 in the meeting recording to view this item.

DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Director Organisational Services, I Andrew Burgess have no interests to disclose in this report.

ATTACHMENTS

1. Capital Projects List 20221108 [**12.2.1** - 5 pages]
2. Special Projects List 20221108 [**12.2.2** - 3 pages]

EXECUTIVE SUMMARY

The construction sector is experiencing significant volatility and price increases as a result of a 'perfect storm' of COVID, materials supply issues, fuel price increases, and the fastest inflation growth in 40 years.

A review of the delivery of capital and special projects was required to amend delivery cost and timeframes for projects. This review results in the recommendation of carry forwards from 2021/2022 and amendments to the 2022/2023 budget. Some expenditure tied to project delivery is now planned for 2023/2024.

The delivery of Council's 2021/2022 capital program was the highest (in dollar terms) in five years, a significant achievement given the sector challenges.

This report recommends

- an amended 2022/2023 capital works budget of \$22.16M, an increase of \$3.81M (inclusive of \$4.85M carried forward from 2021/2022 budget), and
- an amended special projects budget of \$11.15M, an increase of \$3.01M (inclusive of \$2.96M carried forward from 2021/2022 budget).

OFFICER'S RECOMMENDATION

That Council:

1. *Approves the amended capital works and special projects program, including carry forwards from 2021/2022 with additional funding to respond to and manage inflationary and construction sector challenges as per the attached reports; and*
2. *Endorses the deferral of identified projects to 2023/2024 capital works and special projects program as per the attached reports.*

MOTION

That Council:

1. *Approves the amended capital works and special projects program, including carry forwards from 2021/2022 with additional funding to respond to and*

manage inflationary and construction sector challenges as per the attached reports; and

- 2. Endorses the deferral of identified projects to 2023/2024 capital works and special projects program as per the attached reports.*

Moved: Cr Lesley Hewitt

Seconded: Cr Tim Drylie

Carried

Voted for: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday and Cr Tim Drylie

Voted against: Nil

Abstained: Nil

BACKGROUND

In the development of the 2021/2022 budget, a number of assumptions were made in relation to project cost, inflation, and construction price index (CPI).

Inflation has now hit record highs, and the construction sector is experiencing a confluence of factors that are driving up prices and limiting contractor availability. These factors include COVID, materials supply, fuel price increases, and labour shortages. This is affecting every Council's ability to procure qualified contractors to undertake work at reasonable value.

Council delivered \$10.71M in capital works in 2021/2022, the highest expenditure in five years. A number of projects remain ongoing, and these make up the recommended carry forwards.

KEY ISSUES

A thorough review of the capital works program and the special projects program has been undertaken to update time and cost estimates for each project.

The process of review included considering recent tender pricing, benchmarking other Councils, utilising the best cost estimate evidence, and applying average project cost increases to projects not yet begun. Realistic delivery timeframes have also been considered in the phasing of the projects.

The review was based on the best information and estimates at the time.

To manage the increased cost and delivery timeframes of projects, a number of options were considered:

- Cancel projects
- Descope projects to reduce cost
- Defer works and expenditure into 2023/2024
- Utilise unrestricted cash
- Utilise additional borrowings

In regard to Capital works projects carry forward budget for 2022/2023 recommend the following changes:

- Recommend carrying forward expenditure budget of \$4.85M from 2021/2022 across 34 projects.
- Recommend carrying forward income budget of \$4.43M from 2021/2022 across eight projects.
- Recommend approving an additional \$4.03M of expenditure to complete planned projects, with \$5.07M of expenditure deferred until 2023/2024.
- Recommend approving an increase \$0.83M to income to fund the planned projects, with \$0.5M of income deferred until 2023/2024.

In regard to Special projects carry forward budget for 2022/2023 recommend the following changes:

- Recommend carrying forward expenditure budget of \$2.96M from 2021/2022 across 20 projects.
- Recommend carrying forward income budget of \$3.40M from 2021/2022 across eight projects.
- Recommend approving an additional \$0.15M of expenditure to complete planned projects, with \$0.11M of expenditure deferred until 2023/2024.
- Recommend approving an increase \$0.11M to income to fund the planned projects.

The details of the projects which have revised time or cost planning are in attachments *Capital Works Review 2022/2023* and *Special Projects Review 2022/2023*.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

5.3 A sustainable and agile organisation with strong corporate governance that supports excellent operations

5.5 Strong asset management and renewal.

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 significant financial impacts associated with this report. These impacts and the measures to address them are detailed in the body of the report.

RISK IMPLICATIONS

A number of risks are associated with this report. These include:

- Managing project delivery in the context of a volatile construction sector and considerable financial pressures
- Managing community expectations of project deliveries
- Appropriate short and long-term asset management, in particular renewal of existing assets
- Meeting existing external funding obligations, and accommodating future grant funding opportunities

The recommendations of this report represent the most effective approaches to managing these risks.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The review of program delivery has been undertaken with consideration of impacts on and expectations of community.

Outcomes of this review of program delivery will be communicated appropriately to community.

Hepburn Shire Council

ATTACHMENT 12.2.1

Capital Expenditure Projects - 2022-2023 Budget Adjustments

Project Number	Project Name	Carry Forward Expense Budget Increase / (Decrease)	Additional Expense Budget Increase / (Decrease)	Costs deferred to future year/s. FY23 Expense Increase / (Decrease)	Net FY23 Expense Budget Impact Increase / (Decrease)	Carry Forward Income Budget Increase / (Decrease)	Additional Income Budget Increase / (Decrease)	FY23 Income deferred. Budget Increase / (Decrease)	Net FY23 Income Budget Impact Increase / (Decrease)	Comment for Budget Adjustment
000504	Public Art Appropriation	32,903	-	-	32,903	-	-	-	-	Carry Forward FY22 Underspend.
000964	Hepburn Kindergarten Extension	-	(71,200)	-	(71,200)	-	-	-	-	Seeking to review scope and funding in line with 3 year old kinder policy.
001047	Bullarto Interpretive Sign	3,996	-	-	3,996	-	-	-	-	Carry Forward FY22 Underspend.
001112	Trentham Sportsground Reserve Pavilion	164,368	484,705	-	649,073	1,231,750	-	-	1,231,750	Carry forward income budget for grants not yet recognised. Carry forward residual expense budget and allocate additional \$484,705 for variations to builders scope including water main relocation.
000553	Sustainability Strategy - Towards Zero - Council Assets	61,500	-	-	61,500	-	18,461	-	18,461	Partial carry forward of FY22 expense budget underspend. Increase income budget in respect of additional grant received.
000741	Calembeen Park Aquatics Project	201,951	10,505	-	212,456	16,560	-	-	16,560	Carry forward of prior year balance of expense and income budgets to complete.
000898	Play space Planning & Design	41,323	-	(31,323)	10,000	-	-	-	-	Carry forward for signage at Skate Park.
001027	Outdoor Fitness Equipment	83,953	0	(38,953)	45,000	-	-	-	-	Partial carry forward of FY22 underspend in order to complete work at Clunes site.
DLRR-EC	Doug Lindsay Recreation Reserve Masterplan Implementation	-	330,000	(330,000)	-	-	330,000	-	330,000	Election commitment funding.
000414	Hard Court Renewals	5,340	-	-	5,340	-	-	-	-	Partial carry forward of FY22 surplus for geotechnical report.
000906	Magic Pudding Playground Development	10,000	5,000	-	15,000	-	-	-	-	Carry forward of FY22 underspend and increase in respect of procurement of new play items.
000913	Clunes Recreation Reserve Masterplan	13,760	9,904	-	23,664	-	-	-	-	Carry forward of FY22 underspend and increase due to variation to consultants scope.
001081	Pool Building Renewal Works Program	342,292	133,588	-	475,880	-	-	-	-	Carry forward of FY22 underspend and allocation of additional \$133,588

Capital Expenditure Projects - 2022-2023 Budget Adjustments

Project Number	Project Name	Carry Forward Expense Budget Increase / (Decrease)	Additional Expense Budget Increase / (Decrease)	Costs deferred to future year/s. FY23 Expense Increase / (Decrease)	Net FY23 Expense Budget Impact Increase / (Decrease)	Carry Forward Income Budget Increase / (Decrease)	Additional Income Budget Increase / (Decrease)	FY23 Income deferred. Budget Increase / (Decrease)	Net FY23 Income Budget Impact Increase / (Decrease)	Comment for Budget Adjustment
001159	Aquatics Strategy Implementation - Business Case Development	-	0	(60,000)	(60,000)	-	-	-	-	Development of business case to extend into FY24.
001088-E	Glenlyon Pavilion Redevelopment Project	-	50,000	-	50,000	-	-	-	-	Design work for next phase of redevelopment to begin in 2022-23 year.
001089	Newlyn Cricket Net Construction	5,000	-	-	5,000	-	-	-	-	Partial carry forward of FY22 surplus required to close out final costs.
001092	Recreation Facility Accessible Carpark and Pathways	-	-	(24,000)	(24,000)	-	-	-	-	Project deferred to 2023-24 year.
001094	Sports Lighting and Electrical Infrastructure Assessment Audit	30,000	-	-	30,000	-	-	-	-	Carry forward balance of FY22 budget in order to complete assessment audit.
001095	Active Recreation Centre (ARC) Masterplan Implementation	22,000	-	(22,000)	-	-	-	-	-	Project deferred to FY24
001130	Daylesford to Hanging Rock Rail Trail	-	-	(868,000)	(868,000)	-	-	(500,000)	(500,000)	Alternate grant funding proposal submitted, minimal works would commence in 2022-23 year.
001133	Jubilee Lake Playground Upgrade	-	30,000	(150,000)	(120,000)	-	-	-	-	Mostly in planning phase in FY23, majority of construction costs in following year.
001137	Creswick Bowls Club - Green Redevelopment	-	420,000	(420,000)	-	-	420,000	-	420,000	Income budget adjustment in respect of committed grant funding.
000497	Trentham Community Hub Design & Construct	-	1,039,038	(1,178,311)	(139,273)	-	(92,331)	-	(92,331)	Completion of project now delayed until early in FY24. cost forecast for FY23 reduced accordingly. Income forecast for FY23 reduced in respect of early receipt of grant instalment.
000557-22	IT Hardware / Technology Renewal Program - FY22	40,056	0	-	40,056	-	-	-	-	Carry over of balance of FY22 budget.
000979	Hepburn Hub Coworking Space	-	-	-	-	-	(80,000)	-	(80,000)	Hepburn Hub project cancelled. Co-Working Space rescope considered however in discussion with Regional Development Victoria - recommend cancel project and return funding.
001077	Server Equipment Replacement	76,976	-	-	76,976	-	-	-	-	Carry over of balance of FY22 budget due to delays in global supply chains.

Capital Expenditure Projects - 2022-2023 Budget Adjustments

Project Number	Project Name	Carry Forward Expense Budget Increase / (Decrease)	Additional Expense Budget Increase / (Decrease)	Costs deferred to future year/s. FY23 Expense Increase / (Decrease)	Net FY23 Expense Budget Impact Increase / (Decrease)	Carry Forward Income Budget Increase / (Decrease)	Additional Income Budget Increase / (Decrease)	FY23 Income deferred. Budget Increase / (Decrease)	Net FY23 Income Budget Impact Increase / (Decrease)	Comment for Budget Adjustment
000423	Library Collection and Technology Renewal Program	-	(40,000)	-	(40,000)	-	-	-	-	Building upgrade costs in prior year expected to be recouped in this year.
001072	Bullarto Station Project	333,612	92,197	-	425,809	433,612	(0)	-	433,612	Carry forward of FY22 underspend plus an additional allocation of \$92,197 in order to meet escalation in building costs. Carry forward of grant income received in advance in FY22.
001093	Hammon Park Trail Head	419,096	316,738	-	735,834	1,592,262	250,000	-	1,842,262	Carry forward FY22 underspend plus additional allocation of \$316,738 for additional costs including toilet block. FY23 income budget adjusted to reflect income received in advance.
000753	Bridge Renewal - Wheelers Bridge	39,309	-	(440,000)	(400,691)	-	-	-	-	Following successful grant application design and early works planned for this year, with bulk of construction costs to be incurred in following year.
001046	Bridge Renewal - Blampied-Mollongghip Rd	-	-	-	-	12,500	37,500	-	50,000	Final instalment of grant income expected in respect of previously completed renewal works.
001056	Bridge Renewal - Old Ballarat Rd - Cameron	500,000	10,000	-	510,000	-	-	-	-	Carry forward of FY22 budget as contract for construction now awarded.
000410	Kerb & Channel Upgrade & Renewal FY23 Program	-	30,000	-	30,000	-	-	-	-	Additional budget allocation in respect of rising fuel and material costs since formation of original budget.
001131	Drainage Upgrade and Renewal FY23 Program	-	52,880	-	52,880	-	-	-	-	Additional budget allocation in respect of rising fuel and material costs since formation of original budget.
001171	Mineral Springs Reserve Development - Design	-	350,000	-	350,000	-	350,000	-	350,000	Adjustment in both income and associated expense from anticipated grant allocation.
001116	Central Springs Bore Investigation	24,274	-	-	24,274	-	24,274	-	24,274	Partial carry forward of FY22 budget to complete investigation works.
000985	Creswick Fountain Refurbishment	-	115,000	(200,000)	(85,000)	-	-	-	-	Deferral of works to further assess options and undertake full costings for this project.
001073	Wombat Hill Botanic Gardens	329,851	170,228	-	500,079	526,701	-	-	526,701	Carry forward of FY22 underspend and further adjustments to align to funding based on completion in this year.
001096	Clunes Pedestrian Crossing Point	44,552	-	-	44,552	-	-	-	-	Carry forward of FY22 budget surplus.
001098	Lake Daylesford Amphitheatre Works	81,832	157,368	-	239,200	-	-	-	-	Carry forward of FY22 budget surplus and additional budget allocation of \$157,368 in respect of escalated construction costs.
001085	Chatfield Reserve Lake Daylesford Landscape Works	-	48,018	-	48,018	-	-	-	-	Additional allocation of \$48,018 required due to increase in estimation of total project costs.

Hepburn Shire Council

ATTACHMENT 12.2.1

Capital Expenditure Projects - 2022-2023 Budget Adjustments

Project Number	Project Name	Carry Forward Expense Budget Increase / (Decrease)	Additional Expense Budget Increase / (Decrease)	Costs deferred to future year/s. FY23 Expense Increase / (Decrease)	Net FY23 Expense Budget Impact Increase / (Decrease)	Carry Forward Income Budget Increase / (Decrease)	Additional Income Budget Increase / (Decrease)	FY23 Income deferred. Budget Increase / (Decrease)	Net FY23 Income Budget Impact Increase / (Decrease)	Comment for Budget Adjustment
000103	Gravel Road Resheet Program	-	57,000	-	57,000	-	-	-	-	Additional budget allocation in respect of rising fuel and material costs since formation of original budget.
001045	Road Rehab - Glengower-Cotswold Rd Intersection	-	-	-	-	-	37,500	-	37,500	Final instalment of grant income expected in respect of previously completed renewal works.
001122	Intersection Upgrade - Kingston Rd	-	411,421	-	411,421	-	415,872	-	415,872	Previously unbudgeted project. Planned costs to be fully offset by Blackspot Funding grant.
001138	Road Rehab - Dean-Newlyn Rd	-	(826,722)	-	(826,722)	-	(881,361)	-	(881,361)	External funding application unsuccessful. Project scope will be scaled back in line with previously committed net cost to Council.
001141	Road Upgrade - Park Ave, Daylesford	-	30,000	(180,000)	(150,000)	-	-	-	-	Project recommended to be deferred until FY24.
000975	Creswick Mechanics Institute Building upgrades	30,609	80,189	-	110,797	-	-	-	-	Carry forward of FY22 underspend plus an additional allocation of \$80,189 in respect of escalations in building costs.
001082	Creswick Town Hall	340,732	103,017	-	443,749	440,732	-	-	440,732	Carry forward of FY22 underspend plus an additional allocation of \$103,017 in respect of escalations in building costs. Carry forward income budget for income received but not recognised in FY22.
000287	Building and Structures Renewal Program	-	30,000	(100,000)	(70,000)	-	-	-	-	Some budgeted scope deferred to FY24 in light of competing priorities.
000662	Daylesford Town Hall External renewal	95,300	25,450	-	120,750	-	-	-	-	Carry forward of FY22 underspend plus additional allocation of \$25,450 based on scope agreed with heritage architect.
000739	Public Toilets Program - Quarry Street	361,989	118,011	-	480,000	-	-	-	-	Carry forward of FY22 underspend plus additional allocation of \$118,011 based on escalation in building costs.
GPT	Glenlyon Public Toilet	5,000	-	-	5,000	-	-	-	-	Partial carry forward of FY22 underspend in order to complete investigation and assessment of options.
000823	Pavilion Cafe floor Repairs	3,657	60,000	(183,657)	(120,000)	-	-	-	-	Works deferred to FY24 to allow for engagement with leaseholder.
001158	Hammon Park Pavilion Feasibility Study	50,000	-	-	50,000	-	-	-	-	Carry over of budget allocation from FY22 in order to complete feasibility on repair and use options for flood damaged asset.
000131	Vehicle and Plant Replacement	750,000	-	(300,000)	450,000	177,932	-	-	177,932	Carry over of FY22 budgets required due to lengthy delays in delivery of ordered plant items.
000599	Creswick Composting Facility & Clunes kerbside trial	124,430	-	-	124,430	-	-	-	-	Carry over of FY22 budget surplus in order to continue organic kerbside trials.

Capital Expenditure Projects - 2022-2023 Budget Adjustments

Project Number	Project Name	Carry Forward Expense Budget Increase / (Decrease)	Additional Expense Budget Increase / (Decrease)	Costs deferred to future year/s. FY23 Expense Increase / (Decrease)	Net FY23 Expense Budget Impact Increase / (Decrease)	Carry Forward Income Budget Increase / (Decrease)	Additional Income Budget Increase / (Decrease)	FY23 Income deferred. Budget Increase / (Decrease)	Net FY23 Income Budget Impact Increase / (Decrease)	Comment for Budget Adjustment
001084	Lee Medlyn Bottle Museum	184,965	193,166	(546,000)	(167,870)	-	-	-	-	Carry over of FY22 budget surplus required. However completion anticipated for FY24 due to some delays.
TOTAL CAPITAL WORKS		4,854,624	4,025,501	(5,072,244)	3,807,881	4,432,050	829,915	(500,000)	4,761,965	

Hepburn Shire Council

ATTACHMENT 12.2.2

Special Operating Projects - 2022-2023 Budget Adjustments

Project Number	Project Name	Carry Forward Expense Budget Increase / (Decrease)	Additional Expense Budget Increase / (Decrease)	Costs deferred. FY23 Expense Increase / (Decrease)	Budget Impact FY23 Expense Increase / (Decrease)	Carry Forward Income Budget Increase / (Decrease)	Additional Income Budget Increase / (Decrease)	FY23 Income deferred. Budget Increase / (Decrease)	Budget Impact FY23 Income Increase / (Decrease)	Comment for Budget Adjustment
000996	Arts and Culture Strategy	22,500	-	-	22,500	-	-	-	-	Carry Forward FY22 under spend in order to complete development of strategy.
001105	Christmas Community Planning	10,000	-	-	10,000	-	-	-	-	Carry over budget from FY22 as project interrupted by COVID restrictions.
000676	Implement biodiversity strategy actions	46,694	-	-	46,694	-	-	-	-	Carry forward FY22 under spend as resources now available to complete work.
001003	Flora and Fauna assessments	-	(19,920)	-	(19,920)	-	-	-	-	Remaining assessments to be managed from Settlement Strategy and Township Structure Plans project (PJ001160).
001044	Lake Daylesford Gully Fuel Management Project	-	40,550	-	40,550	-	40,455	-	40,455	Extension of program in line with additional CFA funding.
001049	Wheatsheaf Firescape	-	23,000	-	23,000	-	22,727	-	22,727	Extension of program in line with additional CFA funding.
001054	Streamlining for Growth	14,600	-	-	14,600	-	-	-	-	Carry forward FY22 under spend to prepare final report.
001054-FY23	Streamlining for Growth-FY23 Grant	-	50,000	-	50,000	-	50,000	-	50,000	Extension of project enabled by external grant
001147	Western Transmission Line Strategy	38,725	-	-	38,725	-	-	-	-	Carry over unspent budget from FY22 for ongoing strategy works.
001160	Settlement Strategy and Township Structure Plans	363,315	32,737	-	396,052	-	-	-	-	Carry forward FY22 underspend plus an additional allocation of \$32,737 offset by budget reduction in 'Flora and Fauna Assessments' project.
000680	Glenlyon Recreation Reserve - master plan	51,176	-	-	51,176	-	-	-	-	Carry over of FY22 budget to enable completion of Master Plan.
000878	Hub For Premium Produce	288,497	-	-	288,497	-	-	-	-	Carry forward balance of FY22 budget for completion of 3 year project.
000973	Visit Victoria Grant Program	20,000	-	-	20,000	-	-	-	-	Partial carry forward of FY22 Under spend to support events impacted by travel restrictions in prior years.
000998	Hepburn Shire Aquatics Strategy Development	-	-	-	-	3,000	-	-	3,000	Final instalment of grant funding to be received.

Hepburn Shire Council

Special Operating Projects - 2022-2023 Budget Adjustments

Project Number	Project Name	Carry Forward Expense Budget Increase / (Decrease)	Additional Expense Budget Increase / (Decrease)	Costs deferred. FY23 Expense Increase / (Decrease)	Budget Impact FY23 Expense Increase / (Decrease)	Carry Forward Income Budget Increase / (Decrease)	Additional Income Budget Increase / (Decrease)	FY23 Income deferred. Budget Increase / (Decrease)	Budget Impact FY23 Income Increase / (Decrease)	Comment for Budget Adjustment
001121	Daylesford Community Park Masterplan	40,000	-	(40,000)	-	-	-	-	-	In planning phase. Expenditure on external consultation likley to be deferred to FY24.
001164	Outdoor Activation Program	245,581	-	-	245,581	272,518	-	-	272,518	Carry forward of income and expense budget to rollout funded program.
001166	Walking and Cycling Strategy 2022-23	-	-	(45,000)	(45,000)	-	-	-	-	The work on this strategy anticipated to be completed in 2023-24 year.
001110	Electoral Representation Review 2021-22	35,000	-	-	35,000	-	-	-	-	Project previously deferred by Victorian Electoral Commission.
001149	Software Development (Non Technology One)	69,076	0	-	69,076	-	-	-	-	Carry forward FY22 underspend to enable purchase and rollout of Corporate Reporting Software.
001150	Technology One Development	17,550	-	-	17,550	-	-	-	-	Carry forward FY22 underspend to assist in rollout of improvements to core software system.
001111	Storm clean up costs 2021 NDFA	-	(0)	-	-	685,539	-	-	685,539	Income budget carry forward to match delays in processing of reimbursement claims.
001114	Storm 29 October 2021	-	-	-	-	38,439	-	-	38,439	Income budget carry forward to match delays in processing of reimbursement claims.
001115	Storm 5 January 2022	-	-	-	-	1,733,185	-	-	1,733,185	Income budget carry forward to match delays in processing of reimbursement claims.
001128	Office Improvements	69,961	-	-	69,961	-	-	-	-	Carry forward FY22 underspend to facilitate building refresh works.
001129	New Office Accommodation Planning	30,000	-	-	30,000	-	-	-	-	Carry over of FY22 budget as relocation project delayed previously
000616	Creswick Trails	1,550,690	-	-	1,550,690	572,000	-	-	572,000	Carry forward underspend due to construction delays in FY22.
001118	WHBG Collections Policy and Plant Labels	-	22,647	-	22,647	18,383	-	-	18,383	Additional allocation to enable completion of this project.
001119	HMSR Lighting Audit and Repairs	8,790	-	-	8,790	-	-	-	-	Partial carry forward of FY22 under spend in order finalise works.

Hepburn Shire Council

Special Operating Projects - 2022-2023 Budget Adjustments

Project Number	Project Name	Carry Forward Expense Budget Increase / (Decrease)	Additional Expense Budget Increase / (Decrease)	Costs deferred. FY23 Expense Increase / (Decrease)	Budget Impact FY23 Expense Increase / (Decrease)	Carry Forward Income Budget Increase / (Decrease)	Additional Income Budget Increase / (Decrease)	FY23 Income deferred. Budget Increase / (Decrease)	Budget Impact FY23 Income Increase / (Decrease)	Comment for Budget Adjustment
000875	Solar Savers	-	-	-	-	79,756	-	-	79,756	Forecast income reflects FY22 and FY23 programs.
001005	Organic Waste Kerbside Collection	18,701	-	-	18,701	-	-	-	-	Carry forward balance of FY22 budget in relation to trials being run.
001126	Rex Sale Costs	21,945	-	-	21,945	-	-	-	-	Carry forward balance of budget allocation from FY22 as process ongoing.
001136	Fleet Transition to Zero Emissions Vehicles	-	-	(20,000)	(20,000)	-	-	-	-	Expenses deferred until engagement of consultant by consortium of Councils with similar objectives.
TOTAL NON-RECURRENT PROJECTS		2,962,800	149,014	(105,000)	3,006,815	3,402,820	113,182	-	3,516,002	

12.3 ANNUAL PLAN 2022/2023 - QUARTER 1 PROGRESS REPORT

Go to 01:03:22 in the meeting recording to view this item.

DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Director Organisational Services, I Andrew Burgess have no interests to disclose in this report.

ATTACHMENTS

1. Annual Plan 2022/2023 Q1 Progress Report [**12.3.1** - 16 pages]

EXECUTIVE SUMMARY

The attached report provides an update on the progress against projects and initiatives included in the Annual Plan 2022/2023.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the Annual Plan 2022/2023 Quarter 1 Progress Report; and*
2. *Notes that this report will be published on Council's website*

MOTION

That Council:

1. *Notes the Annual Plan 2022/2023 Quarter 1 Progress Report; and*
2. *Notes that this report will be published on Council's website*

Moved: Cr Jen Bray

Seconded: Cr Lesley Hewitt

Carried

Voted for: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday and Cr Tim Drylie

Voted against: Nil

Abstained: Nil

BACKGROUND

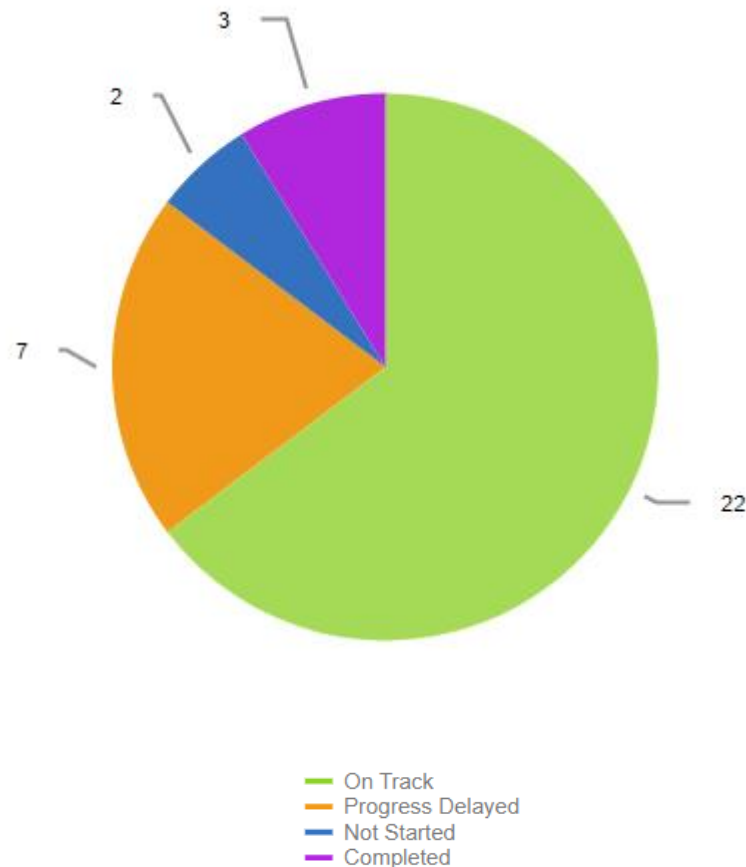
The Annual Plan outlines the actions for 2022/2023 that will be implemented as priorities from the Council Plan 2021-2025 and Annual Budget 2022/2023. The Annual Plan was adopted by Council at its Ordinary Meeting on 28 June 2022.

The Annual Plan details on the progress of actions in the Council Plan, and the quarterly report updates Councillors and the Community on the progress on the actions.

KEY ISSUES

The attached report provides a list of the projects included in the Annual Plan 2022/2023 and a progress comment has been provided for each project by the responsible officer, for the first quarter period.

The following graph provides a snapshot of the current status of projects as of 30 September 2022. Significant progress has been made on many of the projects with three projects completed over this reporting period.



POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

3. Embracing our past and planning for the future

- o 3.3 Build and maintain infrastructure that supports liveability and activity in our community.

5. A dynamic and responsive Council

- o 5.2 A sustainable and agile organisation with strong corporate governance that supports excellent operations.
- o 5.3 Actively communicate, inform and engage with our community about events and decision-making.

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. Individual projects will consider sustainability implications where appropriate.

FINANCIAL IMPLICATIONS

All Annual Plan 2022/2023 Projects and Initiatives have been budgeted for in this current financial year.

RISK IMPLICATIONS

Project comments have been updated to confirm status as of 30 September 2022.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community Engagement in accordance with the adopted policy is considered on a project-by-project basis. This progress report will be placed on Council's website.

Annual Plan 2022/2023
Progress Report – Q1

Hepburn Shire - an inclusive rural community located in Dja Dja Wurrung country where all people are valued, partnerships are fostered, environment is protected, diversity supported, and innovation embraced.

Our five focus areas:



STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

A resilient, sustainable and protected environment

A responsive, adaptive, and resilient community that addresses climate change and biodiversity.

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.1	Vehicle Charging Stations: Partner with Hepburn Energy and Chargefox to install three electric charging stations in Creswick, Hepburn Springs and Trentham.	Waste, Facilities and Community Safety	01/01/2023	Sites have been scoped, and site specific requirements are being prepared. Charging units are ready to be delivered with installation scheduled for November.	
AP23.2	Sustainable Hepburn: Develop and implement the 'Sustainable Hepburn Strategy' to align waste, sustainability and biodiversity strategies. This includes \$150,000 for Waste initiatives and \$75,000 for Sustainability initiatives.	Waste, Facilities and Community Safety	01/06/2023	The Sustainable Hepburn Strategy has been adopted and is kicking off with a planned Sustainable Hepburn Expo Day on 29th October. The day will include a traditional Welcome to Country and smoking ceremony and a series of free workshops and activities for the whole family.	

STATUS



On Track



Progress Delayed






Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.3	Destination Management Plan: Partner with DMT to develop a regional destination management plan which will include local tourism action plans to ensure community needs are understood and addressed.	Economic Development and Recreation	01/06/2023	Through July and August council officers continued to attend regular briefings with Daylesford Macedon Tourism (DMT). In September, funding was received from the Victorian Government to develop the Destination Management Plan, with the process to start with businesses in the community. A local area action plan was identified as a key first step with the final goal to be a ten-year vision for the region and identification of where government investment is needed and where private investment can be most effective.	
AP23.4	Linking sustainability and public health: Develop a MOU with Central Highland Rural Health to ensure a collaborative approach to resource management and community messaging regarding the link between sustainability and public health.	Community Life	01/06/2023	Memorandum of Understanding developed and signed by Central Highlands Rural Health and Hepburn Shire Council. The collaborative partnership continues in the implementation of the Hepburn Shire Council Municipal Health and Wellbeing Plan and the Central Highlands Rural Health Population Health Plan.	
AP23.5	Flora and Fauna Assessment: Conduct a biodiversity assessment as part of the Creswick Structure Plan.	Strategic Planning	01/09/2022	Site inspections and mapping of areas for Creswick biodiversity assessment are progressing. Biodiversity information gathered as part of this project provided as an input to Creswick Bushfire Assessment being prepared by Practical Ecology. Both projects inform the Creswick Structure Plan	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

A healthy, supported and empowered community

A community that values connection, supports diversity, health, and wellbeing, and is inclusive of all people and their needs

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.6	Affordable long-term housing: Advocate for involvement in the Victorian State Government's Big Housing Build Program.	Strategic Planning	01/06/2023	Consultants have been appointed to assist in the preparation of the Hepburn Affordable Housing Strategy and Action Plan. Project planning workshop were held in September involving community representatives. Engagement with Homes Victoria continues on opportunities to attract funding for affordable housing projects in Hepburn Shire in response to demonstrated need.	
AP23.7	Trentham Community Hub: Continue constructing the new multi-purpose community facility, featuring the new library and Council Customer Services.	Projects	01/06/2023	Construction of the Community Hub is well underway, with some delays from poor state of existing Mechanics Institute. Expected completion date is now late 2023.	
AP23.8	Disability Access Inclusion Plan: Develop and adopt a new plan.	Community Life	01/12/2022	The Disability Advisory Committee and other key stakeholders continue to develop the Disability Access and Inclusion Plan and is currently at community engagement phase. Feedback is being captured through Participate Hepburn webpage and with internal and external working groups.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.9	Aquatics Strategy Implementation: Undertake further detailed investigation and development of a feasibility Study and Business Case for Indoor Aquatics Provision.	Economic Development and Recreation	01/06/2023	The Indoor Aquatics Provision Feasibility Study and Business Case project planning, development of specifications and the engagement of a consultant to assist in the study was delivered this quarter, ready for its commencement in October.	
AP23.10	Walking and Cycling Strategy: Develop and adopt a Walking and Cycling Strategy.	Economic Development and Recreation	01/06/2023	In July, Council applied for funds under the Victorian Government's Local Sports Infrastructure Funding Program for the development of the Hepburn Shire Council Walking and Cycling Strategy. The Victorian Government's funding outcomes announcement is anticipated for October 2022.	
AP23.11	Creating a circular food economy in the Hepburn Shire: Partner with local organisations to increase access to healthy and affordable food.	Community Life	01/06/2023	Council is supporting and working with Health Futures Australia and their Young Growers and Healthy Kids' Lunches Programs which are designed to create a circular food economy. Support is also provided by Council's Community Grants Program to local organisations to increase access to healthy and affordable food.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.12	Improved mental wellbeing within the community: Establish a mental health support network for organisations that have a focus on mental health support and referral processes throughout the Hepburn region	Community Life	01/06/2023	Preliminary planning is underway for the development of a shire-wide Mental Health Network in March 2023.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Embracing our past and planning for the future

We acknowledge and empower the Traditional Owners and other cultures of our area to protect our historical roots while planning for future generations.

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.13	COVID Stimulus Infrastructure Projects: Continue to deliver key stimulus funded projects including, Bullarto Station Tourist Precinct, Creswick Town Hall and Wombat Hill Botanical Gardens	Projects	01/06/2023	Range of projects mostly on track, although some delays experienced due to construction industry challenges.	
AP23.14	Reconciliation Action Plan: Develop and adopt a Reconciliation Action Plan.	Community Life	01/12/2022	A new Reconciliation Committee has been appointed and it's first meeting held. The development of the second Reconciliation Action Plan has been delayed and is expected to commence in December 2022.	
AP23.15	UNESCO Goldfields World Heritage: Partner with other Council's to advocate for UNESCO World Heritage Listing of the Central Victorian Goldfields.	Economic Development and Recreation	01/06/2023	In July a letter signed by 13 Council Mayors was sent to all relevant government Ministers seeking funds from Regional Development Victoria to make an application to the Commonwealth for a tentative World Heritage listing and a region-wide World Heritage sustainable tourism investment masterplan. Council continues to represent the Shire by attending partner briefings.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.16	Strategic Planning Work Program: Implement year 2 of council program of strategic planning work to be delivered in accordance with financial budget allocations, including continued work on Creswick Structure Plan and commencement of Trentham Structure Plan.	Strategic Planning	01/06/2023	Background studies are progressing and will inform the development of draft structure plans, including Land Capacity & Demand Assessment, Separation Buffers, Biodiversity (shire-wide), Bushfire (Creswick) and Heritage (Creswick). Community engagement preparations are underway for future structure plans for Trentham, Glenlyon, Clunes and Daylesford-Hepburn Springs.	
AP23.17	Hammon Park Trailhead, Creswick - Construct: Complete construction of the Trailhead at Hammon Park in Creswick	Projects	01/03/2023	Construction of the trailhead at Hammon Park is well underway, despite weather and flooding impacts. Completion is expected at the end of 2022.	
AP23.18	Trentham Sportsground Pavilion - Construct: Complete construction of the pavilion and change facilities.	Projects	01/12/2022	Construction is well underway, with some delays in completion date due to construction sector challenges. Completion expected early 2023.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Diverse economy and opportunities

Our community is enhanced by a diverse and resilient economy that supports local aspirations through opportunity.

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.19	Youth "ACE" Strategy 2021-2025 Implementation: Implement Youth Strategy to support the delivery and opportunities to young people in the Shire.	Community Life	01/06/2023	The Youth led Ace Youth Strategy has been developed and launched at a Youth event in October 2022. An annual action plan has been developed and is being implemented. Examples of implementation include: Implementation of youth programs (Hip Hop, Queer Book Club, School Holiday activities, Art workshops, FReeZA); Partnered and organised Youth Events (Music at the Hepburn Springs Sound Shell; Wear it Purple day; Skate Comps; and coordinated and facilitated the Hepburn Engaging Youth Network.	
AP23.20	Key Projects Advocacy: Continued advocacy for State and Federal Government funding of Councils key projects identified in the HSC Advocacy Statement.	Grants and Corporate Reporting	01/06/2023	Council continues to engage with governments to advocate for investment. In September, our key priorities were communicated to the current sitting members and standing members for Ripon and Macedon electorates in the lead up to the Victorian State Election in November. During this period Council continued its efforts to secure the inclusion of Mountain Biking in the Commonwealth Games with Creswick Trails being the host site.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.21	Hepburn Shire Traineeships Program: Creation of new traineeship opportunities within Council.	Culture and Performance	01/06/2023	Four traineeship roles allocated and budgeted, three remain vacant due to low interest and will be readvertised. One traineeship role commences in early November.	
AP23.22	Artisan Agriculture: Finalise the pilot project of the Artisan Agriculture Project to support producers more broadly.	Economic Development and Recreation	01/02/2023	Recommendations for the development of a Central Highlands Food Hub Network is still under investigation after co design workshop on food hubs was held in July. Project Advisory Group meeting held and an external evaluator was appointed. Through August consultations continued around developing an online hub to connect artisan agriculture producers and highlight experiences in the region. Milestone meetings held with Agriculture Victoria.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.23	Attraction of significant events: Advocacy and attraction of significant events that align with Council's Event Strategy.	Economic Development and Recreation	01/10/2022	<p>The inaugural Borealis on the Lake opened on 15 July and operated 4 nights a week for 8 weeks. The installation on Lake Daylesford was a re-creation of the Northern Lights and attracted over 35,000 people, generating approximately \$6.8M for the local economy.</p> <p>Winter Sounds a weekend of performances by Australian musicians held in heritage spaces attracted 1200 plus people. 81% of attendees from outside the region stayed in paid accommodation and average stay of 2 nights.</p> <p>In August a video was released to advocate to bring Mountain Biking to Creswick for the 2026 Commonwealth Games.</p>	
AP23.24	Circular Economy Officer: Employment of a Circular Economy officer to investigate and drive investment in circular economy initiatives relevant to the Shire.	Waste, Facilities and Community Safety	01/09/2022	The Circular Economy Officer role is being developed in consultation with our neighbouring Councils. Recruitment is scheduled to commence in November.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

A dynamic and responsive Council

Council and the community partner to achieve their aspirations through excellent communication and engagement, the delivery of effective services, strong financial management, and governance.

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.25	Western Victoria Transmission Network Project: Continue to work in partnership with the community in support of their opposition to AusNet's 24ha terminal station location and the above ground transmission lines.	Strategic Planning	01/06/2023	Council continuing to engage with AusNet, Department of Environment, Land, Water & Planning, other agencies and partner councils on drafting of the Environmental Effects Statement for the Western Renewables Link project, due to be submitted to the Minister for Planning late 2022. Monthly Council-Community meetings continue with Council requiring AusNet to provide regular updates on ongoing and emerging project issues. Submissions lodged for the VNI West Regulatory Investment Test for Infrastructure (AEMO) and VicGrid's preliminary design of the Victorian Transmission Investment Framework.	
AP23.26	Customer Service Strategy Development: Develop and adopt a whole of Council Customer Service Strategy and Charter.	Culture and Performance	01/10/2022	Consultant engaged and staff consultation has occurred with the draft strategy produced and undergone consultative process. Document is ready for the Executive team consideration.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.27	Governance Rules Review: Undertake review of Governance and Risk rules to ensure compliance with the Local Government Act 2020.	Governance and Risk	01/10/2022	Council reviewed its Governance Rules and undertook public consultation during July 2022. The Rules were updated to embed arrangements for virtual and hybrid Council Meetings that had become common practice during COVID-19 along with some minor administrative amendments. The Rules were adopted at the Ordinary Meeting of Council on 16 August 2022.	
AP23.28	Community Engagement Staff Training Program: Deliver a Community Engagement training program for staff.	Engagement Specialist	01/06/2023	In September 2022 thirty Council Officers participated in Community Engagement Training, with engagement experts MosaicLab. MosaicLab utilised our Community Engagement Policy, Matrix, and other tools so that the training delivered supported the professional development needs of our staff and organisation. An ongoing program is currently under development that will continue to build the capacity, confidence and skills of staff to deliver quality community engagement activities.	

STATUS



On Track



Progress Delayed







Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.29	ICT Transformation Project: Implementation of the ICT Strategy.	ICT	01/06/2023	The ICT Strategy and Roadmap is being finalised and will be presented to Councillors at a November 2022 briefing prior to finalisation and adoption. Core activities including Disaster Recovery works are continuing and a number of security upgrades have already been completed.	
AP23.30	Review of Council Services and Programs: Providing options to Councillors for undertaking service reviews of programs, and services offered by Council.	Grants and Corporate Reporting	01/04/2023	Initial service review of programs and services offered by Council to commence October 2022. Report will be presented to Councillors for consideration in December 2022.	
AP23.31	Employer Value Proposition: Develop Employer Value Proposition and tools to market HSC more effectively as an employer.	Culture and Performance	01/03/2023	Some early data obtained and analysis completed.	
AP23.32	Daylesford Community Facilities and Staff Accommodation: Planning and scoping of Daylesford Community facilities and staff accommodation options.	Waste, Facilities and Community Safety	01/06/2023	The project to review short term accommodation requirements including minor improvement and interim team locations is underway. The investigation of longer-term community facilities and staff accommodation options is yet to commence, however it is a key priority of staff now the REX site is to be sold.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.33	Asset Condition Assessments: Undertake building condition assessment on Council owned facilities.	Operations	01/06/2023	Procurement for the nominated assessor has now been finalised with the consultant expected to commence the building condition assessments in November 2022.	
AP23.34	Gender Equity Action Plan: Implement 2022-23 actions detailed in the Gender Equity Action Plan.	Culture and Performance	01/06/2023	The Gender Equity Action Plan has been created. Actions delivered on this plan include; implementing anonymous online reporting; conducted respectful behaviours training to staff; recruitment process and recruitment panel review; and a mentoring program established.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

12.4 RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE MEETING HELD ON 12 SEPTEMBER 2022

Go to 01:06:08 in the meeting recording to view this item.

DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Manager Governance and Risk, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Chair cover note - Audit and Risk Committee - 12 September 2022 [**12.4.1** - 2 pages]
2. CONFIDENTIAL - Confidential Minutes - Audit and Risk Committee - 12 September 2022 [**12.4.2** - 31 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider advice from the Audit and Risk Committee (ARC) meeting that was held on 12 September 2022.

OFFICER'S RECOMMENDATION

That Council:

1. *Receives the draft minutes of the Audit and Risk Committee Meeting that was held on the 12 September 2022; and*
2. *Notes the recommendations of the Audit and Risk Committee that were moved at the meeting on 12 September 2022.*

MOTION

That Council:

1. *Receives the draft minutes of the Audit and Risk Committee Meeting that was held on the 12 September 2022; and*
2. *Notes the recommendations of the Audit and Risk Committee that were moved at the meeting on 12 September 2022.*

Moved: Cr Don Henderson

Seconded: Cr Lesley Hewitt

Carried

Voted for: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday and Cr Tim Drylie

Voted against: Nil

Abstained: Nil

BACKGROUND

The purpose of the Audit and Risk Committee is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management and risk, good corporate governance, provide experience in public sector management, and the maintenance of systems of internal control, and the fostering of an ethical environment.

The Audit and Risk Committee is not a delegated committee and cannot exercise statutory functions and powers of the Council under delegation, and acts as an advisory body on behalf of Council.

The Audit and Risk Committee meetings are closed to the public.

KEY ISSUES

The Audit and Risk Committee held its quarterly meeting on 12 September 2022. The Confidential Minutes of the meeting are attached for Council's consideration.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

5.3 A sustainable and agile organisation with strong corporate governance that supports excellent operations

Local Government Act 2020

The Audit and Risk Committee is governed by section 53 of the *Local Government Act 2020* and operates in line with the Audit and Risk Committee Charter. A Workplan is developed to align with their obligations.

GOVERNANCE ISSUES

The Audit and Risk Committee was established by Council resolution on 28 August 2020 in line with section 53 of the *Local Government Act 2020*.

The Committee is made up of four independent committee members – Ms Linda McNeill (Chair), Mr Jason Young, Mr Robert Taylor and Ms Carol Pagnon.

The Councillor delegates of the Committee at the September 2022 meeting were Cr Tim Drylie (Mayor), and Cr Brian Hood.

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 major risk implications associated with this report.

The Audit and Risk Committee were duly briefed on all reports and a robust discussion was had. Should Council disagree with any recommendations that the Audit and Risk Committee present for its consideration, then Council will need to, via a resolution of Council and in line with Council's good governance framework, state which motions Council do not accept.

If officers do not present this report to Council at the next practicable Council meeting for consideration, then there will be a breach of the Audit and Risk Committee Charter.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report. The Audit and Risk Committee, and representatives from Council's external and internal auditors respectively have been engaged and consulted on reports that relate to their function and duty to Council.

All members of the Audit and Risk Committee were presented with agenda papers and were all present at the Meeting.

13 CONFIDENTIAL ITEMS

13.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Go to 01:11:53 in the meeting recording to view this item.

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:

1. TRENTHAM COMMUNITY HUB - FINANCIAL AND TIME VARIATION

This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- *Because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released*
- *The ground applies because Council is currently negotiating the contract variation with the contractor.*

2. AWARD OF CONTRACT HEPBU.2022.101 CRESWICK TRAILS MOUNTAIN BIKE NETWORK TRAILS CONSTRUCTION

This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- *Because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.*
- *The ground applies because Council is currently in funding negotiations with the State Government regarding funds for this contract.*

3. CHIEF EXECUTIVE OFFICER REMUNERATION AND EMPLOYMENT ANNUAL REVIEW 2021/2022

This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- *Because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;*

- *The ground applies because it relates to the employment and contract of the Chief Executive Officer.*
-

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:

1. TRENTHAM COMMUNITY HUB - FINANCIAL AND TIME VARIATION

This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- *Because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released*
- *The ground applies because Council is currently negotiating the contract variation with the contractor.*
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- *The ground applies because Council is currently in funding negotiations with the State Government regarding funds for this contract.*

3. CHIEF EXECUTIVE OFFICER REMUNERATION AND EMPLOYMENT ANNUAL REVIEW 2021/2022

This agenda item is confidential information for the purposes of section 3(1) of the Local Government 2020:

- *Because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;*
- *The ground applies because it relates to the employment and contract of the Chief Executive Officer.*

Moved: Cr Juliet Simpson

Seconded: Cr Don Henderson

Carried

Voted for: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday and Cr Tim Drylie

Voted against: Nil

Abstained: Nil

The meeting closed to the public at 6:47pm for the hearing of confidential items and did not reopen to the public.

The Confidential Meeting opened at 6:47pm.

The Council determined to release the following information to the public on these items as detailed below.

1. TRENTHAM COMMUNITY HUB - FINANCIAL AND TIME VARIATION

The item to remain confidential as it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. This information will remain confidential until the contract has been signed.

2. AWARD OF CONTRACT HEPBU.2022.101 CRESWICK TRAILS MOUNTAIN BIKE NETWORK TRAILS CONSTRUCTION

The item to remain confidential as it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. This information will remain confidential until the contract has been signed

3. CHIEF EXECUTIVE OFFICER REMUNERATION AND EMPLOYMENT ANNUAL REVIEW 2021/2022

The item to remain confidential as it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

14 CLOSE OF MEETING

The Meeting closed at 6:47pm.