



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 21 AUGUST 2018

THE WAREHOUSE
36 FRASER STREET
CLUNES

6:00PM

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MINUTES

TUESDAY 21 AUGUST 2018

The Warehouse
36 Fraser Street, Clunes
Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
21 AUGUST 2018

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

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

2 OPENING OF MEETING

PRESENT: Cr John Cottrell, Cr Neil Newitt Cr Sebastian Klein, Cr Greg May, Cr Don Henderson, Cr Kate Redwood AM

IN ATTENDANCE: Mr Evan King Chief Executive Officer, Mr Bruce Lucas General Manager Infrastructure, Mr Grant Schuster General Manager Community and Corporate Services, Mr Carl Telfer Manager Strategic Project Delivery, Mr Steve Millard Manager Strategic Asset Management, Mr Nathan Aikman Coordinator Planning, Ms Katherine Toom Coordinator Governance and Information, Mr Robert Ball Community Development Officer

STATEMENT OF COMMITMENT

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

3 APOLOGIES

Cr Fiona Robson

4 DECLARATIONS OF CONFLICTS OF INTEREST

Cr Greg May declared an indirect interest - close association on item 11.4 as he holds the position of secretary of the Newlyn Community Sporting Complex.

Cr Sebastian Klein declared an indirect interest – impact on residential amenity on items regarding the Trentham Hub as he lives next door to a site where it was proposed that the Hub be built.

5 CONFIRMATION OF MINUTES

RECOMMENDATION

5.1.1 That the Minutes of the Ordinary Meeting of Council held on 17 July 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

5.1.1 That the Minutes of the Ordinary Meeting of Council held on 17 July 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

6 NOTICES OF MOTION

Nil

7 ITEMS OF URGENT BUSINESS

MOTION

7.1.1 *That Council hears an urgent item of business from Cr Redwood AM.*

Moved: Cr Sebastian Klein

Seconded: Cr Neil Newitt

Carried

7.2 LIGHT THE DAYLESFORD TOWN HALL PURPLE IN SUPPORT OF WEAR IT PURPLE DAY

MOTION

7.2.1 *That Council lights the Daylesford Town Hall purple on the evening of 31 August 2018 in support of Wear It Purple Day.*

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

MOTION

7.2.2 *That Council hears an urgent item of business from Cr Don Henderson.*

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

7.3 FUNDING FOR CLIMBING WALL PROJECT AT THE CRESWICK SPLASH AND SKATE PARK

MOTION

7.3.1 *That Council allocates further funding of \$12,000 to the Climbing Wall Project at the Creswick Splash Park/Skate Park, that this project starts within the next month and that the identification of the source of additional funds be dealt with in the mid-year budget review.*

Moved: Cr Don Henderson

Seconded: Cr Greg May

Carried

8 PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor John Cottrell, Holcombe Ward

No written report has been provided

COUNCILLOR REPORTS

Councillor Greg May, Creswick Ward

Since my last councillor report I have had a number of meetings with local people and council officers and have attended a number of community events. One of those events was a tree planting in the Kingston Avenue of Honour to mark the centenary of the establishment of the avenue and to honour the contribution of the Light Horse during the first world war. Catherine King MP officiated at the tree planting and was ably assisted by young Charlie and John Grigg from Newlyn who are descendants of William Grigg, who fought at the battle of Beersheba.

On Saturday the 11th of August I had the pleasure of attending the Newlyn Football Netball Club's Annual presentation night. During the night I announced that the shire has obtained a grant from Sport and Rec Victoria for upgrades to netball facilities at the Newlyn Reserve. The upgrades include improved court lighting, power upgrades and works to make the netball court compliant. The announcement was met with cheers from the crowd, especially from the netball girls. The overall funding for the project also includes a shire component as well a significant contribution from the Newlyn Football Netball Club.

I also recently inspected the newly constructed bridge at Andersons Mill. I'm happy to report that the bridge is almost complete and looking good. It has been built in accordance with its heritage surroundings and judging by some of the substantial timbers used in its construction, should be around for many years to come.

Over the past few weekends there have been three local football / netball games played under the White Ribbon banner. The shire White Ribbon Committee teamed up with the Daylesford, Trentham and Newlyn Football netball Clubs to help draw attention to the White Ribbon movement and its role in dealing with domestic violence. White Ribbon Ambassador Jeff Stewart attended the Daylesford game, committee member Shane Richardson attended the Trentham game and I went to the Newlyn match. We all read a White Ribbon acknowledgement prior to the start of the senior game and later spoke to people about the movement. We also sold White Ribbon merchandise which includes wrist bands and small white ribbons and

between the 3 venues managed to raise over \$1000:00. This money will go to the White Ribbon foundation and contribute to its ongoing work in the prevention of domestic violence. As vital as the money is, the most important outcome from these days was getting the message out and raising awareness.

This was just one small step in that process and unfortunately a great deal of work remains to be done to turn around the appalling statistics relating to domestic violence in our community. My personal thanks go to Shire officer Rachel Murphy who did much of the organising for these events.

When our White Ribbon Committee first called for volunteers to become ambassadors for the foundation we had a good number of replies and commitments. Since then a number of ambassadors have either resigned or perhaps lost interest. Domestic violence is significant issue in our community and I believe ambassadors can play major role in addressing it, so I appeal to men in our community to consider taking it on and help to make a difference.

Councillor Neil Newitt, Cameron Ward

I have attended a variety of engagements this month including a number of AGMs including those for the Clunes Museum, Campbelltown Hall Committee, and the Lee Medlyn Home of Bottles.

But first, I would like to report on the Clunes Community Dinner, which I attended along

With yourself Mr Mayor, and our CEO Mr King. More than 100 people attended the 21st annual dinner which is held partly to acknowledge the valuable contributions made to the community by its many volunteers.

I would like to add my congratulations Mr Lindsay Pritchard and Janet Harrison who were named Clunes Citizens of the Year on the night.

Last Thursday night I attended the AGM of the Former Free Lending Library. Aside from the election of the committee, received that night, was the draft of the recently completed conservation management plan for the former mechanics institute building.

Over the past few years, the volunteers of the committee have done a fantastic job with the work they have undertaken to restore the building. Now having completed the conservation management plan, they have a pathway to restoring the building and a direction to its future use.

I note from the report that one of the recommendations for future use outlines that:

"Successful uses are those which are comparable with the cultural significance of the place."

The report not only outlines the significance of the building in heritage and as part of the built environment of Clunes, but has significant information on the other historic buildings within Clunes. It details the neighbourhood character of the immediate area, and has much information on the town's history.

As we are just starting Council's planning scheme review, this document may assist in developing our planning scheme particularly recognising the history of Clunes' built environment.

The conservation management report has identified council and the local Clunes community as amongst key stakeholders in determining the future of the building.

The committee of the Former Free Lending Library were keen for council to receive this document, and I present this report on their behalf.

Councillor Kate Redwood AM, Birch Ward

Mr Mayor, as councillors will know, I have been visiting my family in Europe over the last 10 days. During this time I went to see the major exhibition, "The Rise of the Third Reich and the Final Solution". Coincidentally this was the day that Australia made worldwide headlines – Australian MP Speech to Parliament on Final Solution. Anyone who saw the exhibition on the 3rd Reich would understand how fragile the institutions of democracy that we enjoy really are. Freedom of the press, an independent judiciary, a legal system that protects citizen's rights, are relatively easy to erode. And that is what happened in Germany in the 1930s, with not only the 5 million Jews sent to concentration camps, but also many millions more – people from the LGBTI community, people with disabilities, minority groups like gypsies, and also people who got in the way – such as trade union leaders. This could only happen because the checks and balances, and access to the law had been taken away, and because individual citizens no longer had a voice.

With representatives in our Federal parliament like Fraser Anning it becomes even more important for all of us to be vigilant in protecting our democratic systems, including the rights of minority groups in our own community to live peaceably among us. The request that I hope to bring forward tonight from the Wear Purple group for recognition, is a small reflection of this belief, and is consistent with this Council's policy on diversity.

I also visited the Stassi prison – a further demonstration of horror of a totalitarian regime.

But back to peaceable Hepburn – before going overseas, and since the last Council meeting – there were a number of Council matters to report:

19 July 2018 The opening of the Musk station and celebrations at the Passing Clouds winery were cause for celebration for the Daylesford Spa Railway who had lobbied at length for this extension to their tourist offering. Discussions are also ongoing regarding the rail trail – its route and associated services. It is good to see both major parties supporting the rail trail

31 July 2018 Following a day meeting of Councillors and CEO and Leadership Team, it was good to have the opportunity to introduce the CEO to Birch ward issues – such as the concerns of Langdon Court residents re waste disposal and the transfer station, further opportunities for Vic Park as a sporting precinct, storm water issues for Daylesford, Wombat Park entrance, the underpass for the railway bridge in East Street, and the parking issues associated with the Sunday markets. We also drove along Main road Hepburn Springs to eyeball the four trees – planted in a half kilometre stretch of that road. Issues for the outlying parts of the Ward were not forgotten, but time did not allow to visit them.

Later that evening there was a triennial hall committee meeting at Yandoit, and of course their concern is their application for funding for a new roof under the current big idea funding round.

1 August 2018 The CEO and I met with representatives from Langdon Court regarding their concerns of long standing regarding rubbish from the waste stream being blown or carried by birds over their properties. I understand that further meetings have been held and that cosmetic works are underway pending longer term solutions.

2 August 2018 The CEO and I met with Kathy Hancock, a Bridport Street resident whose in fill residence is typical of many in our small towns that get flooded with every extreme downpour because the old residences did not have adequate drainage and because there is now so much more hard paving. While we may not have a solution to Kathy Hancock's problems, there is, as I have reported previously, a growing problem and need for Council to have a better storm water plan.

6 August 2018 The CEO and I met with representatives from DIAC, the Daylesford Indoor Aquatic Centre group who are requesting that Council respond to the work that they have done in developing a proposal and scoping and site assessments for such a facility. There have been significant changes since such a proposal was last assessed some ten years ago and it is appropriate to work with this group on the community's strongly held wish for an all year heated pool.

I also attended the announcement of the Trentham vote regarding the preferred location of their hub. I believe that the process was well conducted and provides a clear outcome. Can we not now move on!

Councillor Sebastian Klein, Coliban Ward

Over the past month, apart from enjoying a couple of weeks off on holiday, I attended a number of meetings and events with community members including the following.

I was gratified in participating in the Hepburn Planning Scheme review strategic session in Creswick. It is great to see this important matter getting the attention it deserves. Our current planning scheme is over ten years old, and frankly it shows when we are charged to make planning decisions. Melbourne and Australia are experiencing growth unique among developed nations, how we develop among this growth and how we accommodate this growth is a critical question in a more extreme and variable climate and as we seek to preserve and protect the elements of our area that make it such an exceptional place to live. The commitment to this direction is a credit to yourself Mr Mayor and to our new CEO.

A Smoking ceremony for removal of the Akira portrait by the Dja Dja Warrung to Boort where it is hoped to provide inspiration to the significant community of traditional owners there.

I attended a forum on the Trentham Early Years project which is being progressed by Ms Brannigan. The session was an opportunity for parents of young children and other stakeholders to hear about progress regarding this project and to give them an opportunity to opt for a quick build of stage one with Hepburn Shire funding, or to wait to hear back about an application for an Early Years Upgrade Grant from the State Government that may be able to deliver both stages – providing for up to 22 places in-venue family daycare and upgrade of the kindergarten. Anyone who has seen the facility, which is constructed from a pre-1980s second hand transportable and fibro additions will vouch for the much needed upgrade.

Great to see Mary-Anne Thomas MLA there to hear first-hand from the parents to whom this project means so much.

It was fantastic to attend the renaming of the Trentham Recreation reserve, in the snow, where the CEO spoke well about the State Government's Women and Girls in Sport program and about the role of sports in rural communities. It was great to hear as well from life members Bill O'Connell, and John McCashney, the latter of whom the ground is now named for. Many others including John Manning and Georgie Patterson were noted for the work they have done at the recreation reserve and in the wider community.

Great to see commitment from the Amanda Millar and the State opposition for the Daylesford to Woodend component of the Daylesford to Hanging Rock Rail Trail. It is great to see the economic and community potential for this important project beginning get the recognition it reserves, it is fantastic to be one step closer after the years of work that have gone into this concept.

I was away during the opening of the Musk rail siding, but did take the opportunity to head out and see it first hand.

Councillor Don Henderson, Creswick Ward

I attended an event to open the Passing Clouds platform along with Cr Redwood. This is a fine example of a community organisation the Spa Country Railway, the Andrews Labor Government and private enterprise getting together to make yet another venue in our shire a tourist destination. As usual the job of building the small station and platform was carried out to the highest standards and I am told on time and budget. Many locals and volunteers attended this event to see Mary-Anne Thomas Member for Macedon cut the ribbon.

Along with Mayor Cottrell and Cr May and officers I was present to see a commemorative tree planted at the Creswick Avenue of Honour at Kingston. Guests heard tales of mateship and heroism and the contribution of horses to the efforts in the first world war. This event was attended by primary and secondary schools. The Federal Member for Ballarat Catherine King was ably assisted with the final touches to the tree by some young children who were descendants of some veterans. Neil Adam from Newlyn also sang a song about the avenue that he has written.

The second new Residents welcome Event was conducted in Creswick and 16 new residents attended to hear community groups and emergency services make them welcome.

Meetings were held with Louise Staley Liberal member for Ripon and Amanda Millar Liberal candidate for Macedon. Later we met with Member for Macedon in the Andrews Labor Government and Sarah De Santis Candidate for Ripon to discuss possible funding for projects throughout the Shire.

Melbourne University outlined their future plans for the Creswick Campus to a very well attended public meeting. There is great public concern that the forestry aspect of learning may leave Creswick. The Forestry School has been a destination for forester training since 1910 and is internationally regarded. I have met foresters from as far away as Siberia who have trained at the university.

Recently I assisted two of our Special Committees to conduct elections at their AGM. These were the Dean Recreation Reserve and Tennis Courts committee and Creswick Museum.

Yesterday I attended an Audit and risk Committee meeting with the CEO and Mayor to have a strategy moving forward. The main highlight was the willingness of our new CEO to embrace a policy of cooperation and transparency.

RECOMMENDATION

8.1.1 That Council receives and notes the Mayor's and Councillors' reports.

MOTION

8.1.1 That Council receives and notes the Mayor's and Councillors' reports.

Moved: Cr Neil Newitt

Seconded: Cr Sebastian Klein

Carried

9 PUBLIC PARTICIPATION TIME

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

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

Community members are invited to be involved in public participation time in accordance with Local Law 1 Meeting Procedures.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 12 noon on the day of 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.

9.1 PETITION

No petitions have been received this month in accordance with Local Law 1.

9.2 QUESTIONS

There were no questions taken on notice at the July Council Meeting.

Question 1 – Ms Brenda Blackmore

Is it common practice to not notify groups of an unsuccessful bid?

I refer specifically to the Glenlyon Recreation Committee bid of 5/6/18 for the \$70 k which had been allocated to Glenlyon for a market shelter, which was subsequently withdrawn. The GRR Committee, of which I'm secretary, only found out that our bid was unsuccessful by reading the agenda of the HSC meeting on the 19/6/2018. This Council promotes itself on many values, one of which is communication. You had my contact phone and email details, even a snail mail address.

I would appreciate your apology and written response, detailing why our response failed.

Answer 1 – Mayor John Cottrell

Council appreciates all submissions received in response to proposed budgets. There has been a delay in providing a response to budget submitters and Council apologises for this.

Following the exhibition of the 2018-19 proposed budget, Council determined to withdraw a proposed project adjacent to the Glenlyon Hall to which your submission sought the reallocation of these funds to the Glenlyon Recreation Reserve. This reallocation of funding was not supported.

Design for construction of a pavilion at the Glenlyon Recreation Reserve arising from the Master Plan community consultation is funded within the current 2018/19 budget and works are proposed in the following years. Other projects identified in the Glenlyon Recreation Reserve Master Plan will be considered in future budgets.

Question 2 – Ms Maria Pasquale

A letter was emailed to all members of this council, this was sent on the 4th April 2018 to all council members.

What has been done about the dangerous embankment out front of the M.S shop in Duke Street?

Both Kate Redwood and Catherine King both agreed that it needs attention. Kate assured me that she would look at appropriate actions for these dangerous issues.

Why has this not happened?

Answer 2 – Mayor John Cottrell

Officers received a customer request in March of this year and provided a response on 19 March 2018 regarding the difficulties with constructing a new compliant access over the embankment in question.

There is currently a sealed impervious access within one parking space of the referenced parking area and no further works on a pedestrian crossing have been proposed.

Question 3 – Ms Maria Pasquale

What is happening with the dangerous stump protruding from the road, out front of the M.S shop in Duke Street opposite the council offices?

(This was also in the email regarding the dangers in front of our community op shop).

Answer 3 - Mayor John Cottrell

Further to the response to question 2, the concerns regarding the tree stump were also inspected by officers and the grinding of this old stump is proposed to be completed.

It is currently on a schedule for completion when a suitable package of like work is required to ensure cost effective service delivery.

Question 4 – Ms Kaye Powell

On Wednesday 15th of August the Samadhi Spa and Wellness Retreat was advertised on the Hepburn Shire Facebook site. The only ad I can see after looking back many weeks. I addressed Council at the June meeting about “special deals for special people” and it seems that this is still the case. They were congratulated on being nominated for an award in the World Luxury Hotel Awards. The posting was quickly removed when I posted that it was, in fact, a “vanity award” paid for and nominated by the owners of that business. This fact is easily verified by looking at the award website and looking at the terms and conditions. This business currently has 3 permits – two as a business and one as a house with an as of right B&B. The owners obviously see themselves as a hotel. Council has advertised them as a business.

Is 33 Collins Road a business/hotel or are the proposed four motel units, commercial kitchen, 10 toilets and six bathrooms a house?

Answer 4 - Mayor John Cottrell

Council often makes use of social media to inform our community and promote initiatives in the community such as the Samadhi Spa and Wellness Retreat.

In terms of the site, there are three current planning permits in place;

Permit 1519 – for ‘The use of the land for accommodation, health retreat and spa and associated building and works’

Permit 1618 – for ‘Extension to an existing dwelling’

Permit 1733 - for ‘Alterations and additions to a dwelling’

Question 5 – Ms Kaye Powell

Neighbours of this business are currently opposing the reinstating of a bore that Hepburn Council and Goulbourn Murray Water put a restriction on last year. The

VCAT ruling states on the two permits calling this property a business that there is to be no bore on this site. Council obligingly removed the bore restriction on the permit calling this property a house so the owners have applied for a bore.

Why did Council remove this restriction when there has been no change to the conditions as they were when the restriction was put in place?

Answer 5 - Mayor John Cottrell

All three permits have a condition requiring the existing onsite bore to be decommissioned.

Condition 17 of Permit 1618 to 'restrict further bores on the site' was a requirement of the referral authority, Goulburn-Murray Water.

This was not a Hepburn Shire Council condition and can only be removed by the relevant statutory referral authority

A request for a permit amendment, seeking this condition to be removed, was received by Council and referred to the referral authority who consented to the amendment.

Question 6 – Mr Bryan Johns

Why do Council continue to renege on their motion?

Answer 6 - Mayor John Cottrell

Council is assuming this relates to the planting of trees in Hepburn.

Council received a petition in relation to this matter at its December 2017 Council meeting and considered a further report that responded to the petition at the January 2018 Council meeting. Council determined to plant trees where residents were agreeable.

Councillors are confident that the decision of Council has been appropriately implemented by officers.

Point of Order – Cr Don Henderson

That Mr Johns cease the personal attack on a Council officer

Mayor John Cottrell ruled in favour of the Point of Order raised and advised Mr Johns to cease personal attacks.

Question 7 – Mr Bryan Johns

Who is responsible for the actions of the Councillors?

Answer 7 - Mayor John Cottrell

The Mayor and Council are responsible for the actions of Councillors in accordance with the Local Government Act 1989 and Council's own Councillor Code of Conduct. Beyond that, the Minister for Local Government has ultimate responsibility over Councils and Councillors.

Supplementary Question - Mr Bryan Johns

Why don't Councillors respond to communications from ratepayers?

Supplementary Answer - Mayor John Cottrell

If you have a specific instance that you wish to report, please put this in writing to Council and a response will be provided.

Cr Sebastian Klein declared an indirect interest – impact on residential amenity regarding the Trentham Hub as he lives next door to one of the sites being considered and left the meeting at 6.49 pm.

Question 8 – Mr John McLaren

In light of the document circulated by the "Trentham Together" group during the community ballot to indicate preference for the site of the new Trentham Hub:

Was any authorisation given or sought from Council by the Trentham Together group for the "artist's impression" drawing featured so prominently on their How To Vote document?

Answer 8 - Mayor John Cottrell

No specific authorisation was sought or given from Council. As was previously communicated, members of the community were free to promote either site. Council did not seek to influence the survey in relation to any potential ideas for design.

Question 9 – Mr John McLaren

If the drawing/artist's impression, despite having no basis in fact, may have led a reasonable person to believe that a vote for High Street was a vote for the building depicted, does Council have confidence that the 51.5%/48.5% result constitutes a mandate to proceed with construction at the Mechanics Institute site?

Answer 9 - Mayor John Cottrell

Yes, Council has confidence in the survey outcome as declared by the independent Returning Officer Mr Ron Ritchie.

Question 10 - Ms Helen McDonald

Next steps and timing for the Trentham Community Centre.

(This question is only applicable after Council has accepted the results of the recent survey).

Could the Council please provide an indication of the next steps, and likely timing of these actions, in the project to build a Community Centre in Trentham, to meet our growing community's needs?

Answer 10 - Mayor John Cottrell

The matter of the next steps for Trentham Community Hub is being considered at item 11.2 on this meeting's agenda. Depending on the outcome of that item, the detailed timing and next steps will be developed and communicated.

Question 11 – Mr Don Harvey

Progress on High Street Trentham Hub

Can the Mayor please outline the proposed road map for work on the High Street site in Trentham as a result of the referendum/vote?

Answer 11 - Mayor John Cottrell

The matter of the next steps for Trentham Community Hub is being considered at item 11.2 on this meeting's agenda. Depending on the outcome of that item, the detailed road map will be developed and communicated.

Question 12 – Mr Don Harvey

Can the Mayor please outline any proposed scheme to maintain the Council owned block in Victoria Street for optimum public usage?

Answer 12 - Mayor John Cottrell

The matter of the next steps for Trentham Community Hub is being considered at item 11.2 on this meeting's agenda.

Subsequent to that, Council will be open to considering options for the other site not chosen for the Trentham Community Hub.

This can be considered as part of the Trentham Community Plan process. The consultation for the Community Plan will begin in the next two months.

Cr Sebastian Klein returned to the meeting at 6.57 pm

9.3 REQUESTS TO ADDRESS COUNCIL

Nil received.

10 STATUTORY PLANNING REPORTS

10.1 PLANNING APPLICATION FOR THE USE AND DEVELOPMENT OF A DWELLING AND ASSOCIATED WORKS AT 80 MOUNTAIN CREEK ROAD, CLUNES GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

The purpose of this report is for Council to determine the planning application (PA 1987) for the use and construction of a dwelling and associated works at 80 Mountain Creek Road, Clunes, also known as Lots 1, 2 and 3 of Title Plan 128781R.

BACKGROUND

The application is for the construction of a four bedroom dwelling on Lot 2, which has an area of 8.03 ha.

The subject site is an irregular shaped parcel of land that has a total area of 26.52 ha and comprises of three lots and includes a shed and grazing land, a creek and with scattered vegetation throughout the property. The applicant has proposed consolidation of all three lots.

The site adjoins Cork Oaks Track to the west and intersects with Kierce Road, Lenaghan Lane and Fentons Road to the east.

Surrounding properties are used for agricultural purposes with the township of Clunes located 1.5 km to the south west of the subject site.

The site and surrounding land is identified as having a mixture of high and average agricultural land quality. (Agricultural Land in the Hepburn Shire, Enplan Strategic Assessment, 2007).

The particular parcel, being Lot 2, subject to this application is zoned Farming pursuant to Clause 35.07 of the Hepburn Planning Scheme (Scheme) and is affected by the Environmental Significance Overlay Schedule 1 pursuant to Clause 42.01 of the Scheme, and the Land Subject to Inundation Overlay pursuant to Clause 44.04 of the Scheme. The Land Subject to Inundation Overlay covers 16.02% of the subject site and is located around the Beckworth Creek, the creek runs north to south through the subject site.

The dwelling is proposed to be located 145 metres to the east of Beckworth Creek, 74 metres to the north of Mountain Creek Road and 190 metres to the west of the adjoining property boundary. The proposed dwelling includes a partial verandah,

four bedrooms, lounge/dining/kitchen area, formal dining area, laundry and two bathrooms with an attached double garage.

A farm plan was submitted with the application however on consideration of planning policy to protect agricultural land from inappropriate development it did not justify the need for a dwelling.

The application was notified to surrounding properties pursuant to Section 52 of the Planning and Environment Act 1987, by sending out letters and placing a sign on the land. No objections have been received. It is noted that the Department of Land, Water, Environment and Planning responded as an adjoining owner with no objection.

The application was referred to Goulburn-Murray Water, and council's environmental health and engineering departments who all consented to the issue of a planning permit, subject to conditions.

ISSUE/DISCUSSION

Relevant State and Local Planning Policy (SPPF)

Clause 11.05-3 - Rural productivity is relevant to this application.

The objective of this policy is:

To manage land use change and development in rural areas to promote agriculture and rural production.

Clause 11.10-1 – A diversified economy is relevant to this application.

The objective of this policy is:

To develop a more diverse regional economy while managing and enhancing key regional economic assets.

Clause 14.01-1 - Protection of agricultural land is relevant to this application.

The objective of this policy is:

To protect productive farmland which is of strategic significance in the local or regional context.

Clause 14.01-2 – Sustainable agricultural land use is relevant to this application.

The objective of this policy is:

To encourage sustainable agricultural land use.

Clause 16.01-2 – Appropriate location of new housing is appropriate to this application.

The objective of this policy is:

To locate new housing in or close to activity centres and in urban renewal precincts and sites that offer good access to jobs, services and transport.

Local Planning Policy Framework (LPPF)

Clause 21.02 – The key influences of the Hepburn Planning Scheme are relevant to this application.

The overarching statement is:

The preparation and development of the planning scheme has been guided by Council's assessment and response to a range of critical land use planning and natural resource management issues. These issues have been summarised below under relevant SPPF headings. The objectives, strategies and implementation actions that respond to these issues are contained in Clauses 21.05 to 21.09.

Clause 21.03 – the Vision and Strategic Framework of the Hepburn Shire is applicable to this application. It establishes the direction for the Shire and provides framework to how the Council seeks to build and improve the community, social, physical, environmental and economic attributes.

Clause 21.05 – The settlement and housing patterns of the shire are relevant to this application. This Clause takes into the account the key issues of growth and development.

Clause 21.08 – Rural land use and agriculture is relevant to this application.

Objective 1 of this policy is:

To protect areas of high–very high quality agricultural land and areas with demonstrated potential for productive agricultural activity from non-complementary land uses.

Clause 22.04 – Rural Land is relevant to this application and specific to the use and development of the land for dwellings in land zoned Farming the policy is:

- *To provide for the erection of dwellings on rural lots where associated with and required to support a productive agricultural enterprise.*
- *To require the upgrading of infrastructure services including access roads as a prerequisite for new dwellings.*
- *To ensure that the subdivision of land which excises a lot for a dwelling is designed in a manner which does not prejudice surrounding rural production activities.*

Clause 35.07 - Farming Zone:

The use of the land for a dwelling is a Section 2, permit required use, pursuant to Clause 35.07-1 of the Scheme. A permit is also required for the buildings and works component of the proposal pursuant to Clause 35.07-4.

The purpose of the Farming Zone is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

The breadth of relevant policy seeks to protect farmland through ensuring that productive farmland is not lost through permanent land use changes. Any decision on an application for a dwelling in the Farming Zone must be balanced with whether there is any net benefit to agricultural production should a dwelling be sited on the land. It is considered that the proposed dwelling on the subject site would not result in orderly planning of the area.

The dwelling is proposed to be sited in an area with high agricultural land quality units, in accordance with the September 2007 study, *Review of Agricultural Land and Rural Land Use in the Hepburn Shire*. The Farming Zone, in conjunction with Clause 22.04 of the Hepburn Planning Scheme, supports proposals for dwellings on land subdivided prior to the introductions of the scheme only where land is of a low agricultural value. As the proposed site of the dwelling is classified as high agricultural land, it is considered loss of the site to be an inappropriate outcome.

The applicant advised that they would be satisfied with a condition requiring the consolidation of all three lots bringing the total area to approximately 26 ha. This is still below the scheduled 40 ha lot size that would allow a dwelling as of right. To further support a minimum lot size of 40 ha our records indicate that within a proximity of 4km of the subject site only one permit has been issued since the introduction of the Farming Zone in September 2006, for the construction of a dwelling on a lot less than 40 ha. The permit in question, issued in 2014, allowed for the completion of a dwelling, on a lot measuring 7 ha. A permit had been issued in July 2006, but had lapsed prior to the completion of the dwelling, which has been built to lock up stage.

Clause 42.01 - Environmental Significance Overlay Schedule 1

A permit is required for the dwelling under the provisions of the Environmental Significance Overlay - Schedule 1 as the dwelling is not connected to reticulated sewerage. Goulburn-Murray Water has advised that subject to conditions a dwelling should not adversely impact on the relevant water catchment.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners, occupiers and a notice was placed on the land.

CONCLUSION

The use and construction of a dwelling is not considered to be an acceptable planning outcome when considering relevant planning policy.

The subject site, while located 1.5 km from Clunes, is located within the Farming Zone. The site itself has areas of high and average farm land quality. It is considered that the use of the site for accommodation (dwelling) is not a desired planning outcome in line with the purpose of the Farming Zone or the Local and State Planning Policy Framework.

OFFICER'S RECOMMENDATION

10.1.1 That Council having caused notice of the planning application PA 1987 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act determines to issue a

Refusal to Grant Planning Permit for the use and construction of a dwelling and associated works at 80 Mountain Creek Road Clunes, for the following reasons:

- The application fails to implement the objectives of the State Planning Policy Framework and the Local Planning Policy Framework, in particular, Clause 35.07 (Farming Zone).
- The application, if approved, would create a precedent for further incremental development within the Farming Zone.

MOTION

10.1.1 That item 10.1 is deferred for consideration at the Ordinary Meeting of Council on Tuesday 18 September 2018; in respect of the land known and described as 80 Mountain Creek Road, Clunes for the use and development of the land for a dwelling to allow for the applicant to be given the opportunity to address Council.

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

10.2 USE OF THE LAND FOR A DWELLING AT UNIT 226, 1500 MIDLAND HIGHWAY CRESWICK (RACV GOLDFIELDS RESORT)

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Coordinator Planning, I Nathan Aikman have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine the application for the use of the land for a dwelling at Unit 226, 1500 Midland Highway Creswick (RACV Goldfields Resort).

BACKGROUND

An application was lodged to use one of the existing rooms (residential hotel) within the RACV Goldfields Resort for a dwelling. The application was lodged following a complaint that the room was being used for the purpose of a dwelling which is inconsistent with approved planning permit. Planning Permit 2003/7632 was issued for the purpose of a residential hotel, licensed premises, convention centre and restaurant.

The site is zoned Special Use Zone Schedule 2 and is affected by the Development Plan Overlay Schedule 3, Bushfire Management Overlay and Environmental Significance Overlay. A planning permit is required under the provisions of the Special Use Zone to use the land for the purpose of a dwelling

The application was advertised and a total of 11 objections were received including objections from the owner's corporation and the owner and operator of the complex. One letter of support was also received.

The issues raised in the objections are:

- The premises was never meant for a dwelling
- The premises were not constructed for dwellings. They are not designed for cooking odours and laundry facilities.
- The room has not been designed in accordance with the building code.
- Safety hazards from illegally installed appliances.
- The land is zoned Special Use Zone. The building was designed to be used for a residential hotel not dwellings.
- Approval may set a precedence for owners of other residential hotel rooms to apply to change the use to dwellings.

ISSUE/DISCUSSION

Relevant State and Local Planning Policy Framework

The following clauses of the SPPF and LPPF are considered relevant to this application	
Clause 16.01-2 – Location of residential development	This clause is relevant and has the following objective: <i>'To locate new housing in or close to activity centres and in urban renewal precincts and sites that offer good access to jobs, services and transport.'</i>
Clause 16.01-4 - Housing diversity	This clause is relevant and has the following objective: <i>'To provide for a range of housing types to meet increasingly diverse needs.'</i>
Clause 17.03-1 - Facilitating tourism	This clause is relevant and has the following objective: <i>'To encourage tourism development to maximise the employment and long-term economic, social and cultural benefits of developing the State as a competitive domestic and international tourist destination.'</i>
Clause 21.05 – Settlement and Housing	This clause is relevant and includes the following objective: <i>"To achieve a sustainable urban form for towns by containing most future development within the urban growth boundaries shown on service town Structure Plans"</i>
Clause 14.02-1 - Catchment planning and management	This clause is relevant and has the following objective: <i>To assist the protection and, where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environment.</i>

Zones and Overlays

Special Use Zone – Schedule 2

The site is located within the Special Use Zone Schedule 2 pursuant to Clause 37.01 of the Hepburn Planning Scheme. (Scheme)

A planning permit is required to use the land for the purpose of a dwelling pursuant to Clause 1.0 of Schedule 2 to the Special Use Zone.

Development Plan Overlay Schedule 3

The site is subject to a Development Plan Overlay Schedule 3 pursuant to Clause 43.04 of the Scheme. Any permit issued within the area affected by the Development Plan Overlay Schedule 3, must be generally in accordance with the approved development plan.

A Development Plan has been approved which defines the building at the site as a hotel.

Discussion regarding proposal and relevant planning provisions

Clauses 16.01-2 and 17.03-1 of the Scheme state that the housing should be directed into existing towns close to facilities and to ensure that tourist facilities are encouraged to maximise their potential to ensure that visitation helps towards the economic development of the State and Municipality.

The purpose of the Special Use Zone Schedule 2 is to *'...provide for the use and development of the Creswick golf course and associated uses.'*

The main hotel building has operated for a significant period of time for the use of the land for a residential hotel. The definition of a residential hotel pursuant to Clause 74 of the Scheme is:

'Land used to provide accommodation in serviced rooms for persons away from their normal place of residence. If it has at least 20 bedrooms, it may include the sale of liquor for consumption on, or off, the premises, function or conference rooms, entertainment, dancing, amusement machines, and gambling.'

The resort building continues to be used in line with the definition of a residential hotel.

The building that the room is located within is not designed to be used for long term accommodation or a dwelling, and was never envisaged as being used for this purpose. It is considered that on balance of the existing use of the land, the previous approvals that have enable the resort building itself to be built and the planning policy relevant to the application that the proposed use should not be supported.

It is noted that further consideration as to whether the proposed use of the land for a dwelling with the complex is appropriate under other legislation such as the *Building*

Act 1993 may also have to be considered in the future outside of the assessment of the application.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

The application proposes to use a room within the RACV Goldfields Resort for the purpose of a dwelling. The original permit that provided the approval to construct a residential hotel. The development plan that was approved under the provisions of the Development Plan Overlay identifies that the building is to be used for the purpose of a residential hotel. A permit should not be supported to change the use of the room to a dwelling.

OFFICER'S RECOMMENDATION

10.2.1 That Council having caused notice of the planning application PA 1873 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act decides to issue a Refusal to Grant a Permit in respect of the land known and described as 226/1500 Midland Highway, Creswick for the use of the land for a dwelling for the following reasons:

- The application does not implement Clause 16.01-2 (Location of residential development) as the proposal seeks to use the land for a dwelling in a location outside of the main activity centre of the township of Creswick
- The application does not implement Clause 17.03-1 (Facilitating tourism) as the proposal limits the ability of a major tourism development from maximising the economic, social and cultural benefits it provides the Municipality.
- The application does not provide for the use and development of the Creswick golf course and associated uses in line with the purpose of Schedule 2 to the Special Use Zone as it proposed to use the land for a dwelling in an area not designated for such use.

The proposal is inconsistent with the Decision Guidelines at Clause 65 of the Hepburn Planning Scheme and results in a poor planning outcome for the area.

Speakers:

Mr Jeff Wilkinson addressed Council in support of the application

A Greg Honeyman addressed Council on behalf of Mr Joe Monaco in objection to the application

MOTION

10.2.1 *That Council having caused notice of the planning application PA 1873 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act decides to issue a Refusal to Grant a Permit in respect of the land known and described as 226/1500 Midland Highway, Creswick for the use of the land for a dwelling for the following reasons:*

- *The application does not implement Clause 16.01-2 (Location of residential development) as the proposal seeks to use the land for a dwelling in a location outside of the main activity centre of the township of Creswick*
- *The application does not implement Clause 17.03-1 (Facilitating tourism) as the proposal limits the ability of a major tourism development from maximising the economic, social and cultural benefits it provides the Municipality.*
- *The application does not provide for the use and development of the Creswick golf course and associated uses in line with the purpose of Schedule 2 to the Special Use Zone as it proposed to use the land for a dwelling in an area not designated for such use.*
- *The proposal is inconsistent with the Decision Guidelines at Clause 65 of the Hepburn Planning Scheme and results in a poor planning outcome for the area.*

Moved: Cr Neil Newitt

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 1 - PLANS

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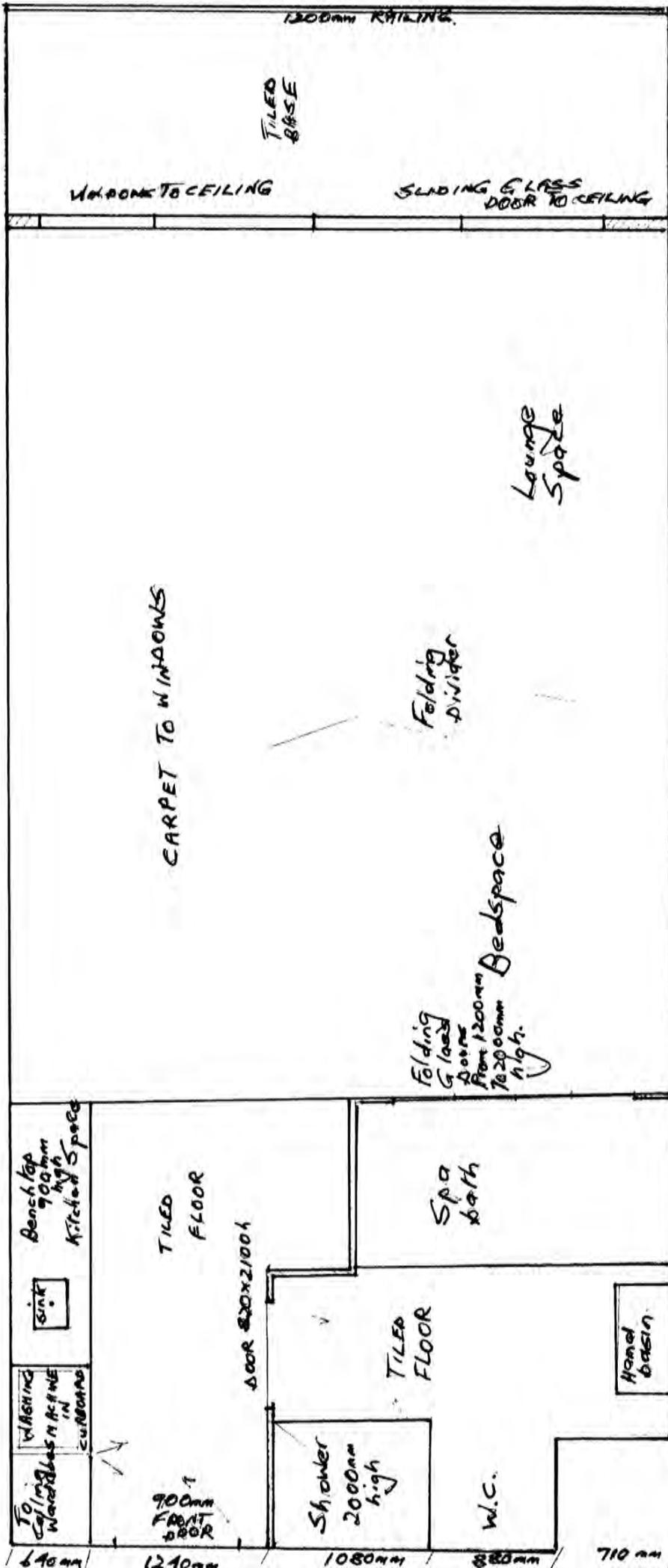
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**10.3 USE AND DEVELOPMENT FOR THE INSTALLATION OF TELECOMMUNICATIONS FACILITY (NBN) COMPRISING A SIXTY METRE LATTICE TOWER, ASSOCIATED EQUIPMENT, EQUIPMENT SHELTER, ASSOCIATED EARTHWORKS, REMOVAL OF SEVEN NATIVE TREES IN ACCORDANCE WITH ENDORSED PLANS AT 22 LODDON DRIVE GLENLYON
GENERAL MANAGER OF INFRASTRUCTURE**

In providing this advice to Council as the Planning Officer, I Carolyn Harriott have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine the application for the use and development for the installation of telecommunications facility NBN, comprising a sixty metre lattice tower and associated equipment, equipment shelter, associated earthworks and removal of seven native trees at 22 Loddon Drive Glenlyon.

BACKGROUND

This report was presented to Council for a determination at the 19 June 2018 Ordinary Meeting of Council. No motion was moved and the item lapsed. Following this, the applicant did undertake a review of their proposal however have not amended the original application. Accordingly, the officer's recommendation is the same as the 19 June 2018 Ordinary Meeting of Council recommendation and all conditions remain unchanged.

The site is zoned Rural Conservation zone and is affected by the Environmental Significant Overlay Schedule 1 and Bushfire Management Overlay.

There is an existing dwelling with outbuildings on the site. The Loddon River runs to the west of the property approximately 60 metres from the site boundary and approximately 120 metres from the siting of the proposed tower. The township of Glenlyon is approximately 190 metres to the west of the site. The proposed tower would be located 70 metres south east of the existing dwelling.

It is proposed the development of a NBN telecommunications facility. The facility will comprise of a sixty metre lattice tower with the NBN panel antennas be mounted at a height of 60mts and the parabolic dish at 40mts, an equipment shelter within a 120m² lease area, access track and removal of seven native trees.

There would be a maintenance access track that will be made, that would run along the west boundary of the site for 215 meters. For installation purposes a temporary access track will be used in a cleared area of the site for approximately 200 metres. All underground cables required for the towers operation will be installed along the main maintenance access track.

The application was notified to surrounding properties within a one kilometre radius and notification in the newspaper. A total of eight objections were received.

The application was referred to NCCMA, Goulburn Murray Water and DELWP who all consented to the application subject to conditions.

ISSUE/DISCUSSION

The relevant planning considerations in making a determination are set out below.

The proposed facility is required to be assessed against the SPPF, LPPF, provisions of the Clause 52.19, the decision guidelines of Clause 65 and the incorporated document *A Code of Practice for Telecommunications Facilities in Victoria*.

STATE PLANNING POLICY FRAMEWORK (SPPF)

Clause 19.03-4 Telecommunications

The purpose of this clause is to facilitate the orderly development, extension and maintenance of telecommunication infrastructure. The relevant strategies of this clause are:

- Facilitate the upgrading and maintenance of telecommunications facilities.
- Ensure that modern telecommunications facilities are widely accessible to business, industry and the community.
- Ensure the communications technology needs of business, domestic, entertainment and community services are met.
- Do not prohibit the use of land for a telecommunications facility in any zone.
- Encourage the continued deployment of broadband telecommunications services that are easily accessible by:
 - Increasing and improving access for all sectors of the community to the broadband telecommunications trunk network.
 - Supporting access to transport and other public corridors for the deployment of broadband networks in order to encourage infrastructure investment and reduce investor risk.

LOCAL PLANNING POLICY FRAMEWORK (LPPF)

Clause 21.07- Economic Development

Under the heading of 'Key Issues and Objectives the following is relevant to the proposal

- Provision of timely and efficient infrastructure to encourage development and growth.

Zoning and Overlay Provisions

The **Rural Conservation Zone** A permit is triggered under the zone. Utility installation is section 2 use, and all buildings and works are triggered under the zone.
Environmental Significance overlay Schedule 1

A permit is not triggered under the provisions of this overlay under schedule one the proposed tree removal is more than 30mts from the Loddon River.

Particular Provisions

Clause 52.17 Native vegetation removal

The removal of seven native trees, three considered large, triggers a permit under the provisions of this overlay. The applicant submitted several reports with the application at Councils request. The application and reports were sent to DELWP for comments. Native vegetation offsets would be required if a permit was to be issued.

Clause 52.19 Telecommunications Facility

A planning permit is triggered under these provisions.

The purpose of this provision is

- To ensure that telecommunications infrastructure and services are provided in an efficient and cost effective manner to meet community needs.
- To facilitate an effective statewide telecommunications network in a manner consistent with orderly and proper planning.
- To encourage the provision of telecommunications facilities with minimal impact on the amenity of the area.

Decision Guidelines;

- The principles for the design, siting, construction and operation of a Telecommunications facility set out in *A Code of Practice for Telecommunications Facilities in Victoria, July 2004*.
- The effect of the proposal on adjacent land.

The Code of Practice for Telecommunication Facilities in Victoria 2004 establishes four principles for the design and siting, construction and operation of a telecommunication facility which a Responsible Authority must consider when deciding on an application for a planning permit.

The four principles are:

Principle 1: *A Telecommunications facility should be sited to minimise visual impact.*

Principle 2: *Telecommunications facilities should be co-located wherever practical.*

Principle 3: *Health standards for exposure to radio emissions will be met.*

Principle 4: *Disturbance and risk relating to siting and construction should be minimised and construction activity and site location should comply with State Environment Protection Policies and best practice environmental management guidelines.*

Co-location was considered with the existing tower in Glenlyon main street. It was considered inappropriate as the tower would need to be raised from the existing 35 metres to 60 metres. Considerable concerns were raised with the location of the 35 metre tower originally. Other sites were also considered, but were inappropriate to be able to provide reasonable coverage.

The subject site was considered to be able to provide optimal coverage for the area. In this instance it is considered that the facility largely complies with the principles of the Code of Practice for Telecommunications Facilities in Victoria, and strikes the appropriate balance between visual impact and net community benefit.

KEY ISSUES

Main concerns from the eight objections received by Council can be summarised as follows;

- The impact on the visual amenity of the area.
- The landscape values are not protected due to the 60mt tower being three times the height of the trees.
- The overarching context of the telecommunications plans of the federal government in the immediate future.
- Inferior internet access via the NBN when compared with pre existing internet services which are landline based.
- Complaints to the Ombudsman have soared re NBN service.
- NBN phone service is degraded.
- Exposure to EMR (electronic magnetic radiation) from NBN tower.

Council officer's response to above concerns;

Concerns such as complaints to the ombudsman are beyond the scope of planning to consider however the issues which can be considered are summarized below:

- The facility is appropriately setback from the boundaries of the property and from dwellings on adjoining properties. This serves to minimise the visual impact of the facility.
- The site and surrounds are not specifically identified within the planning scheme as being an area of significant landscape quality.

- Existing vegetation, on the subject site, will serve to screen the lower part of the facility from the immediately surrounding area. The facility is considered to be consistent with State and Local policy relating to telecommunications facilities and will result in access to the NBN in an area where there is currently no access.
- The facility will comply with the relevant ANSPRA guidelines in relation to EME. The maximum EME level calculated for the proposed systems at the site is equivalent to 0.039% of the public exposure limit. (public exposure limit = 100%)

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

NBN undertook a Community consultation in Glenlyon with interested community members prior to lodging application.

The application was advertised in accordance with Section 52 of the Planning and Environment Act 1987.

CONCLUSION

The proposal has been considered against the relevant provisions of the Hepburn Planning Scheme, it is recommended that the proposal be supported for the following reasons:

- The proposed use and development is considered not to result in any unreasonable impacts on the amenity of the area.
- This facility is considered to be consistent with the State and Local planning policy relating to telecommunications facilities and is considered to satisfy the relevant Planning Scheme provisions as demonstrated in this report.

- The facility is well setback from the boundaries of dwellings on adjoining properties
- The proposal strikes the appropriate balance between visual impact and net community benefit.

OFFICER'S RECOMMENDATION

10.3.1 That Council, having considered all the matters required under Section 60 of the Planning and Environment Act 1987, resolves to Issue a Notice of Decision to Grant a Permit for the use and development for the installation of telecommunications facility NBN, comprising a sixty metre lattice tower and associated equipment, equipment shelter, associated earthworks and removal of seven native trees in accordance with the submitted plans dated 28/08/2017 subject to the following conditions:

- The development and use as shown on the endorsed plans must not be altered unless with the prior written consent of the Responsible Authority.
- Control of erosion during construction
- Soil erosion control measures must be employed throughout the construction stage of the development in accordance with Construction Techniques for Sediment Pollution Control EPA 1991.

DELWP CONDITIONS

Notification of permit conditions

- Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.
- Before works start a plan identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the Responsible Authority.
- When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.
- The extent of vegetation to be removed or lopped as shown on the endorsed plans and documents must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.
- Except with the written consent of Responsible Authority, the following activity is prohibited within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use or development:

- o Vehicular or pedestrian access
- o Trenching or soil excavation
- o storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
- o entry and exit pits for the provision of underground services
- o any other actions or activities that may result in adverse impacts to retained vegetation.

Native vegetation offsets

- To offset the removal of 0.172 hectares of native vegetation, the permit holder must secure a native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), the permit holder must secure the following offsets:

- A general offset must
 - o Contribute 0.075 general habitat units:
 - o Located within the North Central Catchment Management Authority boundary or Hepburn Shire Council municipal area
 - o With a minimum strategic biodiversity value of a least 0.384
 - o The offset(s) secured must also protect three large trees.
- Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of the responsible authority.

This evidence must take the form of

- o Credit extract(s) allocated to the permit from the Native Vegetation
- o Credit Register

OR

- o An established first party offset including a security agreement signed by both parties, and a management plan detailing the 10 year management actions and ongoing management of the site.
- A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of the endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the DELWP.

Monitoring and reporting for onsite offset implementation

- In the event that a security agreement is entered into as per condition 8b, the applicant must provide the annual offset site report to the responsible
- authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

DELWP NOTES

Adjoining Crown land:

- The subject property adjoins Glenlyon Racecourse & Recreation Reserve and Glenlyon Public Purpose Reserve respectively on its eastern and western boundary. These are Crown land respectively managed by Hepburn Shire
- Council and DELWP. As an adjoining landowner, DELWP has no objection to a planning permit being granted. However, the Responsible Authority and the applicant are reminded of the following:
 - o No structures are to encroach upon the adjoining Crown land;
 - o No effluent or run-off is to be discharged onto Crown land;
 - o Crown land is not to be utilized as defendable space to satisfy a Bushfire Management Overlay (BMO);
 - o Crown land is not to be utilized as an easement or as legal access; and
 - o Crown land is not to be used for temporary access or storage associated with the proposal.

Avoiding damage to vegetation

- Works undertaken must not cause damage to vegetation stands to be retained.

Compliance with Standard

- The telecommunications facility must comply to the satisfaction of the responsible authority with the ARPANSA 'Radiation Protection Standard for Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300 GHz (2002)', or such other standard as is adopted from time to time by the Australian Communications Authority.

Redundant Facilities

- If the telecommunications facility hereby approved becomes redundant, all infrastructure associated with the telecommunication facility must be removed and the area reinstated to the satisfaction of the responsible authority. All works to comply with this condition must be completed within three months of the facility ceasing to operate and must be carried out at the expense of the Permit Holder.

Goulburn Murray Water Conditions

- All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
- No buildings or works may be erected or carried out within 30 metres of the Loddon River.
- The amenity of the locality must not be adversely affected by the activity on the site, the appearance of any buildings, works or materials, emissions from the premises or in any other way, to the satisfaction of the Responsible Authority.

NOTE: Expiry of permit

- This permit will expire if one of the following circumstances applies:
 - o The development or use is not started within two years of the date of this permit.
 - o The development is not completed within four years of the date of this permit.
 - o The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards if the development has not been started.
 - o Within twelve months afterwards if the development started lawfully before the permit expired.

Speakers:

Ms Laura Hamer (Visionstream) and Mr Matt Evans (Ericsson) addressed Council in support of the application.

MOTION

10.3.1 That Council, having considered all the matters required under Section 60 of the Planning and Environment Act 1987, resolves to Issue a Notice of Decision to Grant a Permit for the use and development of a telecommunications facility, associated equipment and earthworks and the removal of native vegetation generally in accordance with the submitted plans dated 28/08/2017 subject to the following conditions:

- *Before the development starts, amended plans [and documents] 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:*
- *The height of the tower associated with the telecommunications facility reduced to a maximum height of 50m.*
- *The development and use as shown on the endorsed plans must not be altered unless with the prior written consent of the Responsible Authority.*

Control of erosion during construction

- *Soil erosion control measures must be employed throughout the construction stage of the development in accordance with Construction Techniques for Sediment Pollution Control EPA 1991.*

DELWP CONDITIONS

Notification of permit conditions

- *Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.*
- *Before works start a plan identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the Responsible Authority.*
- *When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.*

- *The extent of vegetation to be removed or lopped as shown on the endorsed plans and documents must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*
- *Except with the written consent of Responsible Authority, the following activity is prohibited within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use or development:*
 - *Vehicular or pedestrian access*
 - *Trenching or soil excavation*
 - *storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products*
 - *entry and exit pits for the provision of underground services*
 - *any other actions or activities that may result in adverse impacts to retained vegetation.*

Native vegetation offsets

- *To offset the removal of 0.172 hectares of native vegetation, the permit holder must secure a native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), the permit holder must secure the following offsets:*
 - *A general offset must contribute 0.075 general habitat units:*
 - *Located within the North Central Catchment Management Authority boundary or Hepburn Shire Council municipal area*
 - *With a minimum strategic biodiversity value of a least 0.384*
 - *The offset(s) secured must also protect three large trees.*
- *Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of the responsible authority. This evidence must take the form of*

- o Credit extract(s) allocated to the permit from the Native Vegetation
 - o Credit Register OR
 - o An established first party offset including a security agreement signed by both parties, and a management plan detailing the 10 year management actions and ongoing management of the site.
- A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of the endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the DELWP.

Monitoring and reporting for onsite offset implementation

- In the event that a security agreement is entered into as per condition 8b, the applicant must provide the annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

DELWP NOTES

Adjoining Crown land:

- The subject property adjoins Glenlyon Racecourse & Recreation Reserve and Glenlyon Public Purpose Reserve respectively on its eastern and western boundary. These are Crown land respectively managed by Hepburn Shire
- Council and DELWP. As an adjoining landowner, DELWP has no objection to a planning permit being granted. However, the Responsible Authority and the applicant are reminded of the following:
- No structures are to encroach upon the adjoining Crown land;
- No effluent or run-off is to be discharged onto Crown land;

- *Crown land is not to be utilized as defensible space to satisfy a Bushfire Management Overlay (BMO);*
- *Crown land is not to be utilized as an easement or as legal access; and*
- *Crown land is not to be used for temporary access or storage associated with the proposal.*

Avoiding damage to vegetation

- *Works undertaken must not cause damage to vegetation stands to be retained.*

Compliance with Standard

- *The telecommunications facility must comply to the satisfaction of the responsible authority with the ARPANSA 'Radiation Protection Standard for Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300 GHz (2002)', or such other standard as is adopted from time to time by the Australian Communications Authority.*

Redundant Facilities

- *If the telecommunications facility hereby approved becomes redundant, all infrastructure associated with the telecommunication facility must be removed and the area reinstated to the satisfaction of the responsible authority. All works to comply with this condition must be completed within three months of the facility ceasing to operate and must be carried out at the expense of the Permit Holder.*

GOULBURN MURRAY WATER CONDITIONS

- *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
- *No buildings or works may be erected or carried out within 30 metres of the Loddon River.*
- *The amenity of the locality must not be adversely affected by the activity on the site, the appearance of any buildings, works or materials, emissions*

from the premises or in any other way, to the satisfaction of the Responsible Authority.

NOTE: Expiry of permit

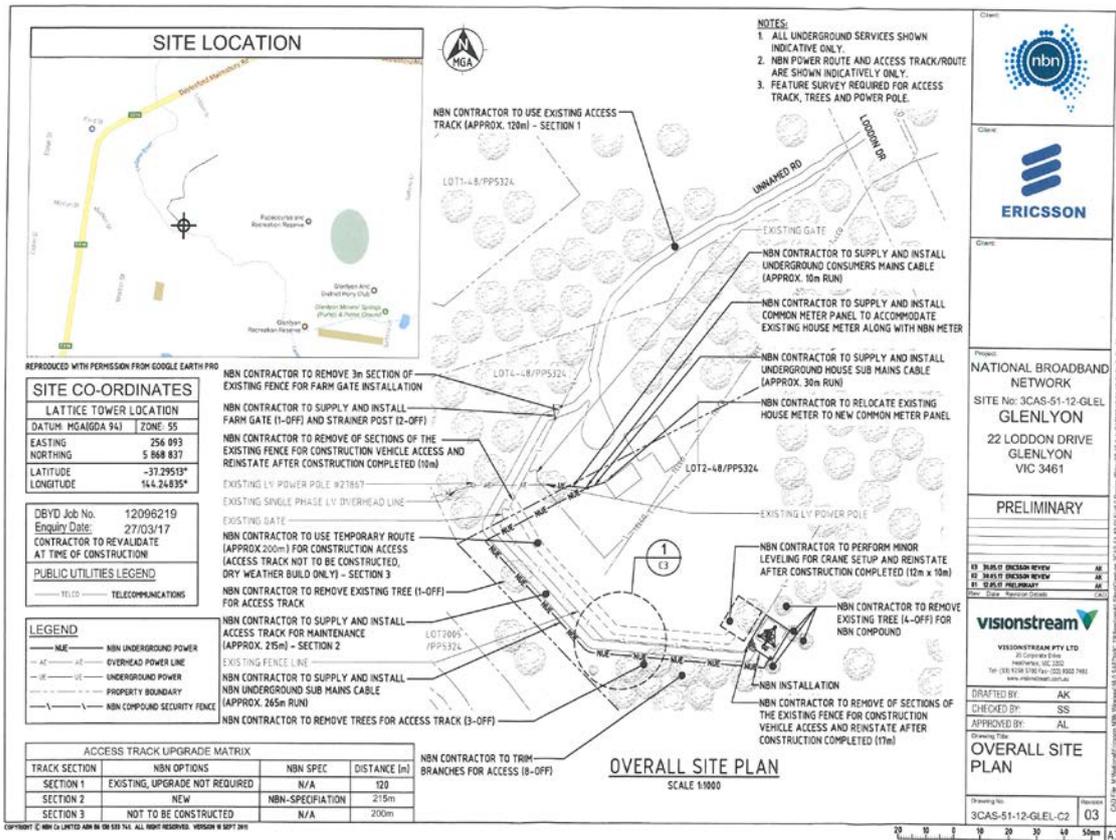
- *This permit will expire if one of the following circumstances applies:*
 - *The development or use is not started within two years of the date of this permit.*
 - *The development is not completed within four years of the date of this permit.*
 - *The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards if the development has not been started. Or;*
 - *Within twelve months afterwards if the development started lawfully before the permit expired.*

Moved: Cr Don Henderson

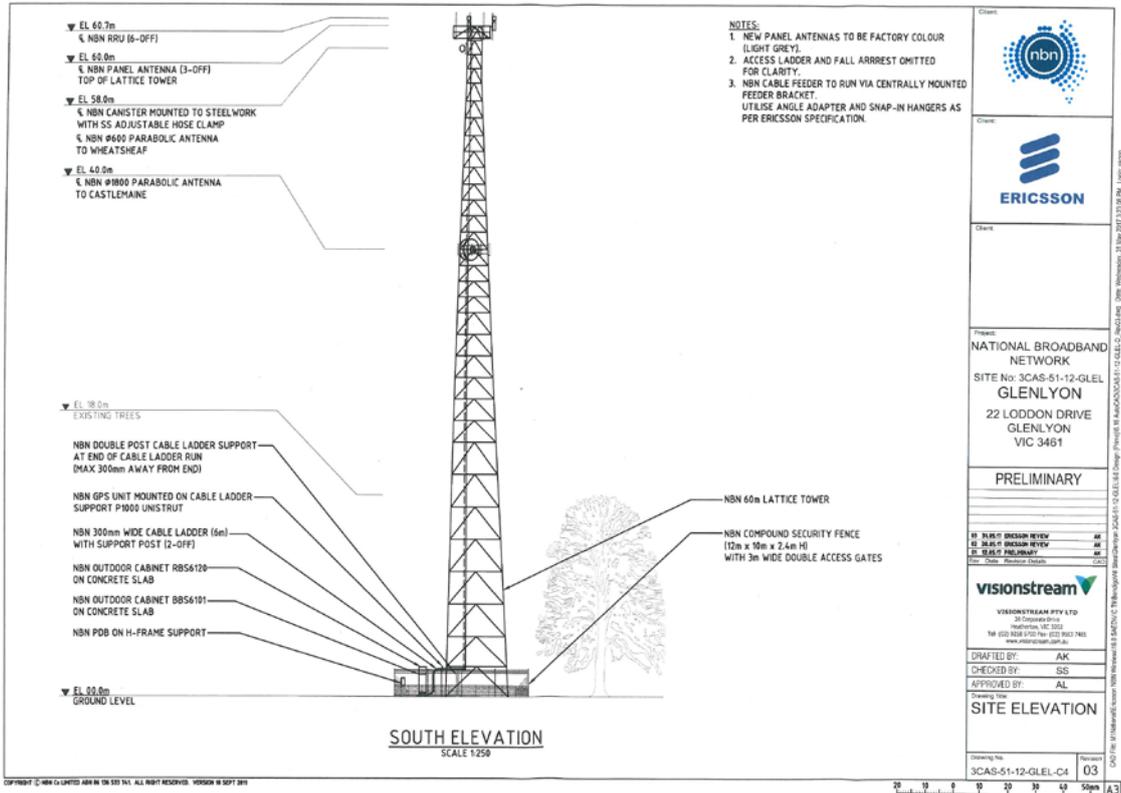
Seconded: Cr Kate Redwood AM

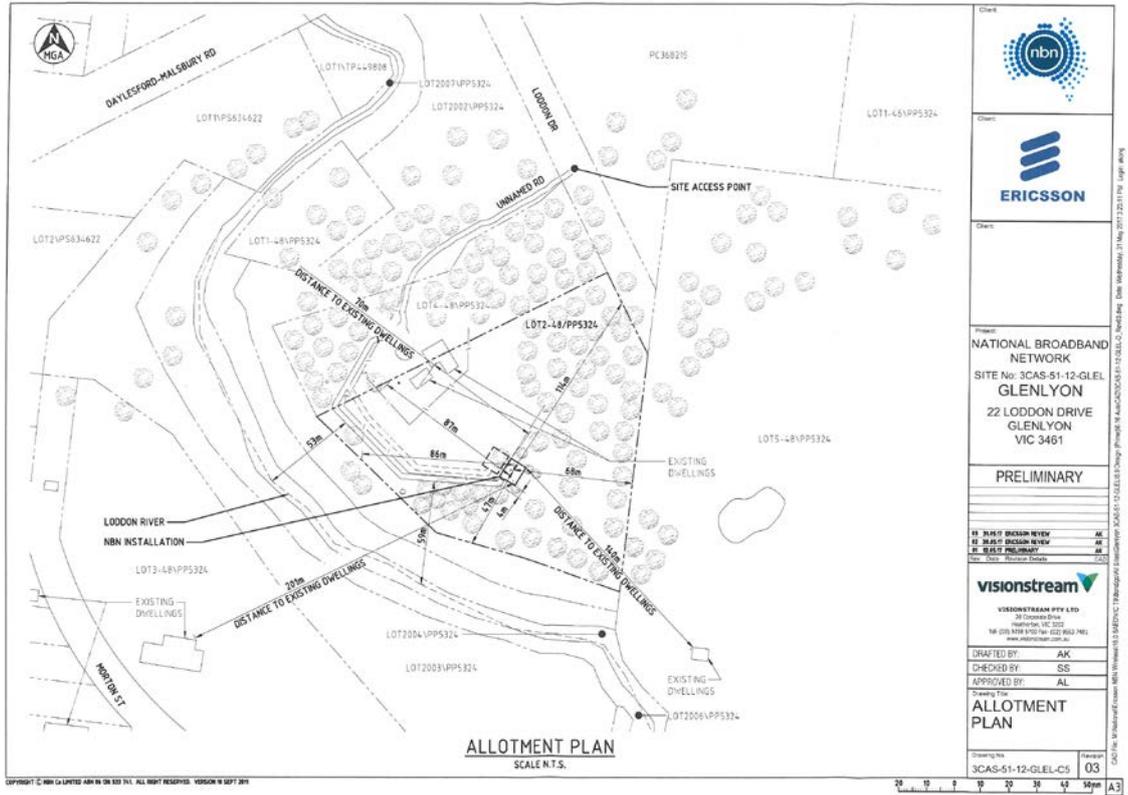
Carried

ATTACHMENT 2 - PROPOSED SITE PLAN

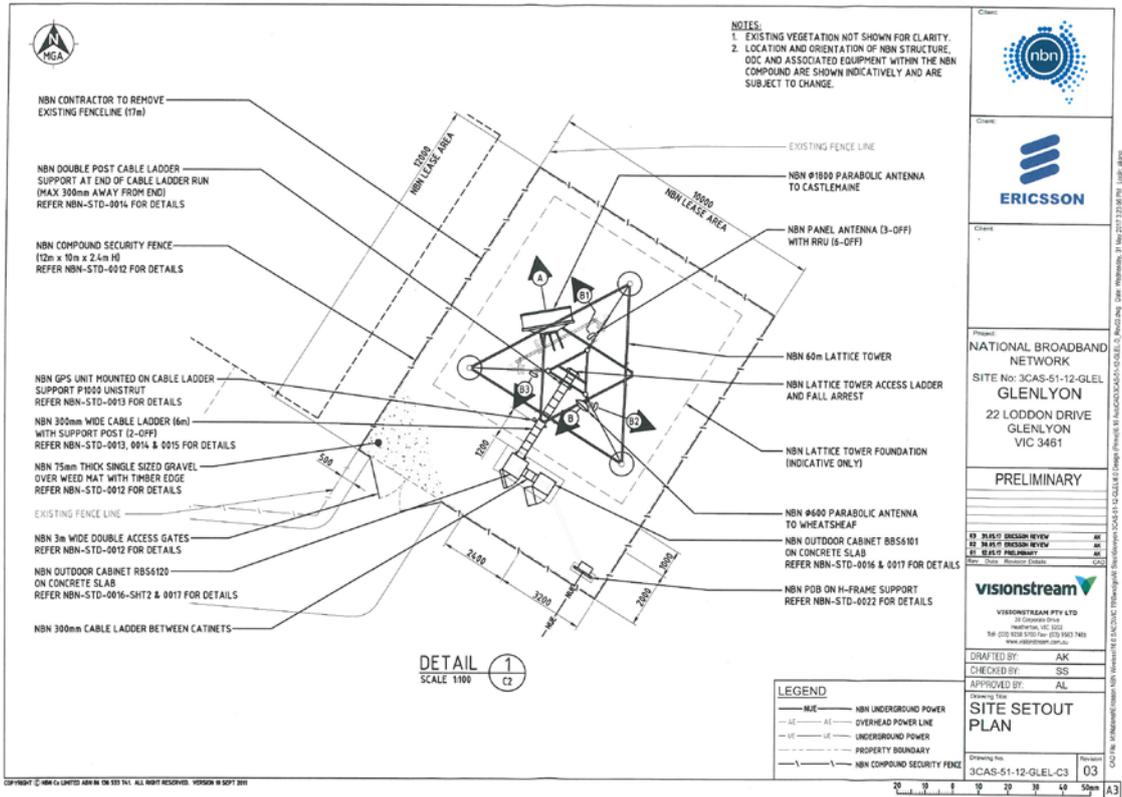


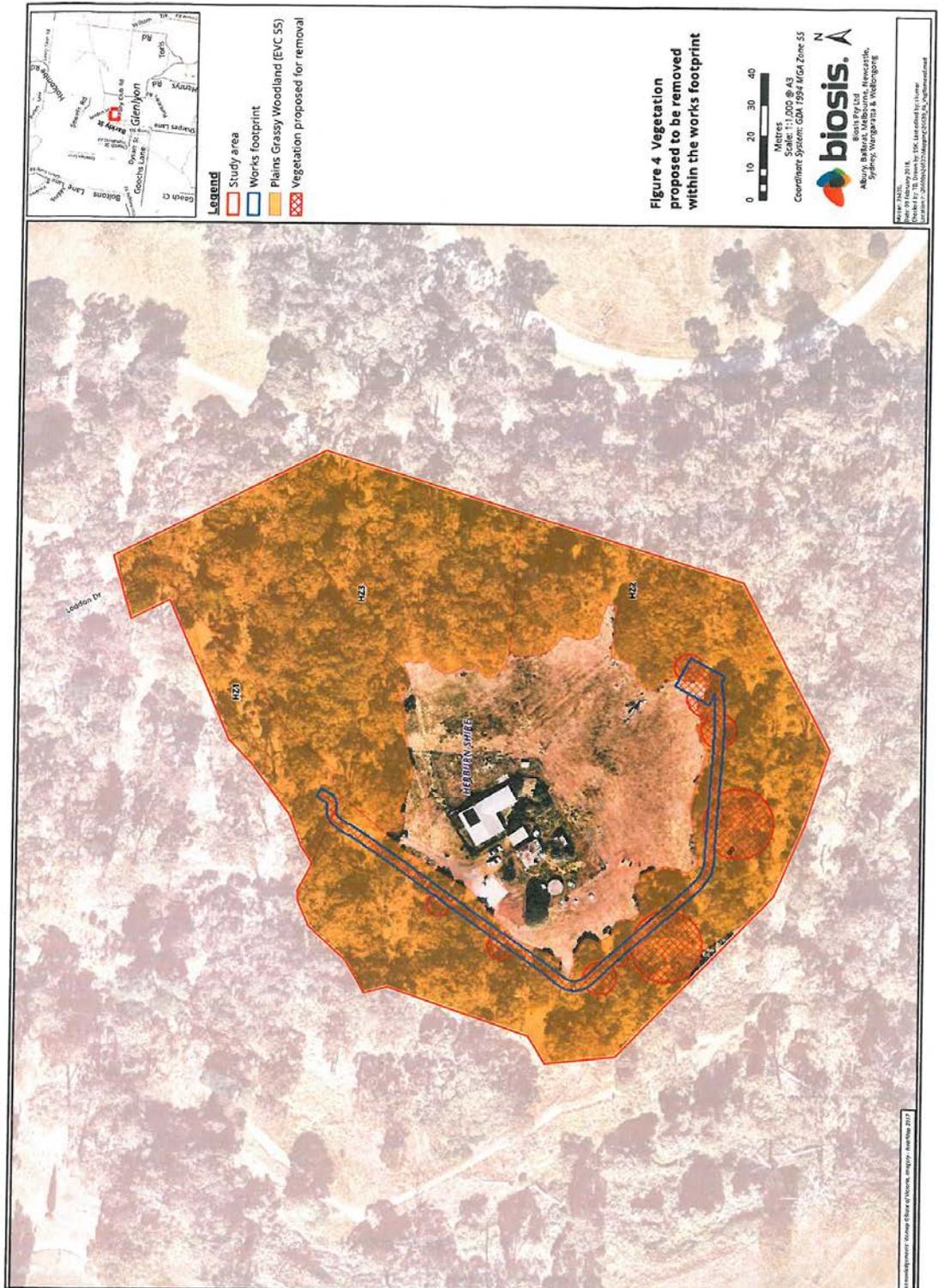
PUBLIC MINUTES
 ORDINARY MEETING OF COUNCIL
 21 AUGUST 2018





PUBLIC MINUTES
 ORDINARY MEETING OF COUNCIL
 21 AUGUST 2018





10.4 29 LOT SUBDIVISION AT 40 SMITH STREET DAYLESFORD GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Coordinator Planning, I Nathan Aikman have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine the planning application (PA1903) for a 29 lot subdivision at 40 Smith Street, Daylesford.

BACKGROUND

The application proposes to subdivide the land into 29 lots with access afforded to the majority of the lots via a 16m wide cul de sac road from Smith Street. The size of the allotments range between 404m² and 1328m². The average lot size of the subdivision is 601m² and the median lot size is 560m².

The site is located within Daylesford's urban growth boundary and given the size of the proposed lots; the subdivision is considered to provide an acceptable outcome with respect to the existing character of the area and will provide housing choice and more affordable housing options within the township of Daylesford.

The site is zoned General Residential and is affected by the Environmental Significance Overlay Schedule 1 and 2.

The application was notified to surrounding properties and a sign was displayed at the site. A total of 13 objections were received.

The following issues were raised by objectors:

- Privacy/Overlooking
- Small lots/ Overdevelopment
- Noise and artificial light
- Impact on access to natural light
- Access for emergency vehicles
- Additional traffic
- Impact from parking at school
- Emergency Access and Fire Emergency Issues
- Overshadowing
- Drainage

The application was referred to the relevant water supply, sewerage, gas, electricity, CFA, Goulburn Murray Water and Councils Engineering Department who all consented to the application subject to conditions.

ISSUE/DISCUSSION

Relevant State and Local Planning Policy (SPPF)

The following clauses of the SPPF and LPPF are considered relevant to this application
Clause 11.07 – Regional Planning
Clause 11.08-7 - Environmental assets
Clause 12.04-1 - Environmentally sensitive area
Clause 14.02-1 - Catchment planning and management
Clause 14.02-2 - Water quality
Clause 16.01-1 – Integrated housing
Clause 16.01-2 – Location of residential development
Clause 16.01-5 - Housing affordability
Clause 21.05 – Settlement
Clause 22.02 – Mineral Springs Protection
Clause 22.08 – Daylesford Neighborhood Character

General Residential Zone

A permit is required under the provisions of the General Residential Zone to subdivide the land. Any proposal to subdivide land must meet the relevant requirements of Clause 56 of the Scheme.

A response to the relevant provisions of Clause 56 is included as an attachment to this report.

Environmental Significance Overlay Schedule 1 and 2

A permit is required under the provisions of Schedule 2 to the Environmental Significance Overlay to subdivide land.

Assessment of Key Issues

Response to Policy Framework

The relevant policies of the State and Local Planning Policy Frameworks of the Hepburn Planning Scheme 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 is designed with 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.

It is considered that the proposal is consistent with the relevant State and Local policies of the Hepburn Planning Scheme as the subdivision of the land will result the efficient utilisation of land for residential purposes in an area zoned for such a land use. The proposed lots will form a continuation of the residential development to the south and west of the site, and can be easily serviced with the utilities available to the site. The subdivision layout is consistent with the character of residential development that exists to the west and south of the site.

The layout will ensure that interaction of future dwellings with the streetscape is enhanced.

Response to Zoning Provisions

The proposal is considered to be consistent with the purpose and decision guidelines of the General Residential Zone as the proposed subdivision will increase the density of an established residential area that is in proximity to the services and facilities available in Daylesford. Subject to conditions it is considered the development will not adversely affect the amenity of the area. The proposed subdivision layout will provide an appropriate balance between providing an increase in available residential land within the township and while maintaining the character of the neighbourhood.

Response to Overlay Provisions

The application will be connected to reticulated sewerage therefore will not impact on the health of groundwater. Further conditions will be included on any permit issued that ensure during the construction phase of the subdivision, any stormwater will be captured so to not adversely impact on any nearby watercourses.

Neighbourhood Character

The site is located within Neighbourhood Character Precinct 7 pursuant to Clause 22.08 of the Scheme. The description of this precinct at Clause 22.11-2 identifies that '*...the regular lot sizes, standard front and side setbacks create a rhythm to the streetscapes that it is unusually suburban in style for Daylesford. Front fences are common, but are not high and often open style, still enabling a view of the dwellings and gardens from the street.*'

The objectives of the Neighbourhood Character Precinct 7 are:

- To strengthen the garden settings of the dwellings.
- To maintain the rhythm of dwelling spacing.
- To ensure that buildings do not dominate the streetscape.

- To maintain the openness of the streetscape.

While no development is proposed as part of this application it is considered that the proposed subdivision will allow for any future development on the site to occur in line with the above objectives. There are parcels of land directly to the south in addition to the west of the site that have been subdivided with 2 different outcomes resulting.

The following table identifies the information relevant to each subdivision.

Address	40 Smith Street	Garibaldi Drive	34 Smith Street
Number of Lots	29	21	28
Median	560	721	282
Average	601	861	314

The proposed subdivision provides for a median lot size that would allow for an average sized dwelling that will be able to provide for a setback consist with the surrounding neighbourhood in addition to allowing for sufficient landscaping to be provided. Further, the width of the lots would allow for a conventional dwelling to be constructed that would also be able to provide a setback from the side boundaries to continue the rhythm of dwelling spaces within the area.

It is on this basis that it is considered that the proposed subdivision would allow for any future development of the lots to provide an appropriate character response in the context of the surrounding area

Particular/General Provisions

Clause 52.01 – Public Open Space Contribution and Subdivision

Clause 52.01 of the Scheme and Section 18 of the Subdivision Act 1988 specify that a public open space contribution may be requested by Council if:

- The subdivision of land will result in increased demand for public open space in the area (having regard to the provisions of Section 18(1A) of the Subdivision Act 1988);
- Such a contribution has not been paid on the same land parcel in the past;
- The subdivision is not of a kind exempted in Clause 52.01 of the Scheme.

It is considered that the proposed subdivision will increase demand for open space in the area as the creation of 29 additional lots will increase the population density of the area and result in existing open space areas being more intensively used.

The schedule to Clause 52.01 requires a contribution to the value of 5% of the total site area may be requested in accordance with Section 18 of the Subdivision Act 1988.

Clause 56 – Residential Subdivision

The application has been assessed against the relevant provisions identified above, and was found to achieve high compliance with the relevant provisions of ResCode. (Clause 56)

The size of the allotments range between 404m² and 1328m². The average lot size of the subdivision is 601m² and the median lot size is 560m².

The site is located within Daylesford's urban growth boundary and given the size of the proposed lots, the subdivision is considered to provide an acceptable outcome with respect to the existing character of the area and will provide housing choice and more affordable housing options within the township of Daylesford.

Issues raised by objectors

Privacy/Overlooking

Overlooking would be a consideration for any future application to be considered under the relevant Building Regulations.

Small lots/ Overdevelopment

A consideration of the impact on neighbourhood character has been considered earlier in this report. The proposed subdivision is considered to appropriately balance the direction of policy at a State level that seeks to encourage new development to respect neighbourhood character while also encouraging the establishment of additional and more diverse housing forms in existing towns, particularly those where a good level of access to a range of services and facilities is available.

Noise and artificial light

Any noise generated through the construction of any roads or future dwellings would be required to comply with current EPA Guidelines and noise from any future dwellings would not be anticipated as being any different from existing adjoining properties.

Impact on access to natural light

Any future dwelling would be required to comply with the overshadowing requirements enforced through the Building Act 1993.

Access for emergency vehicles

The application was referred to the CFA who did not object to the application, subject to conditions on any permit issued. A new fire hydrant may be required to be located in close proximity to the property to better provide the infrastructure required to protect the site in the event of fire.

Additional traffic

The street proposed as part of the application is designed to cater for between 2000 and 3000 vehicle movements per day. Anecdotally, a dwelling can generate on average around 10 vehicle movements per day (vmd) which would equate up to 290 vmd. The proposed road can cater for the traffic generated. Smith Street provides a generous road width that is able to cater for any additional vehicle movement generated by the subdivision in addition to the existing traffic generated by the school and local residents. The application was referred to Council's engineering department who provided their consent to the application subject to conditions. One such condition required a pedestrian and traffic audit that would be required to demonstrate how the intersection of the proposed road and Smith Street can be designed to provide safe vehicular and pedestrian movements in accordance with relevant safety standards.

Impact from parking at school

The application was referred to Councils Engineering Department who as identified above, require the submission of a traffic and pedestrian audit be conducted to demonstrate that the intersection and surrounding road network can be designed to meet relevant safety standards. Any parking and vehicle movements within the area would be required to meet existing road and parking rules.

Emergency Access and Fire Emergency Issues

The application was referred to both the Country Fire Authority and Councils Engineering Department who did not object to the application subject to conditions included on any permit issued relating to the provision of fire hydrants at appropriate intervals and roads being constructed according to the relevant standards.

Overshadowing

An assessment of overshadowing would be considered as part of any future building application.

Drainage

Councils Engineering Department have reviewed the application and have not expressed any concerns in relation to excessive stormwater drainage. Conditions would be included on any permit issued requiring a holistic drainage plan be

provided that demonstrates how the land can be drained without adversely impacting on any surrounding property.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and occupiers and a notice on the land.

CONCLUSION

The subdivision is considered to represent an acceptable planning outcome when balancing the breadth of planning policy relevant to the application.

The subject site is located within proximity of the main commercial centre of the township of Daylesford and is within the urban growth boundary of the town. The site is connected to all required services and is capable of infill urban development.

Subject to the inclusion of conditions requiring the building envelopes as shown on the submitted plans

OFFICER'S RECOMMENDATION

10.4.1 That Council, having caused notice of the planning application PA 1795 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Act, resolves to issue a Notice of Decision to Grant a Planning Permit for a 29 lot subdivision generally in accordance with the plans endorsed with the permit at 40 Smith Street, Daylesford subject to the following conditions:

- Before the Certification of the Plan of Subdivision under the Subdivision Act 1988, 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:
 - o The common boundary between lots 7, 8, 9 and 12 provided at an angle that is perpendicular to the orientation of the "proposed court" to the north of the lots.
- The layout of the subdivision as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.
- 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.
- All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
- 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.
- Before the issue of a Statement of Compliance under the Subdivision Act 1988, the permit holder must pay to the Responsible Authority a cash payment equivalent to 5 per cent of the site value of all the land in the subdivision in lieu of the provision of land for Public Open Space, unless otherwise agreed in writing by the Responsible Authority.

Telecommunications

- The owner of the land must enter into an agreement with:
 - o telecommunications network or service provider for the provision of telecommunication services to all lots in accordance with the provider's requirements and relevant legislation at the time; and
 - o a suitably qualified person for the provision of fibre ready telecommunication facilities to all lots in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

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

Engineering requirements

Stormwater Drainage

- Before the issue of a statement of compliance under the Subdivision Act 1988, 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 pre development 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.
- Return period for a Detention system is to be 1 in 5 years where there is overland escape path and 1 in 100 years if the failure of the detention system will cause property damage or inundation of freehold titles.
- 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 520.
- Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.
- Prior to certification, 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.

- Drainage easements shall be created in accordance with the existing underground drainage infrastructure to the satisfaction of Responsible Authority.
- 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.
- The Owner and the Responsible Authority shall agree to do all things necessary to register a memorandum of this Agreement on the title of the land pursuant Section 181 of the Planning and Environment Act 1987.
- 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.

New Intersection and Road Creation

- Before the plan of subdivision is certified under the Subdivision Act 1988 professionally prepared plans for all new roads and intersections are to be submitted to and approved by the Responsible Authority. Road design must incorporate the following:
 - All Roads and drains designs and constructions shall be based on sound engineering practice following the general principles of The Planning Scheme, the Austroads Guidelines, the Co-ordination of Streetworks Code of Practice, Relevant Australian Standards, VicRoads Road Design Guidelines, Infrastructure Design Manual [IDM] and to the satisfaction of Responsible Authority
 - All internal roads within the development shall be in accordance with 'Table 2 – Urban Road / Street Characteristics' of IDM.
 - Minimum width of the road reserve shall be in accordance with 'Table 2 – Urban Road / Street Characteristics' of IDM.
 - The road pavement at a minimum, shall include
 - o 200mm compacted depth class 3, 20mm FCR sub base and 100mm compacted depth class 2, 20mm FCR base pavement.
 - o 2 coat spray seal, 10mm primer seal/7mm rubberised final seal.

- o Kerb and channel
- o 1.5m wide concrete footpaths
- Before the plan of subdivision is certified under the Subdivision Act 1988 a Traffic and Pedestrian Impact study shall be conducted on all proposed intersections to the satisfaction of the responsible authority.
- Before the issue of a Statement of Compliance under the Subdivision Act 1988, the permit holder/Supervising Consulting Engineer must provide to Council a report of hold points and inspections for the construction and verification that the roads and drains have been designed and constructed in compliance with the above standards, by providing a list verifying the results of all tests undertaken and corresponding results. The minimum tests required to be provided to the Responsible Authority are:
 - o Road Sub-grade (Proof Roll)
 - o Pavement sub-base and base (density test and proof roll)
 - o Pavement prior to sealing or asphalt application
 - o Drainage trench and bedding
 - o Drainage infrastructure prior to backfill
 - o Drainage pits

Access

- Before the plan of subdivision is certified under the Subdivision Act 1988, a plan drawn to scale, contain contour lines and be professionally prepared must be submitted to and approved by the responsible authority that provides the following:
 - o Vehicle access/crossing to the development is to be constructed of concrete/asphalt and in compliance with Infrastructure Design Manual Standard drawing SD 240.
 - o Vehicle access/crossings surface shall be treated to prevent loose gravel on road and footpath.
 - o Vehicle access/crossings the property 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'.
 - o Grades through vehicle crossing shall not exceed 1:10.
 - o Minimum 10.0m and 9.0m clear distance shall be maintained from any road intersection and between adjacent crossovers respectively.

o 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.

• Before the issue of a Statement of Compliance under the Subdivision Act 1988, vehicle access/crossings to all lots are to be located and constructed and maintained to the satisfaction of the Responsible Authority.

Access and Mobility

• All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.

• Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail.

• Footpaths shall be provided along one side of newly created roads within the development site to the satisfaction of Responsible Authority.

Landscaping and Road Reserves

• Before the plan of subdivision is certified under the Subdivision Act 1988, a landscaping plan for road reserves must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. This plans must comply with the Code of Practice for Management of Infrastructure in Road Reserves and shall provide following information:

o Plant selection, layout and planting density

o Landscaping design intent

• Street tree planting must include a minimum of one (1) advanced tree (minimum 40 litre container and 2m minimum height) per lot frontage (of an approved species and location) and must be selected and planted by a qualified horticulturist / arborist.

• Before the issue of a Statement of Compliance under the Subdivision Act 1988, or by any later date that is approved in writing by the Responsible Authority, the landscape works shown on the endorsed landscape plans must be carried out and completed to the satisfaction of the Responsible Authority.

• The landscaping is to be maintained for a period of 24 months from practical completion of the landscaping. During this period, any dead, diseased or damaged

plants or landscaped areas are to be replaced to the satisfaction of the Responsible Authority.

Linemarking and Signage

- Before the issue of a Statement of Compliance under the Subdivision Act 1988, appropriate signage and linemarking throughout the development shall be provided to the satisfaction of the responsible authority

Street lighting

- Before the issue of a Statement of Compliance under the Subdivision Act 1988, 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.
- New lighting must be located outside the clear zones and meet the standards for category P lighting.

Prior to Construction

- Before the plan of subdivision is certified under the Subdivision Act 1988 or any works start, the following items must be satisfied.
 - o Approval of the constructions plans by the Responsible Authority
 - o a pre-construction meeting shall be held with the Responsible Authority, the Contractor and the Developer/Developer's Consultant Engineer to discuss and agree on hold point inspections, roadside management, traffic management and any other construction related matters.

Completion of Construction Works

- Before the issue of a Statement of Compliance under the Subdivision Act 1988, the developer must construct and complete road works, drainage and other civil works in accordance with endorsed plans and specifications approved by the Responsible Authority and in accordance with Infrastructure Design Manual. Road works, drainage and other civil works to be constructed must include:
 - o street and drainage in accordance with the approved construction drawings
 - o road reserve landscaping in accordance with the approved landscape plans
 - o construction of footpaths
 - o underground drainage
 - o intersection and traffic control/mitigation measures
 - o street lighting
 - o signage and linemarking; and

- o high stability permanent survey marks
- o Lot access

As Constructed Plans

- Before the issue of a Statement of Compliance under the Subdivision Act 1988 the Developer must provide as-constructed plans for all infrastructure created by this development and vested to the ownership and control of the Responsible Authority. Such plans shall be prepared by a registered surveyor and/or qualified Engineer and endorsed by the Developer's Consultant Engineer and the Contractor.
- As-Constructed plans shall include:
 - o An asset statement of each street including costs
 - o as constructed' information for the entire work in each development stage detailing information as listed in the Infrastructure Design Manual
 - o Information must be presented in pdf. and dwg. formats, unless otherwise agreed in writing by the Responsible Authority.

Defects Maintenance and Bond

- Before the issue of a Statement of Compliance under the Subdivision Act 1988, the developer must enter into an agreement with the Responsible Authority regarding responsibilities for maintenance and correction of defects of all infrastructure works. Agreement must include the defects liability period, the amount of bond and on how the date of practical completion occurs.
- Before the issue of a Statement of Compliance under the Subdivision Act 1988, the developer must provide the Responsible Authority with a maintenance bond(s) of \$5,000 or 5% of the total cost of infrastructure, whichever is greater.
- The bond(s) shall be an unconditional bank guarantee or cash for the predetermined amount. The Responsible Authority will hold the bond(s) until any and all defects notified to the developer before and/or during the liability period have been made good to the satisfaction of the Responsible Authority. A request must be made to the Responsible Authority for the release of maintenance bond(s) after the defects maintenance period.
- The Defects Liability Period for civil works shall be 12 months from the date of practical completion.
- The Defects Liability Period for landscaping shall be 24 months from the date of acceptance.
- In accordance with the Subdivision Act 1989, Responsible Authority requires the following fees for works undertaken on this Subdivision.

- o Plan checking fee of 0.75% of the value of works
- o Supervision fee of 2.50% of the value of works
- All costs incurred in complying with the above conditions shall be borne by the permit holder.

Central Highlands Water Conditions

- 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.
- 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.
- 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.
- 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.
- If required the owner will provide easements to the satisfaction of Central Highlands Region Water Corporation for pipeline or ancillary purposes through other land in the vicinity, as it is considered by the Authority that such easements may be required for the economical and efficient subdivision or servicing of or access to land covered by the subdivision.
- If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.

Goulburn Murray Water Conditions

- All works within the subdivision must be done in accordance with EPA Publication 960 "Doing It Right on Subdivisions, Temporary Environmental Protection Measures for Subdivision Construction Sites", September 2004.
- Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
- 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

Country Fire Authority Conditions

- Subdivision plan not to be altered
- The subdivision as shown on the endorsed plans must not be altered without the consent of CFA

Hydrants

- Prior to the issue of a Statement of Compliance under the Subdivision Act 1988 the following requirements must be met to the satisfaction of the CFA:
 - o 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.
 - o The hydrants must be identified with marker posts and road reflectors as applicable to the satisfaction of the Country Fire Authority.

Roads

- Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.
 - o The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 meters. Dips must have no more than a 1 in 8 (12%) (7.1 degree) entry and exit angle.
 - o Curves must have a minimum inner radius of 10 metres.
 - o Have a minimum trafficable width of 3.5 metres and be clear of encroachments for at least 0.5 metres on each side and 4 metres above the access way.
 - o Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.

Powercor Conditions

- The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.
- The applicant shall:-

- o Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor.
- o Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System.
- o The applicant shall provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.
- o Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
- o Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.

Permit expiry

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

NOTES

- CFA's requirements for identification of hydrants are specified in 'Identification of Street Hydrants for Firefighting Purposes' available under publications on the CFA web site (www.cfa.vic.gov.au)

Speakers:

Mr James Iles of iPlanning Services Pty Ltd addressed Council in support of the application

MOTION

10.4.1 *That Council, having caused notice of the planning application PA 1795 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Act, resolves to issue a Notice of Decision to Grant a Planning Permit for a 29 lot subdivision generally in accordance with the plans endorsed with the permit at 40 Smith Street, Daylesford subject to the following conditions:*

- *Before the Certification of the Plan of Subdivision under the Subdivision Act 1988, 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:*
 - *The common boundary between lots 7, 8, 9 and 12 provided at an angle that is perpendicular to the orientation of the "proposed court" to the north of the lots.*
- *The layout of the subdivision as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*
- *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.*
- *All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
- *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.*

- *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the permit holder must pay to the Responsible Authority a cash payment equivalent to 5 per cent of the site value of all the land in the subdivision in lieu of the provision of land for Public Open Space, unless otherwise agreed in writing by the Responsible Authority.*

Telecommunications

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

Engineering requirements

Stormwater Drainage

- *Before the issue of a statement of compliance under the Subdivision Act 1988, 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 pre development 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.*
- *Return period for a Detention system is to be 1 in 5 years where there is overland escape path and 1 in 100 years if the failure of the detention system will cause property damage or inundation of freehold titles.*
- *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 520.*
- *Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.*
- *Prior to certification, 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.*
- *Drainage easements shall be created in accordance with the existing underground drainage infrastructure to the satisfaction of Responsible Authority.*

- *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.*
- *The Owner and the Responsible Authority shall agree to do all things necessary to register a memorandum of this Agreement on the title of the land pursuant Section 181 of the Planning and Environment Act 1987.*
- *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.*

New Intersection and Road Creation

- *Before the plan of subdivision is certified under the Subdivision Act 1988 professionally prepared plans for all new roads and intersections are to be submitted to and approved by the Responsible Authority. Road design must incorporate the following:*
- *All Roads and drains designs and constructions shall be based on sound engineering practice following the general principles of The Planning Scheme, the Austroads Guidelines, the Co-ordination of Streetworks Code of Practice, Relevant Australian Standards, VicRoads Road Design Guidelines, Infrastructure Design Manual [IDM] and to the satisfaction of Responsible Authority*
- *All internal roads within the development shall be in accordance with 'Table 2 – Urban Road / Street Characteristics' of IDM.*
- *Minimum width of the road reserve shall be in accordance with 'Table 2 – Urban Road / Street Characteristics' of IDM.*
- *The road pavement at a minimum, shall include*

- 200mm compacted depth class 3, 20mm FCR sub base and 100mm compacted depth class 2, 20mm FCR base pavement.
- 2 coat spray seal, 10mm primer seal/7mm rubberised final seal.
- Kerb and channel
- 1.5m wide concrete footpaths
- Before the plan of subdivision is certified under the Subdivision Act 1988 a Traffic and Pedestrian Impact study shall be conducted on all proposed intersections to the satisfaction of the responsible authority.
- Before the issue of a Statement of Compliance under the Subdivision Act 1988, the permit holder/Supervising Consulting Engineer must provide to Council a report of hold points and inspections for the construction and verification that the roads and drains have been designed and constructed in compliance with the above standards, by providing a list verifying the results of all tests undertaken and corresponding results. The minimum tests required to be provided to the Responsible Authority are:
 - Road Sub-grade (Proof Roll)
 - Pavement sub-base and base (density test and proof roll)
 - Pavement prior to sealing or asphalt application
 - Drainage trench and bedding
 - Drainage infrastructure prior to backfill
 - Drainage pits

Access

- Before the plan of subdivision is certified under the Subdivision Act 1988, a plan drawn to scale, contain contour lines and be professionally prepared must be submitted to and approved by the responsible authority that provides the following:

- Vehicle access/crossing to the development is to be constructed of concrete/asphalt and in compliance with Infrastructure Design Manual Standard drawing SD 240.
 - Vehicle access/crossings surface shall be treated to prevent loose gravel on road and footpath.
 - Vehicle access/crossings the property 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'.
 - Grades through vehicle crossing shall not exceed 1:10.
 - Minimum 10.0m and 9.0m clear distance 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.
- Before the issue of a Statement of Compliance under the Subdivision Act 1988, vehicle access/crossings to all lots are to be located and constructed and maintained to the satisfaction of the Responsible Authority.

Access and Mobility

- All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.
- Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail.

- *Footpaths shall be provided along one side of newly created roads within the development site to the satisfaction of Responsible Authority.*

Landscaping and Road Reserves

- *Before the plan of subdivision is certified under the Subdivision Act 1988, a landscaping plan for road reserves must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. This plans must comply with the Code of Practice for Management of Infrastructure in Road Reserves and shall provide following information:*
 - *Plant selection, layout and planting density*
 - *Landscaping design intent*
- *Street tree planting must include a minimum of one (1) advanced tree (minimum 40 litre container and 2m minimum height) per lot frontage (of an approved species and location) and must be selected and planted by a qualified horticulturist / arborist.*
- *Before the issue of a Statement of Compliance under the Subdivision Act 1988, or by any later date that is approved in writing by the Responsible Authority, the landscape works shown on the endorsed landscape plans must be carried out and completed to the satisfaction of the Responsible Authority.*
- *The landscaping is to be maintained for a period of 24 months from practical completion of the landscaping. During this period, any dead, diseased or damaged plants or landscaped areas are to be replaced to the satisfaction of the Responsible Authority.*

Linemarking and Signage

- *Before the issue of a Statement of Compliance under the Subdivision Act 1988, appropriate signage and linemarking throughout the development shall be provided to the satisfaction of the responsible authority*

Street lighting

- *Before the issue of a Statement of Compliance under the Subdivision Act 1988, 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.*
- *New lighting must be located outside the clear zones and meet the standards for category P lighting.*

Prior to Construction

- *Before the plan of subdivision is certified under the Subdivision Act 1988 or any works start, the following items must be satisfied.*
 - *Approval of the constructions plans by the Responsible Authority*
 - *a pre-construction meeting shall be held with the Responsible Authority, the Contractor and the Developer/Developer’s Consultant Engineer to discuss and agree on hold point inspections, roadside management, traffic management and any other construction related matters.*

Completion of Construction Works

- *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the developer must construct and complete road works, drainage and other civil works in accordance with endorsed plans and specifications approved by the Responsible Authority and in accordance with Infrastructure Design Manual. Road works, drainage and other civil works to be constructed must include:*
 - *street and drainage in accordance with the approved construction drawings*
 - *road reserve landscaping in accordance with the approved landscape plans*
 - *construction of footpaths*
 - *underground drainage*

- o intersection and traffic control/mitigation measures
- o street lighting
- o signage and linemarking; and
- o high stability permanent survey marks
- o Lot access

As Constructed Plans

- *Before the issue of a Statement of Compliance under the Subdivision Act 1988 the Developer must provide as-constructed plans for all infrastructure created by this development and vested to the ownership and control of the Responsible Authority. Such plans shall be prepared by a registered surveyor and/or qualified Engineer and endorsed by the Developer's Consultant Engineer and the Contractor.*
- *As-Constructed plans shall include:*
 - o *An asset statement of each street including costs*
 - o *as constructed' information for the entire work in each development stage detailing information as listed in the Infrastructure Design Manual*
 - o *Information must be presented in pdf. and dwg. formats, unless otherwise agreed in writing by the Responsible Authority.*

Defects Maintenance and Bond

- *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the developer must enter into an agreement with the Responsible Authority regarding responsibilities for maintenance and correction of defects of all infrastructure works. Agreement must include the defects liability period, the amount of bond and on how the date of practical completion occurs.*
- *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the developer must provide the Responsible Authority with a*

maintenance bond(s) of \$5,000 or 5% of the total cost of infrastructure, whichever is greater.

- *The bond(s) shall be an unconditional bank guarantee or cash for the predetermined amount. The Responsible Authority will hold the bond(s) until any and all defects notified to the developer before and/or during the liability period have been made good to the satisfaction of the Responsible Authority. A request must be made to the Responsible Authority for the release of maintenance bond(s) after the defects maintenance period.*
- *The Defects Liability Period for civil works shall be 12 months from the date of practical completion.*
- *The Defects Liability Period for landscaping shall be 24 months from the date of acceptance.*
- *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*
- *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

Central Highlands Water Conditions

- *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.*
- *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.*
- *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.

- 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.
- If required the owner will provide easements to the satisfaction of Central Highlands Region Water Corporation for pipeline or ancillary purposes through other land in the vicinity, as it is considered by the Authority that such easements may be required for the economical and efficient subdivision or servicing of or access to land covered by the subdivision.
- If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.

Goulburn Murray Water Conditions

- All works within the subdivision must be done in accordance with EPA Publication 960 "Doing It Right on Subdivisions, Temporary Environmental Protection Measures for Subdivision Construction Sites", September 2004.
- Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
- 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

Country Fire Authority Conditions

- Subdivision plan not to be altered

- *The subdivision as shown on the endorsed plans must not be altered without the consent of CFA*

Hydrants

- *Prior to the issue of a Statement of Compliance under the Subdivision Act 1988 the following requirements must be met to the satisfaction of the CFA:*
 - *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.*
 - *The hydrants must be identified with marker posts and road reflectors as applicable to the satisfaction of the Country Fire Authority.*

Roads

- *Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.*
 - *The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 meters. Dips must have no more than a 1 in 8 (12%) (7.1 degree) entry and exit angle.*
 - *Curves must have a minimum inner radius of 10 metres.*
 - *Have a minimum trafficable width of 3.5 metres and be clear of encroachments for at least 0.5 metres on each side and 4 metres above the access way.*
 - *Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.*

Powercor Conditions

- *The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.*
- *The applicant shall:-*
 - *Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor.*
 - *Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System.*
 - *The applicant shall provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.*
 - *Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.*
 - *Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.*

Permit expiry

- *This permit will expire if one of the following circumstances applies:*
 - *The plan of subdivision is not certified within 2 years of the date of this permit;*

- *The registration of the relevant stage of subdivision is not completed within five years from the date of certification of the plan of subdivision.*
- *The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.*

NOTES

- *CFA's requirements for identification of hydrants are specified in 'Identification of Street Hydrants for Firefighting Purposes' available under publications on the CFA web site (www.cfa.vic.gov.au)*

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

ATTACHMENT 3 - PA1903 PROPOSED PLAN OF SUBDIVISION - 40 SMITH
STREET, DAYLESFORD

Proposed Subdivision Plan
40 Smith Street, Daylesford

MGA94 ZONE 55

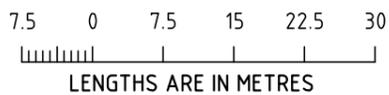


IMPORTANT NOTE

THIS PLAN IS SUBJECT TO PLANNING APPROVAL, CERTIFICATION AND ISSUE OF STATEMENT OF COMPLIANCE BY THE HEPBURN SHIRE COUNCIL, CONSENT OF ALL REFERRAL AUTHORITIES AND REGISTRATION BY LAND VICTORIA.
THIS NOTE IS AN INTEGRAL PART OF THIS PLAN WHICH MUST NOT BE REPRODUCED WITHOUT THIS NOTE.

STEELE SURVEYING PTY LTD
Land Surveyors
12A Webster Street, Ballarat 3350
Phone (03) 5333 2699

SCALE
1:750



ORIGINAL SHEET
SIZE: A3

SHEET 1 of 1

RICHARD JOHN STEELE, VERSION 4

ATTACHMENT 4 - CLAUSE 56 REPORT

Assessment Table – 16-59 Lot Subdivision (Clause 56)

Refer to Clause 56 of the Planning Scheme for objectives, decision guidelines and a full description of standards.

Neighbourhood Site Description

Clause 56.01

Title & Objective	
<p>Subdivision site and context description</p> <p>The site and context description may use a site plan, photographs or other techniques and must accurately describe:</p>	<ul style="list-style-type: none"> • In relation to the site: <ul style="list-style-type: none"> ○ Site shape, size, dimensions and orientation. ○ Levels and contours of the site. ○ Natural features including trees and other significant vegetation, drainage lines, water courses, wetlands, ridgelines and hill tops. ○ The siting and use of existing buildings and structures. ○ Street frontage features such as poles, street trees and kerb crossovers. ○ Access points. ○ Location of drainage and other utilities. ○ Easements. ○ Any identified natural or cultural features of the site. ○ Significant views to and from the site. ○ Noise and odour sources or other external influences. ○ Soil conditions, including any land affected by contamination, erosion, salinity, acid sulphate soils or fill. ○ Any other notable features or characteristics of the site. ○ Adjacent uses. ○ Any other factor affecting the capacity to develop the site including whether the site is affected by inundation. • An application for subdivision of 3 or more lots must also describe in relation to the surrounding area: <ul style="list-style-type: none"> ○ The pattern of subdivision. ○ Existing land uses. ○ The location and use of existing buildings on adjacent land. ○ Abutting street and path widths, materials and detailing. ○ The location and type of significant vegetation. <p>✓ Complies</p> <p>Comments: - The applicant has supplied a NSD that accurately describes the surrounding area.</p>
<p>Subdivision design response</p> <p>The design response must explain how the proposed design:</p>	<p>Derives from and responds to the site and context description.</p> <ul style="list-style-type: none"> • Responds to any site and context features for the area identified in a local planning policy or a Neighbourhood Character Overlay. • Responds to any relevant objective, policy, strategy or plan set out for the area in this scheme. • Meets the relevant objectives of Clause 56. <p>The design response must include a dimensioned plan to scale showing the layout of the subdivision in context with the surrounding area.</p> <p>If in the opinion of the responsible authority this requirement is not relevant to the assessment of an application, it may waive or reduce the requirement.</p>

Title & Objective	
	<p>✓ Complies</p> <p>Comments:</p> <p>The design response appropriately responds to the surrounding area.</p>

Policy Implementation

Clause 56.02

Title & Objective	
<p>C1</p> <p>Strategic implementation objective</p>	<p>Respect the existing neighbourhood character or achieve a preferred neighbourhood character consistent with any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <hr/> <p>✓ Complies</p> <p>Comment:</p> <p>The character of the area is made up of a mix of single dwellings on large allotments and some infill residential development on small lots.</p> <p>This application proposes to create lots of a size that on balance provide a for the development of future dwellings that will fit comfortably within the context of the character of the surrounding area.</p>

Livable and Sustainable Communities

Clause 56.03

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C5</p> <p>Built environment objective</p> <p>To create urban places with identity and character.</p>	<p>The built environment should:</p> <ul style="list-style-type: none"> • Implement any relevant urban design strategy, plan or policy for the area set out in this scheme. • Provide living and working environments that are functional, safe and attractive. • Provide an integrated layout, built form and urban landscape. • Contribute to a sense of place and cultural identity. <p>An application should describe the identity and character to be achieved and the elements that contribute to that identity and character.</p>	<p>✓ Complies</p>
<p>Comments:</p> <p>The application has been supplied with a description of how the application responds to the surrounding area.</p>		

Lot Design

Clause 56.04

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C7</p> <p>Lot diversity and distribution objectives</p> <p>To achieve housing densities that support compact and walkable neighbourhoods and the efficient provision of public transport services.</p> <p>To provide higher housing densities within walking distance of activity centres.</p> <p>To achieve increased housing densities in designated growth areas.</p> <p>To provide a range of lot sizes to suit a variety of dwelling and household types.</p>	<p>A subdivision should implement any relevant housing strategy, plan or policy for the area set out in this scheme.</p> <p>Lot sizes and mix should achieve the average net residential density specified in any zone or overlay that applies to the land or in any relevant policy for the area set out in this scheme.</p> <p>A range and mix of lot sizes should be provided including lots suitable for the development of:</p> <ul style="list-style-type: none"> • Single dwellings. • Two dwellings or more. • Higher density housing. • Residential buildings and Retirement villages. <p>Unless the site is constrained by topography or other site conditions, lot distribution should provide for 95 per cent of dwellings to be located no more than 400 metre street walking distance from the nearest existing or proposed bus stop, 600 metres street walking distance from the nearest existing or proposed tram stop and 800 metres street walking distance from the nearest existing or proposed railway station.</p> <p>Lots of 300 square metres or less in area, lots suitable for the development of two dwellings or more, lots suitable for higher density housing and lots suitable for Residential buildings and Retirement villages should be located in and within 400 metres street walking distance of an activity centre.</p>	<p>✓ Complies</p> <p>Comment: A variety of lot sizes are proposed as part of the subdivision that will allow for a diversity in housing form.</p>
<p>C8</p>	<p>An application to subdivide land that creates lots of less than 300 square metres should be accompanied by information that shows:</p>	

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>Lot area and building envelopes objective</p> <p>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.infrastructure and services.</p>	<ul style="list-style-type: none"> • That the lots are consistent or contain building envelope that is consistent with a development approved under this scheme, or • That a dwelling may be constructed on each lot in accordance with the requirements of this scheme of this standard. 	
	<p>Lots of between 300 square metres and 500 square metres should:</p> <ul style="list-style-type: none"> • Contain a building envelope that is consistent with a development of the lot approved under this scheme, <u>or</u> • If no development of the lot has been approved under this scheme, contain a building envelope and be able to contain a rectangle measuring 10 metres by 15 metres, or 9 metres by 15 metres if a boundary wall is nominated as part of the building envelope. <p>If lots of between 300 square metres and 500 square metres are proposed to contain dwellings that are built to the boundary, the long axis of the lots should be within 30 degrees east and 20 degrees west of north unless there are significant physical constraints that make this difficult to achieve.</p>	<p>✓ Complies</p>
	<p>Lots greater than 500 square metres should be able to contain a rectangle measuring 10 metres by 15 metres, and may contain a building envelope.</p>	<p>✓ Complies</p>

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
	<p>Comment: All lots are proposed to be greater than 400m² and therefore meet Garden Area requirements.</p>	
<p>C9 Solar orientation of lots objective</p> <p>To provide good solar orientation of lots and solar access for future dwellings.</p>	<p>Unless the site is constrained by topography or other site conditions, at least 70 percent of lots should have appropriate solar orientation.</p> <p>Lots have appropriate solar orientation when:</p>	
	<p>1. The long axis of lots are within the range north 20 degrees west to north 30 degrees east, or east 20 degrees north to east 30 degrees south.</p>	<p>✓ Complies</p>
	<p>2. Lots between 300 square metres and 500 square metres are proposed to contain dwellings that are built to the boundary, the long axis of the lots should be within 30 degrees east and 20 degrees west of north</p>	<p>✓ Complies</p>
	<p>3. Dimensions of lots are adequate to protect solar access to the lot, taking into account likely dwelling size and the relationship of each lot to the street.</p>	<p>✓ Complies</p>
	<p>Comment: Lots are appropriately orientated to provide access to solar.</p>	
<p>C10 Street orientation objective</p> <p>To provide a lot layout that contributes to community social interaction, personal safety and</p>	<p>Subdivision should increase visibility and surveillance by:</p>	
	<ul style="list-style-type: none"> • Ensuring lots front all roads and streets and avoid the side or rear of lots being oriented to connector streets and arterial roads. • 	<p>✓ Complies</p>

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
property security.	<ul style="list-style-type: none"> • Providing lots of 300 square metres or less in area and lots for 2 or more dwellings around activity centres and public open space. • 	N/A
	<ul style="list-style-type: none"> • Ensuring streets and houses look onto public open space and avoiding sides and rears of lots along public open space boundaries. • 	✓ Complies
	<ul style="list-style-type: none"> • Providing roads and streets along public open space boundaries. • 	✓ Complies
	<p>Comment:</p> <p>Dwellings are proposed to front streets.</p>	
<p>C11 Common area objectives</p> <p>To identify common areas and the purpose for which the area is commonly held.</p> <p>To ensure the provision of common area is appropriate and that necessary management arrangements are in place.</p> <p>To maintain direct public access throughout the neighbourhood street network.</p>	<p>An application to subdivide land that creates common land must be accompanied by a plan and a report identifying:</p> <ul style="list-style-type: none"> • The common area to be owned by the body corporate, including any streets and open space. • The reasons why the area should be commonly held. • Lots participating in the body corporate. • The proposed management arrangements including maintenance standards for streets and open spaces to be commonly held. 	<p>✓ Complies</p> <p>Comments:</p> <p>No common area is proposed.</p>

Urban Landscape

Clause 56.05

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C12 Lot access objective</p> <p>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.</p> <p>To incorporate natural and cultural features in the design of streets and public open space where appropriate.</p> <p>To protect and enhance native habitat and discourage the planting and spread of noxious weeds.</p> <p>To provide for integrated water management systems and contribute to drinking water conservation.</p>	<p>An application for subdivision that creates streets or public open space should be accompanied by a landscape design.</p> <p>The landscape design should:</p> <ul style="list-style-type: none"> • Implement any relevant streetscape, landscape, urban design or native vegetation precinct plan, strategy or policy for the area set out in this scheme. • Create attractive landscapes that visually emphasise streets and public open spaces. • Respond to the site and context description for the site and surrounding area. • Maintain significant vegetation where possible within an urban context. • Take account of the physical features of the land including landform, soil and climate. • Protect and enhance any significant natural and cultural features. • Protect and link areas of significant local habitat where appropriate. • Support integrated water management systems with appropriate landscape design techniques for managing urban run-off including wetlands and other water sensitive urban design features in streets and public open space. • Promote the use of drought tolerant and low maintenance plants and avoid species that are likely to spread into the surrounding environment. • Ensure landscaping supports surveillance and provides shade in streets, parks and public open space. • Develop appropriate landscapes for the intended use of public open space including areas for passive and active recreation, the exercising of pets, playgrounds and shaded areas. • Provide for walking and cycling networks that link with community facilities. • Provide appropriate pathways, signage, fencing, public lighting and street furniture. • Create low maintenance, durable landscapes that are capable of a long life. <p>The landscape design must include a maintenance plan that sets out maintenance responsibilities, requirements and costs.</p>	<p>✓ Complies</p> <p>Comment: A streetscape plan is required to be submitted to the satisfaction of the responsible authority</p>

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C13 Public open space provision objectives</p> <ul style="list-style-type: none"> • To provide a network of quality, well-distributed, multi-functional and cost-effective public open space that includes local parks, active open space, linear parks and trails, and links to regional open space. • To provide a network of public open space that caters for a broad range of users. • To encourage healthy and active communities. • To provide adequate unencumbered land for public open space and integrate any encumbered land with the open space network. • To ensure land provided for public open space can be managed in an environmentally sustainable way and contributes to the development of sustainable neighbourhoods. 	<p>The provision of public open space should:</p> <ul style="list-style-type: none"> • Implement any relevant objective, policy, strategy or plan (including any growth area precinct structure plan) for open space set out in this scheme. • Provide a network of well-distributed neighbourhood public open space that includes: <ul style="list-style-type: none"> • Local parks within 400 metres safe walking distance of at least 95 percent of all dwellings. Where not designed to include active open space, local parks should be generally 1 hectare in area and suitably dimensioned and designed to provide for their intended use and to allow easy adaptation in response to changing community preferences. • Additional small local parks or public squares in activity centres and higher density residential areas. • Active open space of a least 8 hectares in area within 1 kilometre of 95 percent of all dwellings that is: <ul style="list-style-type: none"> • Suitably dimensioned and designed to provide for the intended use, buffer areas around sporting fields and passive open space • Sufficient to incorporate two football/cricket ovals • Appropriate for the intended use in terms of quality and orientation • Located on flat land (which can be cost effectively graded) • Located with access to, or making provision for, a recycled or sustainable water supply • Adjoin schools and other community facilities where practical • Designed to achieve sharing of space between sports. • Linear parks and trails along waterways, vegetation corridors and road reserves within 1 kilometre of 95 percent of all dwellings. 	<p>✓ Complies</p> <p>Comment:</p> <p>Due to the relatively small nature of the subdivision, the limited catchment of residents to the subdivision and the limited connectivity an area of open space is not appropriate. A condition will therefore be included on any permit issued to require a 5% cash contribution be made</p>

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
	<p>Public open space should:</p> <ul style="list-style-type: none"> · Be provided along foreshores, streams and permanent water bodies. · Be linked to existing or proposed future public open spaces where appropriate. · Be integrated with floodways and encumbered land that is accessible for public recreation. · Be suitable for the intended use. · Be of an area and dimensions to allow easy adaptation to different uses in response to changing community active and passive recreational preferences. · Maximise passive surveillance. · Be integrated with urban water management systems, waterways and other water bodies. · Incorporate natural and cultural features where appropriate. 	<p>✓ Complies</p> <p>Comment:</p> <p>Due to the relatively small nature of the subdivision, the limited catchment of residents to the subdivision and the limited connectivity an area of open space is not appropriate. A condition will therefore be included on any permit issued to require a 5% cash contribution be made.</p>

Access and Mobility Management

Clause 56.06

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C15 Walking and cycling network objectives</p> <p>To contribute to community health and well being by encouraging walking and cycling as part of the daily lives of residents, employees and visitors.</p> <p>To provide safe and direct movement through and between neighbourhoods by pedestrians and cyclists.</p>	<p>The walking and cycling network should be designed to:</p> <ul style="list-style-type: none"> • Implement any relevant regional and local walking and cycling strategy, plan or policy for the area set out in this scheme. • Link to any existing pedestrian and cycling networks. • Provide safe walkable distances to activity centres, community facilities, public transport stops and public open spaces. • Provide an interconnected and continuous network of safe, efficient and convenient footpaths, shared paths, cycle paths and cycle lanes based primarily on the network of arterial roads, neighbourhood streets and regional public open spaces. • Provide direct cycling routes for regional journeys to major activity centres, community facilities, public transport and other regional activities and for regional recreational cycling. • Ensure safe street and road crossings including the provision of traffic controls where required. • Provide an appropriate level of priority for pedestrians and • Have natural surveillance along streets and from abutting dwellings and be designed for personal safety and security particularly at night. • Be accessible to people with disabilities. 	

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
To reduce car use, greenhouse gas emissions and air pollution.	✓ Complies Comment: A condition will be included on any permit issued to require a plan to be submitted to the satisfaction of the responsible authority	

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C17 Neighbourhood street network objective</p> <p>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>	<p>The neighbourhood street network must:</p> <ul style="list-style-type: none"> • Take account of the existing mobility network of arterial roads, neighbourhood streets, cycle paths, shared paths, footpaths and public transport routes. • Provide clear physical distinctions between arterial roads and neighbourhood street types. • Comply with the Roads Corporation's arterial road access management policies. • Provide an appropriate speed environment and movement priority for the safe and easy movement of pedestrians and cyclists and for accessing public transport. • Provide safe and efficient access to activity centres for commercial and freight vehicles. • Provide safe and efficient access to all lots for service and emergency vehicles. • Provide safe movement for all vehicles. • Incorporate any necessary traffic control measures and traffic management infrastructure. <p>The neighbourhood street network should be designed to:</p> <ul style="list-style-type: none"> • Implement any relevant transport strategy, plan or policy for the area set out in this scheme. • Include arterial roads at intervals of approximately 1.6 kilometres that have adequate reservation widths to accommodate long term movement demand. • Include connector streets approximately halfway between arterial roads and provide adequate reservation widths to accommodate long term movement demand. • Ensure connector streets align between neighbourhoods for direct and efficient movement of pedestrians, cyclists, public transport and other motor vehicles. • Provide an interconnected and continuous network of streets within and between neighbourhoods for use by pedestrians, cyclists, public transport and other vehicles. • Provide an appropriate level of local traffic dispersal. • Indicate the appropriate street type. • Provide a speed environment that is appropriate to the street type. • Provide a street environment that appropriately manages movement demand (volume, type and mix of pedestrians, cyclists, public transport and other motor vehicles). • Encourage appropriate and safe pedestrian, cyclist and driver behaviour. • Provide safe sharing of access lanes and access places by pedestrians, cyclists and vehicles. • Minimise the provision of culs-de-sac. • Provide for service and emergency vehicles to safely turn at the end of a dead-end street. • Facilitate solar orientation of lots. • Facilitate the provision of the walking and cycling network, integrated water management systems, utilities and planting of trees. • Contribute to the area's character and identity. • Take account of any identified significant features. 	

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
	<p>✓ Complies</p> <p>Comment: A condition will be included on any permit issued to require a plan to be submitted to the satisfaction of the responsible authority</p>	
<p>C18</p> <p>Walking and cycling network detail objectives</p> <p>To design and construct footpaths, shared path and cycle path networks that are safe, comfortable, well constructed and accessible for people with disabilities.</p> <p>To design footpaths to accommodate wheelchairs, prams, scooters and other footpath bound vehicles.</p>	<p>Footpaths, shared paths, cycle paths and cycle lanes should be designed to:</p> <ul style="list-style-type: none"> • Be part of a comprehensive design of the road or street reservation. • Be continuous and connect. • Provide for public transport stops, street crossings for pedestrians and cyclists and kerb crossovers for access to lots. <p>Accommodate projected user volumes and mix.</p> <ul style="list-style-type: none"> • Meet the requirements of Table C1. • Provide pavement edge, kerb, channel and crossover details that support safe travel for pedestrians, footpath bound vehicles and cyclists, perform required drainage functions and are structurally sound. • Provide appropriate signage. • Be constructed to allow access to lots without damage to the footpath or shared path surfaces. • Be constructed with a durable, non-skid surface. • Be of a quality and durability to ensure: • Safe passage for pedestrians, cyclists, footpath bound vehicles and vehicles. • Discharge of urban run-off. • Preservation of all-weather access. • Maintenance of a reasonable, comfortable riding quality. • A minimum 20 year life span. • Be accessible to people with disabilities and include tactile ground surface indicators, audible signals and kerb ramps required for the movement of people with disabilities. 	<p>✓ Complies</p> <p>Comment: A condition will be included on any permit issued to require a plan to be submitted to the satisfaction of the responsible authority</p>

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C19</p> <p>Public transport network detail objectives</p> <p>To provide for the safe, efficient operation of public transport and the comfort and convenience of public transport users.</p> <p>To provide public transport stops that are accessible to people with disabilities.</p>	<p>Bus priority measures must be provided along arterial roads forming part of the existing or proposed Principal Public Transport Network in Metropolitan Melbourne and the regional public transport network outside Metropolitan Melbourne to the requirements of the relevant roads authority.</p> <p>Road alignment and geometry along bus routes should provide for the efficient, unimpeded movement of buses and the safety and comfort of passengers.</p> <p>The design of public transport stops should not impede the movement of pedestrians.</p> <p>Bus and tram stops should have:</p> <ul style="list-style-type: none"> • Surveillance from streets and adjacent lots. • Safe street crossing conditions for pedestrians and cyclists. • Safe pedestrian crossings on arterial roads and at schools including the provision of traffic controls as required by the roads authority. • Continuous hard pavement from the footpath to the kerb. • Sufficient lighting and paved, sheltered waiting areas for forecast user volume at neighbourhood centres, schools and other locations with expected high patronage. • Appropriate signage. <p>Public transport stops and associated waiting areas should be accessible to people with disabilities and include tactile ground surface indicators, audible signals and kerb ramps required for the movement of people with physical disabilities.</p>	
	<p>N/A</p> <p>Comment: The need for public transport is not triggered as a consequence of this subdivision.</p>	

<p>C20</p> <p>Neighbourhood street network detail objective</p> <p>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>	<p>The design of streets and roads should:</p> <ul style="list-style-type: none"> • Meet the requirements of Table C1. Where the widths of access lanes, access places, and access streets do not comply with the requirements of Table C1, the requirements of the relevant fire authority and roads authority must be met. • Provide street blocks that are generally between 120 metres and 240 metres in length and generally between 60 metres to 120 metres in width to facilitate pedestrian movement and control traffic speed. • Have verges of sufficient width to accommodate footpaths, shared paths, cycle paths, integrated water management, street tree planting, lighting and utility needs. • Have street geometry appropriate to the street type and function, the physical land characteristics and achieve a safe environment for all users. • Provide a low-speed environment while allowing all road users to proceed without unreasonable inconvenience or delay. • Provide a safe environment for all street users applying speed control measures where appropriate. • Ensure intersection layouts clearly indicate the travel path and priority of movement for pedestrians, cyclists and vehicles. • Provide a minimum 5 metre by 5 metre corner splay at junctions with arterial roads and a minimum 3 metre by 3 metre corner splay at other junctions unless site conditions justify a variation to achieve safe sight lines across corners. • Ensure streets are of sufficient strength to: <ul style="list-style-type: none"> o Enable the carriage of vehicles. o Avoid damage by construction vehicles and equipment. • Ensure street pavements are of sufficient quality and durability for the: <ul style="list-style-type: none"> o Safe passage of pedestrians, cyclists and vehicles. o Discharge of urban run-off. o Preservation of all-weather access and maintenance of a reasonable, comfortable riding quality. • Ensure carriageways of planned arterial roads are designed to the requirements of the relevant road authority. • Ensure carriageways of neighbourhood streets are designed for a minimum 20 year life span. • Provide pavement edges, kerbs, channel and crossover details designed to: <ul style="list-style-type: none"> o Perform the required integrated water management functions. o Delineate the edge of the carriageway for all street users. o Contribute to streetscape design. • Provide for the safe and efficient collection of waste and recycling materials from lots. • Be accessible to people with disabilities. • Meet the requirements of Table C1. Where the widths of access lanes, access places, and access streets do not comply with the requirements of Table C1, the requirements of the relevant fire authority and roads authority must be met. Where the widths of connector streets do not comply with the requirements of Table C1, the requirements of the relevant public transport authority must be met. <p>A street detail plan should be prepared that shows, as appropriate:</p> <ul style="list-style-type: none"> • The street hierarchy and typical cross-sections for all street types. • Location of carriageway pavement, parking, bus stops, kerbs, crossovers, footpaths, tactile surface indicators, cycle paths and speed control and traffic management devices. • Water sensitive urban design features. • Location and species of proposed street trees and other vegetation. • Location of existing vegetation to be retained and proposed treatment to ensure its health. • Any relevant details for the design and location of street furniture, lighting, seats, bus stops, telephone boxes and mailboxes. <p>✓ Complies</p>
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Title & Objective	Standard	Complies / Does Not Comply / Variation Required
	<p>Comment: A condition will be included on any permit issued to require a detailed road network plan to be provided to the satisfaction of Council Engineers.</p>	
<p>C21</p> <p>Lot access objective</p> <p>To provide for safe vehicle access between roads and lots.</p>	<p>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.</p>	<p>- N/A ✓ Complies ✗ Does not comply</p>
	<p>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.</p>	<p>- N/A ✓ Complies ✗ Does not comply</p>
	<p>The design and construction of a crossover should meet the requirements of the relevant road authority.</p>	<p>- N/A ✓ Complies ✗ Does not comply</p>
	<p>Comments:</p> <p>Conditions will be included on any permit issued to require that a plan clearly identifying how access will be provided to each proposed lot will be provided to the satisfaction of the responsible authority.</p>	

Integrated Water Management

Clause 56.07

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C22 Drinking water objective To reduce the use of drinking water.</p> <p>To provide an adequate, cost-effective supply of drinking water.</p>	<p>The supply of drinking water must be:</p> <ul style="list-style-type: none"> • Designed and constructed in accordance with the requirements and to the satisfaction of the relevant water authority. • Provided to the boundary of all lots in the subdivision to the satisfaction of the relevant water authority. 	<p>✓ Complies</p>
<p>Comments: Drinking water will be required to be provided to the satisfaction of Central Highlands Water.</p>		
<p>C23 Reused and recycled water objective To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water.</p>	<p>Reused and recycled water supply systems must be:</p>	
<p>Designed, constructed and managed in accordance with the requirements and to the satisfaction of the relevant water authority, Environment Protection Authority and Department of Human Services.</p>		<p>✓ Complies</p>
<p>Provided to the boundary of all lots in the subdivision where required by the relevant water authority.</p>		<p>✓ Complies</p>
<p>Comments: Recycled water is not yet available in this area</p>		

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C24 Waste water management objective</p> <p>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>	<p>Waste water systems must be:</p> <ul style="list-style-type: none"> Designed, constructed and managed in accordance with the requirements and to the satisfaction of the relevant water authority and the Environment Protection Authority. Consistent with any relevant approved domestic waste water management plan. <p>Reticulated waste water systems must be provided to the boundary of all lots in the subdivision where required by the relevant water authority.</p>	<p>✓ Complies</p>
<p>Comment</p> <p>Waste water disposal will be to the satisfaction of the relevant water authority.</p>		
<p>C25 Urban run-off management objectives</p> <p>To minimise damage to properties and inconvenience to residents from urban run-off.</p> <p>To ensure that the street operates adequately during major storm events and provides for public safety.</p>	<p>The urban stormwater management system must be:</p> <ul style="list-style-type: none"> Designed and managed in accordance with the requirements and to the satisfaction of the relevant drainage authority. 	<p>✓ Complies</p>

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>To minimise increases in stormwater run-off and protect the environmental values and physical characteristics of receiving waters from degradation by urban run-off.</p>	<p>Comment:</p> <p>Stormwater will be designed and disposed of to the satisfaction of Council Engineers including a requirement for post development flows to not exceed pre development flows.</p>	

Site Management

Clause 56.08

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C26 Site management objectives</p> <p>To protect drainage infrastructure and receiving waters from sedimentation and contamination.</p> <p>To protect the site and surrounding area from environmental degradation or nuisance prior to and during construction of subdivision works.</p> <p>To encourage the re-use of materials from the site and recycled materials in the construction of subdivisions where practicable.</p>	<p>A subdivision application must describe how the site will be managed prior to and during the construction period and may set out requirements for managing:</p> <ul style="list-style-type: none"> • Erosion and sediment. • Dust. • Run-off. • Litter, concrete and other construction wastes. • Chemical contamination. • Vegetation and natural features planned for retention. <p>Recycled material should be used for the construction of streets, shared paths and other infrastructure where practicable.</p> <p>Comment:</p> <p>A construction management plan will be required as part of a condition on any permit issued to the satisfaction of the responsible authority.</p>	<p>✓ Complies</p>

Utilities

Clause 56.09

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C27</p> <p>Shared trenching objectives</p> <p>To maximise the opportunities for shared trenching.</p>	<p>Reticulated services for water, gas, electricity and telecommunications should be provided in shared trenching to minimize construction costs and land allocation for underground services.</p>	<p>✓ Complies</p>
<p>To minimise constraints on landscaping within street reserves.</p>	<p>Comments:</p> <p>Shared trenching will be utilised were possible to the satisfaction of the relevant authority.</p>	

<p>C28 Electricity, telecommunications and gas objectives</p> <p>To provide public utilities to each lot in a timely, efficient and cost effective manner.</p> <p>To reduce greenhouse gas emissions by supporting generation and use of electricity from renewable sources.</p>	<p>The electricity supply system must be designed in accordance with the requirements of the relevant electricity supply agency and be provided to the boundary of all lots in the subdivision to the satisfaction of the relevant electricity authority.</p> <p>Arrangements that support the generation or use of renewable energy at a lot or neighbourhood level are encouraged.</p> <p>The telecommunication system must be designed in accordance with the requirements of the relevant telecommunications servicing agency and should be consistent with any approved strategy, policy or plan for the provision of advanced telecommunications infrastructure, including fibre optic technology.</p> <p>The telecommunications system must be provided to the boundary of all lots in the subdivision to the satisfaction of the relevant telecommunications servicing authority.</p> <p>Where available, the reticulated gas supply system must be designed in accordance with the requirements of the relevant gas supply agency and be provided to the boundary of all lots in the subdivision to the satisfaction of the relevant gas supply agency.</p>	<p>✓ Complies</p>
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Title & Objective	Standard	Complies / Does Not Comply / Variation Required
	<p>Comments: All to the satisfaction of the relevant authority and the relevant authority who have all provided their conditional consent to the application.</p>	
<p>C29 Fire hydrants objective</p> <p>To provide fire hydrants and fire plugs in positions that enable fire fighters to access water safely, effectively and efficiently.</p>	<p>Fire hydrants should be provided:</p> <ul style="list-style-type: none"> • A maximum distance of 120 metres from the rear of the each lot. • No more than 200 metres apart. • Hydrants and fire plugs must be compatible with the relevant fire service equipment. <p>Where the provision of fire hydrants and fire plugs does not comply with the requirements of standard C29, fire hydrants must be provided to the satisfaction of the relevant fire authority.</p>	<p>✓ Complies</p>
	<p>Comments: The CFA have consented to the application subject to the inclusion of an additional hydrant in the street frontage.</p>	

Title & Objective	Standard	Complies / Does Not Comply / Variation Required
<p>C30</p> <p>Public lighting objective</p> <p>To provide public lighting to ensure the safety of pedestrians, cyclists and vehicles.</p> <p>To provide pedestrians with a sense of personal safety at night.</p> <p>To contribute to reducing greenhouse gas emissions and to saving energy.</p>	<p>Public lighting should be provided to streets, footpaths, public telephones, public transport stops and to major pedestrian and cycle paths including public open spaces that are likely to be well used at night to assist in providing safe passage for pedestrians, cyclists and vehicles.</p> <p>Public lighting should be designed in accordance with the relevant Australian Standards.</p> <p>Public lighting should be consistent with any strategy, policy or plan for the use of renewable energy and energy efficient fittings.</p>	<p>- N/A</p>
<p>Comments: A condition will be included on any permit issued requiring that appropriate street lighting be provided in accordance with current best practice to the satisfaction of the responsible authority.</p>		

11 OFFICERS' REPORTS

11.1 CHIEF EXECUTIVE OFFICER'S REPORT

OFFICER'S RECOMMENDATION

11.1.1 That Council receives the Chief Executive Officer's Report for August 2018.

MOTION

11.1.1 That Council receives the Chief Executive Officer's Report for August 2018.

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

ATTACHMENT 5 - CHIEF EXECUTIVE OFFICER REPORT – AUGUST 2018

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 21 August 2018

The CEO Report is a monthly report to inform Council and the community of current issues, initiatives and projects undertaken across Council.

CEO Update

I have been in the role of Chief Executive Officer for just over one month and it has been a very busy and exciting period. I am incredibly honoured to be the new CEO of Hepburn Shire Council and to create a Customer Service focused organisation that is respectful, happy and safe.

In my first week I took the opportunity to get around and visit as many sites and meet as many staff as possible, including a tour of our future office space at the "Rex".

Councillors developed an extensive induction programme for me which includes meetings with communities from each ward, the business community, non-resident ratepayers, politicians, Audit & Risk Committee and an all-day workshop with Councillors.

WEEK ONE

RECONCILIATION ACTION PLAN (RAP)

We launched our Reconciliation Action Plan (RAP) at Mt Franklin, or Lalgambook to the Dja Dja Wurrung Peoples. Traditional owner, Uncle Ricky Nelson, gave a Welcome to Country and conducted a Smoking Ceremony to acknowledge the adoption of our first RAP. In attendance were Racquel Kerr, traditional owner, along with members of the RAP Community Reference Group, the Mayor and Council staff and visitors.



Along with the Mayor and Deputy Mayor, I met with Federal Member for Ballarat, Catherine King MP. The meeting was an opportunity to discuss Council's list of priority projects.

I attended a Central Highlands Water board meeting with the Mayor. High on the agenda was water security in our region. Water security means ensuring we have access to adequate quantities of good quality water. I also raised the potential for using recycled water to maintain our green open spaces.

Bruce Lucas and I met with representatives from the Victorian Government to discuss waste and recycling projects and initiatives, including our waste to energy project. We met with Ian Porter (Chief of Staff to Minister Lily D'Ambrosio) and Ian Campbell-Fraser (Director, Economics, Governance and Waste) at Parliament House.

WEEK TWO



With the State election looming, I continued my programme of meeting with current Members of Parliament and candidates. I met with Louise Staley MP, Member for Rippon, and Amanda Millar, Liberal candidate for Macedon. We went through a range of priority projects.

I also attended a Committee for Ballarat Round Table dinner where the Hon Matthew Guy MP was the keynote speaker.

I also met with several residents and groups from within the Shire to discuss a range of issues.

COMMUNITY MEET THE CEO

On Tuesday 31 July, several residents braved the freezing winter weather to attend my first "Community Meet the CEO" held in Birch Ward in Daylesford.

I spent a day with Councillors looking at how we will work collaboratively as a team. The Leadership Team joined us at the end of the day to discuss this further.

CENTRAL HIGHLANDS REGIONAL PARTNERSHIP

Following on from the recent Regional Assembly, all Central Highlands Regional Partnership Members attended a workshop to review the assembly and the outcomes.

WEEK THREE



At the April 2018 meeting, Council resolved to facilitate a postal survey of eligible voters in the Coliban Ward to determine the preferred location for the Trentham Hub. On 6 August, surveys were counted in the presence of Ron Ritchie (Returning Officer) and scrutineers (members of the community who are supporters of the 14A

Victoria Street or 66 High Street). Ron announced that the preferred site was the 66 High Street site. The final result was – 521 in favour of the 14A Victoria Street site and 553 in favour of the 66 High Street site.

On Tuesday 7 August, we had our monthly briefing session with Councillors where a range of presentations were made. Topics included planning applications, community grants, Wesley College Clunes, Waste and Recycling, Daylesford Caravan Park, Waste to Energy, Hub for Premium Produce and a range of other topics. It was great to see the passion that staff have for their projects and the level of knowledge and expertise we have in the organisation..

COMMUNITY MEET THE CEO – CRESWICK WARD

On 8 August, I had my second “Meet the CEO” session in Creswick where I had



the chance to catch up with the Creswick community. These sessions have been a great opportunity to hear from our community about what they consider priorities.

Council is part of the Central Highlands Council’s Victoria, a group of eight councils in the Central Highlands that work together to progress a range of regional priorities. On Thursday 9 August, we met to discuss a range of topics, including advocacy for key projects leading up to the State election.

The Mayor and I attended a Waste to Energy Heads of Agreement signing in Ballarat. The City of Ballarat signed a Heads of Agreement with global firm Malaysian Resources Corporation Berhad (MRCB). The agreement allows MRCB to undertake a due diligence study leading to a business case for a \$300 million municipal Waste to energy plant in the Ballarat West Employment Zone.

Continuing on with the advocacy theme, on Friday 10 August, the Mayor, Deputy Mayor and myself met with Mary-Anne Thomas MP, Member for Macedon, and Sarah DeSantis, Labor Candidate for Ripon.



KINGSTON AVENUE OF HONOUR



On Friday 10 August, the Kingston Friends of the Avenue hosted a special event with a tree planting ceremony marking the centenary of the planting and opening of the Avenue of Honour. Mayor John Cottrell, Deputy Mayor Don Henderson, Ward Councillor Greg May, Bruce Lucas, Sean Ludeke and I were all there in support of the event.

The Hon Catherine King MP was there to mark the anniversary.

On Friday night I attended the 21st Clunes Community Dinner at which the announcement of 'Male, Female & Young Citizens of the Year' were made. This evening is a great celebration of the work our volunteers do.

WEEK FOUR

This week started off with the announcement of an election commitment from the Liberal candidate for Macedon, for \$5 million dollars for the Daylesford to Hanging Rock Rail Trail. This project is one of Council's priorities and has been in the planning for many years.

I met this week with the Daylesford Cinema group to look at possible locations for the Cinema while we progress the Rex Project.

MEMORANDUM OF UNDERSTANDING SIGNING



I met with Taryn Lane (Manager- Hepburn Wind) to sign a Memorandum of Understanding (MoU). The MoU was endorsed at the June Council meeting and outlines how Council and Hepburn Wind plan to work collaboratively in the future, including setting a common target of zero-net energy by 2025 for the Hepburn Shire.

HEPBURN SHIRE COUNCIL PLANNING SCHEME

On Tuesday 14 August, the Executive Team spent half the day with Councillors developing one of the biggest projects that Council has undertaken. The project is the review of the Hepburn Shire Council Planning Scheme. The Scheme has not been reviewed since 2006 and is one of the most important strategic documents we have. The review will take two years and will shape the Shire for the next ten years or more. The Planning Scheme review will protect all the things that are important to Council and the community and identify land that can be developed.

COMMUNITY - MEET THE CEO



I have continued my 'Meet the CEO' sessions with meetings in the Holcombe Ward and Cameron Ward. The consistent message that comes out of my meetings is "communication". Interestingly when discussing areas of improvement with staff the first item is communication. There is clearly an opportunity for us to look at how we communicate as an organisation.

On Thursday 16 August, I spent the day in Melbourne at the Municipal Association of Victoria (MAV) Rural and Regional Forum. This is an opportunity for CEO's and Mayor's to discuss a range of issues impacting rural councils. Some of the topics discussed were Recycling, the Local Government Act, Cladding, the upcoming State Election, Victorian Rural Drainage Strategy, Financial Assistance Grants, Waste Charges, Migrant Visas, Pick My Project to name a few.

Following the MAV Forum, I attended the Local Government Professionals (LGPro) CEO Forum in Melbourne.

On Friday 17 August, our Leadership Team and some other staff went to Stawell to see Activity Based Working (ABW) in practice at Northern Grampians Shire. It's safe to say that the most important element in successful ABW is a robust and flexible IT system.



On Sunday 19 August, I attended the Trentham Sportsground naming event. Cr Sebastian Klein and Mary Anne-Thomas MP, Member for Macedon, were also there to mark the naming of the sportsground to McCashney Reserve. I spoke about the upcoming project to build a new netball pavilion. It was also lovely to see a sprinkle of snow in Trentham in the morning.



REX UPDATE

Following a formal procurement process, Council has appointed Crowe Horwath to carry out an audit of the Rex Project in accordance with a Council resolution. We anticipate the audit process will commence shortly.

The planning permit application for the project is also being finalised and we anticipate this being lodged in the coming weeks.

The completion of some minor works to secure the installation of the internal lift have been completed. Placement of stair treads on the existing structure to prevent deformation / deterioration of the of dressed timber delivered to the site are expected in the next couple of weeks.

Cr Sebastian Klein declared an indirect interest – impact on residential amenity regarding the Trentham Hub as he lives next door to one of the sites being considered and left the meeting at 7.53 pm

11.2 TRENTHAM HUB POSTAL SURVEY OUTCOME

GENERAL MANAGER COMMUNITY & CORPORATE SERVICES

In providing this advice to Council as the General Manager Community & Corporate Services, I Grant Schuster have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive the results of the Trentham Hub postal survey and to confirm intended next steps in the project to develop the Trentham Hub.

BACKGROUND

At the 17 April 2018 ordinary meeting, Council considered a notice of motion and resolved:

- 9.1.1. *That Council, on completion of the first hold point in the contract for the concept design for 14A Victoria Street Trentham by Antarctica Architects, undertake no further planning or construction work on any site until the local community decides a preference for the site for their community hub.*
- 9.1.2. *That the preferred site for the Trentham Community Hub be determined by a non-compulsory postal survey of people on the Coliban voters roll as at a set date to be fixed and publicly advertised.*
- 9.1.3. *That the outcome of the postal survey be 50% plus one of returned votes.*
- 9.1.4. *That the two options to be included in the postal survey be:*
 - *Mechanics Institute High Street Trentham - main hall kept and renovated and a new extension built to it on that site;*
 - *14A Victoria Street proceed as the site for the Trentham Community Hub;*
- 9.1.5. *That the results of the postal survey be finalised by 30 July 2018.*
- 9.1.6. *That Council proceed with the Trentham Community Hub project in line with the community voice expressed through the postal survey, subject to obtaining sufficient external funding.*

ISSUE/DISCUSSION

A postal survey of Coliban ward eligible voters on the preferred location of the Trentham Community Hub has now been completed.

Following the count on Monday 6 August 2018, Returning Officer Ron Ritchie announced that the preferred site based on responses from the Coliban community is 66 High St Trentham.

The breakdown of the survey count is:

- 521 in favour of the 14A Victoria Street Trentham
- 553 in favour of the 66 High Street Trentham

The postal survey has been undertaken in a transparent and unbiased manner using the Coliban Ward voters roll. Refer to the attached report on the postal survey from the Returning Officer for further details.

The survey was not based on a design for either site, but instead specifically related to the location for the future Trentham Hub. Due to concerns in relation to the existing Mechanics Institute building, Council provided the following information with the survey in relation to the planned approach at 66 High St:

At this site, the Trentham Community Hub will include the original hall and new additions. The original hall of the Trentham Mechanics Institute will be retained and other parts of the building will be demolished.

Now that the survey outcome has been received, it is appropriate for Council to confirm its support for the preferred site and to confirm next steps with the project.

Consistent with the 17 April 2018 resolution, Council is now able to commit to finalising concept designs for the Trentham Hub at 66 High Street Trentham.

In proceeding with the design, it is important that the inclusions as previously communicated are unchanged and the following elements will be included on the 66 High Street site:

- library
- visitor information centre
- customer service
- meeting and function rooms
- hall

As was articulated in the survey, the main original hall will be kept and restored, but some elements of the current buildings are expected to be demolished and new parts added in order to create the new consolidated Trentham Community Hub.

On 16 August 2016, Council resolved to begin the process of handing back the Trentham Mechanics Institute. This has commenced, but has not yet been finalised. Given that this postal survey outcome is changing the direction of the project from the resolution of Council on 16 August 2016, Council needs to consider retaining management of the Trentham Mechanics Institute site. In order to deliver the Trentham Hub at that site, it is recommended to not hand this crown land property back to the Department of Environment Land Water and Planning.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

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

Action:

1.09 Design and build the Trentham Community Hub incorporating enhanced library, meeting rooms, seniors and visitor information services.

FINANCIAL IMPLICATIONS

The survey was undertaken on the basis that the same scope is to be delivered irrespective of site chosen, and Council's financial contribution will be the same.

Given the length of time since this project last had a detailed cost estimate, there is a risk that the project cost to deliver the exact same room sizes may exceed the target total project cost. To manage this, it is recommended that the specification for design services sets a clear total cost for the project of \$3.0-3.5 million. In order for the selected designer to keep within the budget, the floor area of some spaces may need to be re-sized to fit, while still meeting the forecast service needs of the Trentham community. The extent of restoration of the original main hall will also need to be determined in consideration of the available budget.

It is also intended to include the option of phased development of the Trentham Hub in the design specification to be put out to public Request for Tender.

RISK IMPLICATIONS

The postal survey was conducted by an independent Returning Officer to deliver a process of integrity and without bias.

The project now needs the community to embrace the majority as expressed through the survey in order to give the project the best chance of funding by other levels of government.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Trentham Hub is an important future community asset, and the survey sought to achieve positive social outcomes from this project to resolve the site of the Hub.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The postal survey has empowered the community to have its say on the location of the Trentham Hub, and Council has resolved to proceed in line with the survey result.

The details of the survey and its key steps were advertised in the Trentham Library, The Advocate, Council's website and our Facebook page.

The concept design will be developed by a design consultant in consultation with the community, but within the set parameters of included scope elements, retention of the original main hall and the target total cost.

CONCLUSION

The postal survey for the location of the Trentham Community Hub has shown a majority of the Coliban community want it at 66 High Street Trentham. It is appropriate for Council to confirm its support for the preferred site and to commence the next steps with the project.

OFFICER'S RECOMMENDATION

That Council:

11.2.1 Confirms that it will design and deliver the Trentham Community Hub at 66 High Street Trentham in line with the majority result of the postal survey.

11.2.2 Proceeds to develop Concept Designs with a quantity surveyed cost estimate through a public request for tender for design services with the specification including the following key elements:

- target total cost of \$3.0-3.5 million;
- the Trentham Community Hub will include the original hall and new additions. The original hall of the Trentham Mechanics Institute will be retained and other parts of the building will be demolished;

- scope elements include library, visitor information centre, customer service, meeting and function rooms, and original main hall, and
- community consultation is required in developing the concept plans.

11.2.3 Confirms its financial commitment of \$800,000 to the construction of the Trentham Community Hub in future years.

11.2.4 Resolves that the contract appointment following the public request for tender for design services be brought back to a Council meeting for decision.

11.2.5 Resolves that it no longer intends to hand the crown land at 66 High Street Trentham back to the Department of Environment Land Water and Planning as this site will be used for the Trentham Community Hub.

MOTION

That Council:

- 11.2.1 *Confirms that it will design the Trentham Community Hub at 66 High Street Trentham in line with the majority result of the postal survey.*
- 11.2.2 *Confirms it will deliver the Trentham Community Hub pending adequate Government funding at 66 High Street Trentham in line with the majority result of the postal survey.*
- 11.2.3 *Proceeds to develop Concept Designs with a quantity surveyed cost estimate through a public request for tender for design services with the specification including the following key elements:*
- total cost of \$3.5 million including fit out and contingency;*
 - the Trentham Community Hub will include the original hall and new additions. The original hall of the Trentham Mechanics Institute will be retained and other parts of the building will be demolished;*
 - scope elements that have been agreed are limited to library, visitor information centre, customer service, meeting and function rooms, and original main hall; and*
 - community consultation is required in detailing the concept plans for the above mentioned services already agreed.*
- 11.2.4 *Confirms its financial commitment of \$800,000 to the construction of the Trentham Community Hub in future years.*
- 11.2.5 *Resolves that the contract appointment following the public request for tender for design services be brought back to a Council meeting for decision.*
- 11.2.6 *Resolves that it no longer intends to hand the crown land at 66 High Street Trentham back to the Department of Environment Land Water and Planning as this site will be used for the Trentham Community Hub.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

Cr Sebastian Klein returned to the meeting at 8.07 pm

ATTACHMENT 6 - FINAL REPORT FROM RETURNING OFFICER - TRENTHAM
HUB POSTAL SURVEY

**Report on the Conduct
of the Trentham Hub Survey
on Behalf of the
Hepburn Shire Council**

Ron Ritchie
Returning Officer

6 August 2018

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BACKGROUND

The Hepburn Shire Council determined at the April 2018 Council meeting as follows:

9.1.1. That Council, on completion of the first hold point in the contract for the concept design for 14A Victoria Street Trentham by Antarctica Architects, undertake no further planning or construction work on any site until the local community decides a preference for the site for their community hub.

9.1.2. That the preferred site for the Trentham Community Hub be determined by a non-compulsory postal survey of people on the Coliban voters roll as at a set date to be fixed and publicly advertised.

9.1.3. That the outcome of the postal survey be 50% plus one of returned votes.

9.1.4. That the two options to be included in the postal survey be:

- Mechanics Institute High Street Trentham - main hall kept and renovated and a new extension built to it on that site;
- 14A Victoria Street proceed as the site for the Trentham Community Hub;

9.1.5. That the results of the postal survey be finalised by 30 July 2018.

9.1.6. That Council proceed with the Trentham Community Hub project in line with the community voice expressed through the postal survey, subject to obtaining sufficient external funding.

RETURNING OFFICER

The Council engaged RGR Election Services to conduct the postal survey and appointed Mr Ron Ritchie as Returning Officer. His experience as a Returning Officer is summarised in Attachment 1.

Mr Ritchie was responsible for the overall management of the survey, including the provision of survey material, receiving and validating completed survey forms, counting and declaring the result of the survey.

KEY DATES

Key dates fixed for the postal survey were as follows:

Entitlement Date for the roll	Thursday, 7 June 2018
Random draw for the order of options on the survey form	Thursday, 21 June 2018
Mailout of postal survey	Friday, 29 June 2018
Opening of Survey Office at Trentham Library	Tuesday, 3 July 2018
Close of return of survey forms	Friday, 27 July 2018
Selection of scrutineers	Friday, 3 August 2018 (10am)
Count of survey forms	Monday, 6 August 2018 (10am)
Declaration of Results	Monday, 6 August 2018 (2pm)

COMMUNITY MEMBERS TO BE SURVEYED

The community members to be surveyed were those people entitled to be on the Coliban ward roll for Local Government Council elections. Entitlement Date was set at Thursday, 7 June 2018 (4:00pm). The roll is made up of both residents on the Victorian Electoral Commission roll and ratepayers on the Council roll. The final combined roll was prepared by Council and had a total of 2228 persons. During the course of the survey, six members of the community were found to have been incorrectly excluded from the roll. Survey material was forwarded to those additional participants.

PREPARATION OF THE SURVEY FORM

The wording and layout of the survey form was prepared in consultation with Council. The order for the placement of the options was determined by a random draw conducted by the Returning Officer on 21 June 2018 in the presence of an observer.

The details of the draw were as follows:

Marble No.	Option (Numerical Order)	Marble Drawn	Order on Survey Form	Place on Form
1	14A Victoria Street	1	14A Victoria Street	1
2	66 High Street	2	66 High Street	2

The Survey Form is shown at Attachment 2

GENERAL MAILOUT OF SURVEY MATERIALS

The survey forms were printed on security background paper and the postal packs were assembled at the Returning Officer's office.

Each postal pack contained:

- background information paper prepared by Council;
- instructions on how to complete the survey form;
- a survey form;
- a small envelope with provision for the member's identity to be validated; and
- a reply-paid return envelope addressed to the Returning Officer.

The postal packs were lodged at Australia Post in Gilby Road, Mount Waverley on Friday, 29 June 2018.

In addition, arrangements were made for community members who advised that they would be travelling or otherwise absent during the survey period to lodge their survey preference accompanied by a statutory declaration to the Returning Officer by proxy or electronically.

RETURN OF SURVEY FORMS

Reply paid envelopes were collected each day from the post office box maintained by the Returning Officer at Australia Post, Gilby Road, Mount Waverley and validated

against the roll of community members. In addition, four responses were lodged by absent members accompanied by statutory declarations.

A survey office was established by Council at the Trentham Library. The Returning Officer visited the library on Tuesday, 3 July 2018 to appoint approved library staff as polling officials and to brief the staff. A ballot box was provided at the library and arrangements made for staff to seal the box when the library closed each day and to store the box in a secure location. Spare packs containing the survey materials were provided for issue to members who had not received their postal survey packs or had lost or destroyed their survey forms. Six replacement survey packs were issued.

The Returning Officer attended the library on the last day for return of survey forms, Friday, 27 July 2018, and collected unused survey materials and the ballot box for processing. There were 130 survey envelopes received from the library. Survey envelopes were also collected by the Returning Officer during the following week from the PO Box and admitted to the count if they had been lodged with Australia Post by close of business on 27 July 2018.

In total, 1099 survey envelopes were returned. Twenty-four of these were rejected because lack of identification, and 1075 valid returned survey envelopes were admitted to the count.

SCRUTINEERS

The community requested that scrutineers should be able to attend the count to observe the process for obtaining the results. It was agreed that four community members, two each representing the two options would be selected to attend. Council advertised in the local newspaper and on its website for expressions of interest.

At the close of receipt of expressions of interest on Thursday, 2 August 2018 at 5:00pm there were applications from five community members representing the 14A Victoria Street site and four representing the 66 High Street site. In accordance with the agreed process the Returning Officer conducted a random draw at 10:00am on Friday, 3 August 2018.

The successful community members were:

- Paul Ulrik and Liz Burns representing the 14A Victoria Street option; and
- Ian McBean and Neale Hull representing the 66 High Street option.

The details of the random draw are set out in Attachment 3.

COUNT OF SURVEY FORMS

The count of survey forms was conducted by the Returning Officer, with four counting officials in the presence of the four scrutineers commencing at 10:00am on Monday, 6 August 2018. The survey envelopes containing the survey forms were opened, and, with the rear of the envelopes containing identification details face down to protect the privacy of each person, the survey forms were extracted. The survey forms were then unfolded and sorted for each option. There were 1074 valid survey forms and one envelope was found without a survey form.

Finally, the number of survey forms for each option was tallied and recorded.

The result of the count was as follows:

IN SUPPORT OF THE OPTION:	14a Victoria Street	66 High Street	Total
Number of responses recorded:	521	553	1074

DECLARATION OF RESULTS

The Returning Officer declared the results of the survey at a public gathering arranged by the Council at 2:00 pm on Monday, 6 August 2018 in the Trentham Library.

The Declaration Certificate is at Attachment 4.

STORAGE OF ELECTION MATERIAL

The materials used in the survey are sealed in security boxes for destruction by the Returning Officer when advised by the Hepburn Shire Council..

ACKNOWLEDGEMENT

The Returning Officer wishes to thank Katherine Toom, Coordinator Governance and Information, and Grant Schuster, General Manager Community & Corporate Services for their assistance in providing the necessary information for the smooth conduct of the survey.

ATTACHMENT 1

RONALD G RITCHIE, M Admin, B Mech E, Dip Ed, FIEAust, MIMechE MACE
Principal Returning Officer
RGR Election Services

Background

Born of Australian parents on 6 November 1931
Educated at Glenhuntly State Primary School and Caulfield Technical College completing Diploma of Mechanical Engineering in 1949
Bachelor of Mechanical Engineering and Diploma of Education at University of Melbourne 1953/54
Graduate apprenticeship at Metropolitan-Vickers Electrical Company, Manchester, UK 1954-1956
Taught at Footscray Technical College 1957-1959
Appointed to the Technical Schools Division administration, Education Department 1960
Director of Technical Education 1978-1981; Executive Director (Personnel & Resources) Ministry of Education 1982-1987
Various assignments with UNESCO and World Bank
Completed Master of Administration at Monash University 1974
Retired from Ministry of Education in 1987

Electoral Experience

Appointed Returning Officer for St Kilda, State elections 1988
Appointed Returning Officer for Monbulk, State elections 1992
Joined Victorian Electoral Commission as project officer full-time from 1994 with major assignments in preparing systems for conduct of Local Government Council elections (including preparing tenders and supervising a number of large metropolitan Council elections as account manager)
Appointed Returning Officer for Sunday Trading Poll conducted in Bendigo during 1998; supervised the Whitehorse Liquor Poll in 1999
Retired from Victorian Electoral Commission in 2000
Worked for Divisional Returning Officer, Federal Division of LaTrobe at all Federal elections since 1992
Project Manager, Call Centre Operations, Victorian Electoral Commission for State Election 2002-3
Returning Officer, Brimbank City Council elections 2003
Returning Officer, Darebin City Council elections, 2004
Returning Officer, Brimbank City Council elections, November 2005
Election Manager for Burwood, Malvern and Oakleigh Districts, with responsibilities for the Southern Metropolitan Region, State Elections, 25 November 2006
Responsible for conducting many polls for enterprise agreements in government and business organisations
Currently Returning Officer for several community health organisations, AMA, VACC, Cycling Victoria, and other community and business associations
Contract Manager, Victorian Electoral Commission for the 2008 Local Government Council elections
Region Coordinator, Eastern Victoria Region for the 2010 State elections
Contract Manager, VEC for the 2012 Local Government Council elections for 18 Councils west of Melbourne
Mobile Polling Officer, Polling Place Liaison Officer, Election Official for Gembrook District, State Elections, 2014
Pre-poll and Mobile Polling Officer; Senate Scrutiny Manager, La Trobe Division, Federal Elections 2013 and 2016



Survey Form

1. Place one tick only in the box in your preferred option for the site for the Trentham Community Hub.

My preferred site for the Trentham Community Hub is:

**14A Victoria Street,
Trentham**
Vacant Site

**66 High Street,
Trentham**
Site of
Mechanics Institute

2. Fold and seal the Survey Form in the **BALLOT PAPER ENVELOPE**.

3. Complete the identification details on the rear so that your vote can be identified and counted by the Returning Officer. *Your identification will not be seen when the votes are being counted.*

4. Place the **BALLOT PAPER ENVELOPE** in the reply paid envelope addressed to the Returning Officer and either post or place it in the secure ballot box at the Trentham Library before the close of voting at 5pm on **Friday, 27 July 2018.**

Ron Ritchie
Returning Officer

Trentham Hub Survey

DRAW FOR TWO SCRUTINEERS: Victoria Street

Marble No.	Surname of Nominee (Alphabetical Order)	Marble No. Drawn	Successful Scrutineer (In Order of Draw)
1	Burns, Liz	4	Ulrik, Paul
2	Gray, John	1	Burns, Liz
3	Marion, Velette		
4	Ulrik, Paul		
5	Vickers, Jim		

Successful Nominees: **Paul Urick**
Liz Burns

DRAW FOR TWO SCRUTINEERS: High Street

Marble No.	Surname of Nominee (Alphabetical Order)	Marble No. Drawn	Successful Scrutineer (In Order of Draw)
1	Hall, Lawrie	4	MacBean, Ian
2	Holmes, Glenda	3	Hull, Neale
3	Hull, Neale		
4	MacBean, Ian		

Successful Nominees: **Ian MacBean**
Neale Hull



Returning Officer
Ron Ritchie



Observer:

(Signed)

Ron Ritchie
Returning Officer
3 August 2018



TRENTHAM HUB SURVEY

Results of the Count

1074 valid survey forms were counted.

	Votes Cast
14A Victoria Street Trentham	521
66 High Street Trentham	553
Informal	Nil
TOTAL	1074

I hereby certify that a valid majority of survey responses were recorded as being **in favour** of adopting 66 High Street Trentham as the site for the Trentham Hub.

Returning Officer:
Ron Ritchie

Scrutineer (Victoria Street):

(Signed)

Elizabeth Burns
(Block Letters)

Scrutineer (High Street):

(Signed)

Neale Hull
(Block Letters)

RGR Election Services
6 August 2018

11.3 CUSTOMER REQUESTS UPDATE

GENERAL MANAGER COMMUNITY & CORPORATE SERVICES

In providing this advice to Council as the General Manager Community & Corporate Services, I Grant Schuster have no interests to disclose in this report.

PURPOSE

The purpose of this report is to provide Council an update on customer requests received and responded to through the Closing the Loop system.

BACKGROUND

In June 2018, Council launched a new Customer Request System *Closing the Loop*. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

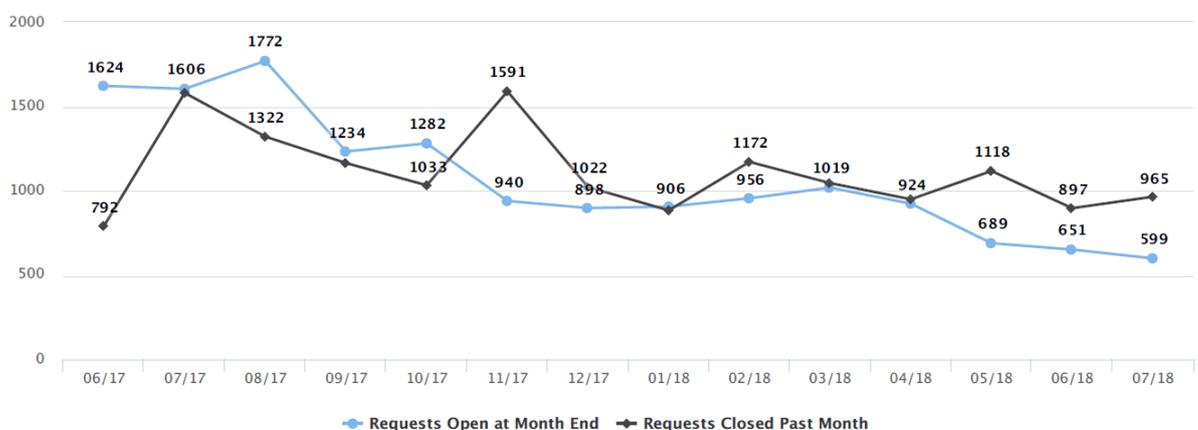
In rolling out the system internally, the organisation also focussed on the importance of contact with customers to close the loop on all requests and recording details of actions taken.

ISSUE/DISCUSSION

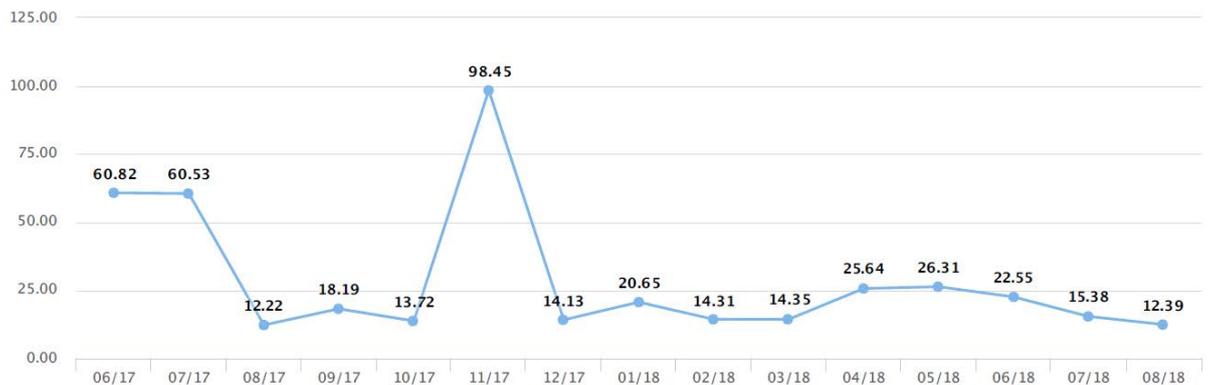
This report is the first time the statistics on customer requests has been reported to Council meetings. It is planned to report this information monthly.

The following data provides the key indicators for the customer requests in *Closing the Loop*.

Total Requests Open and Closed Each Month

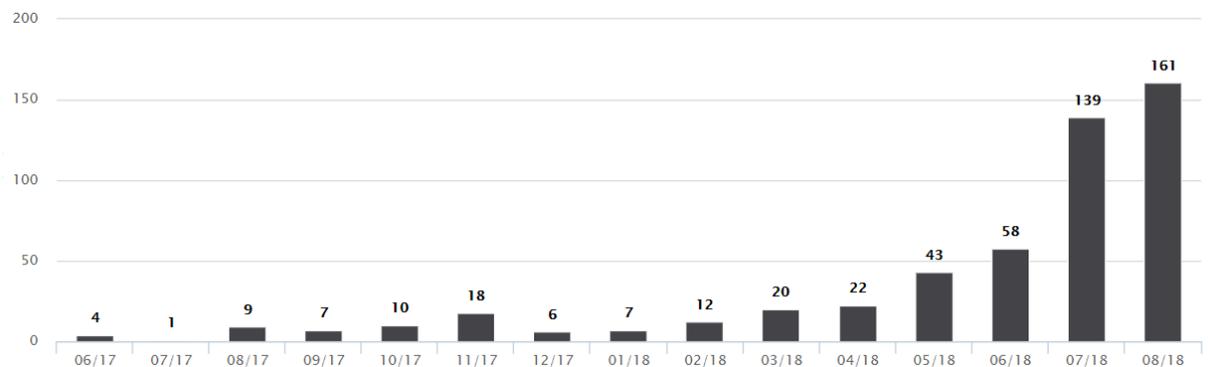


Average Days to Close External Requests



The average days to close requests in the months of June, July and November 2017 were particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request system in a timely manner.

Open Requests by Month Received



Note: data extracted on 16 August 2018.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective: High Performing Organisation

Key Strategic Activity:

12. Enhance our processes and systems to deliver Excellent Customer Service. To achieve this, we will focus on internal collaboration and new ways of working, combined with a continued focus on effective and timely communications,

engagement and consultation. We will focus on achieving higher customer satisfaction through making it easier to work with Council and by closing the loop on requests received from our community and other customers.

Action: 12.06 Set improvement targets for timeframes for responding to customer inquiries and requests.

Key Strategic Indicator: Average Days to Close External Customer Requests

FINANCIAL IMPLICATIONS

Responding to customer requests is managed within the recurrent operational budget.

RISK IMPLICATIONS

Customer requests relate to a range of different matters and risks. Effective processes for managing and responding to requests is an important part of Council's control framework.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No specific matters noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Customer requests are an important mechanism to engage on a range of matters. This report enables Council to inform the community on the volumes of received and processed requests.

CONCLUSION

Council has improved its management and response to customer requests through using the Closing the Loop system and being more active at contacting customers. The above summary information has been provided for Council's information.

OFFICER'S RECOMMENDATION

11.3.1 That Council notes the update on customer requests for August 2018.

MOTION

11.3.1 That Council notes the update on customer requests for August 2018.

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

Cr Greg May declared an indirect interest - close association as he holds the position of secretary of the Newlyn Community Sporting Complex which is one of the applicants for a grant and left the meeting at 8.13 pm

11.4 COMMUNITY GRANTS – AUGUST 2018

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager Community and Economic Development, I Amanda Western have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to recommend the allocation of the 2018-2019 Community Grants Program for August 2018.

BACKGROUND

The Community Grants Program allows Council to directly support the work of community groups and organisations as well as provide the chance for innovation across Hepburn Shire. The program funds applications in the following categories:

- Sustainable Environment and Vibrant Economy
- Active and Engaged Communities
- Quality Community Infrastructure (including small equipment)

ISSUE/DISCUSSION

A total of eight applications were received for August.

The grant applications were assessed by Council's Community Grant Assessment Team. This team is made up of Community Grants Project Support Officer, the relevant Council Officer to the application (for example Events Coordinator for event applications) and a community member with skills and experience in arts and culture, community development and events.

Grant applications were assessed against the following criteria, contained in the Guidelines:

- Description of the Project.
- What will the Project achieve and how will it be implemented?
- Risk Assessment
- Budget.

To be successfully recommended to Council, the application must meet all Guidelines to the satisfaction of all three Assessment Team members. The

Community Grant Project Support Officer and relevant Council Officers continue to work with unsuccessful applicants to meet the Guidelines.

Six applications were recommended for full funding.

Project Name	Community Organisation	Description	Total Project	Amount Requested
Seed Cinema Screening 2018	Seed Cinema Inc.	Free outdoor public screening of year-long film project for primary school children.	A.	\$2,000
Cornish Hill Permanent Orienteering Course	Eureka Orienteers Inc.	Construction of a Permanent Orienteering Course (POC) on Cornish Hill Reserve.	A.	\$2,000
Central Highlands Harness Show	National Carriage Driving Victoria	Two day carriage driving harness show at Kingston Showgrounds.	A.	\$2,000
Commemorative Song Recording	Kingston Avenue of Honour Committee	Arrangement and recording of commemorative song.	A.	\$1,385
Community Refrigerator	Newlyn Community & Sporting Complex	Purchase of a new refrigeration unit for the Newlyn Complex.	B.	\$1,000
CNC Milling Machine and Router	Creswick Men's Shed	Purchase of specialised equipment for use at the Men's Shed.	B.	\$1,000
Total				\$9,385

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

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

Action:

3.4 Continue to provide community grants to support community projects, events and initiatives.

FINANCIAL IMPLICATIONS

Council has allocated \$42,000 for Community Grants in the 2018-2019 budget.

Following the April Community Grants allocation there is a funding balance of \$40,000.

The Community Grants Panel acknowledges the August Total allocation of \$9,385 seems significant to the proportion of total funds available. However, there have been no applications since April 2018 when the previous financial years Community Grant funding was fully allocated. There are currently two grant applications submitted for the September round of funding and we are aware of a further six potential applications to be submitted for future rounds of funding.

As outlined above, all of these applications satisfactorily meet the Guidelines and therefore are recommended for funding.

The Community Grants Panel recommends that once funding of \$21,000 has been reached that the Community Grants Program closes for this calendar year, reopening for submissions in January.

RISK IMPLICATIONS

All applicants are required to identify how project risk and safety issues will be managed, and this formed part of the assessment process. Insurance and not-for-profit status is checked for all applications. All successful applicants are required to sign grant terms and conditions prior to receiving the grant allocation. There is a

system in place for Council officers to monitor receipt of acquittals and follow up of any outstanding acquittals.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Community Grants Program supports projects by volunteer community groups. The focus of these projects is to strengthen community resilience and connection, promote sustainability and to assist in the implementation of community priorities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The request for applications for the Community Grants Program was advertised through Council social media, community networks and on Council's webpage. Officers worked on a one on one basis with applicants.

CONCLUSION

The recommended projects support the objectives of the 2018-19 Community Grants Program.

OFFICER'S RECOMMENDATION

11.4.1 That Council awards the following applications from the 2017-18 Community Grants Program to:

Project Name	Community Organisation	Amount
Seed Cinema Screening 2018	Seed Cinema Inc.	\$2,000
Cornish Hill Permanent Orienteering Course	Eureka Orienteers Inc.	\$2,000
Central Highlands Harness Show	National Carriage Driving Victoria	\$2,000
Commemorative Song Recording	Kingston Avenue of	\$1,385

	Honour Committee	
Community Refrigerator	Newlyn Community & Sporting Complex	\$1,000
CNC Milling Machine and Router	Creswick Men's Shed	\$1,000

MOTION

11.4.1 That Council awards the following applications from the 2017-18 Community Grants Program to:

Project Name	Community Organisation	Amount
Seed Cinema Screening 2018	Seed Cinema Inc.	\$2,000
Cornish Hill Permanent Orienteering Course	Eureka Orienteers Inc.	\$2,000
Central Highlands Harness Show	National Carriage Driving Victoria	\$2,000
Commemorative Song Recording	Kingston Avenue of Honour Committee	\$1,385
Community Refrigerator	Newlyn Community & Sporting Complex	\$1,000
CNC Milling Machine and Router	Creswick Men's Shed	\$1,000

Moved: Cr Neil Newitt

Seconded: Cr Sebastian Klein

Carried

Cr Greg May returned to the meeting at 8.17 pm

11.5 CLUNES TOWN HALL – FUTURE OPPORTUNITIES

CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the General Manager Infrastructure, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider potential collaborative partnership opportunities between Council, the Clunes Community and Wesley College for the future development and use of the Clunes Town Hall.

BACKGROUND

Council has been involved in a number of discussions with Wesley College over an extended period regarding the potential for a long term partnership between the Clunes Community, Wesley College and Council that could support the restoration and use of the Clunes Town Hall.

ISSUE/DISCUSSION

Over recent years Council has commenced an ambitious program to secure the Clunes Town Hall structure and a staged program of restoration works.

In addition, Councils has been having preliminary discussions with Wesley College about their vision and education programs and how we might be able to work collaboratively with the community to support the restoration and longer term use of the facility.

Wesley College currently makes use of the facility and there may be opportunities for further investment in the facility resulting in greater education programs and stronger partnerships with the Community and Council. The timing for a three way conversation is supported by Councils restoration program and the vision spelt out in the Wesley College Strategic Plan Framework 2017-2030. It is important to note that there is no intention for Council to divest of this important community asset nor hand over management of the facility to any other independent entity such as Wesley College.

The establishment of a structured working group with strong community member representation will allow exploration of the various opportunities and how we can all partner together for the best outcome for the facility and all of the stakeholders.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

1. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets.

Strategic Objective – Vibrant Economy

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Council has funds allocated in the current Building Asset Renewal Program and Council will continue to progress the stage restoration of the building with these funds.

There are potential opportunities for a collaborative partnership to be developed which could also result in further significant investment from the various stakeholders to continue the restoration of this grand building however this is not currently known. Accordingly, there are no direct financial implications as a result of this report.

RISK IMPLICATIONS

There are no risks associated with this report.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There may be social and economic benefits into the future should such a partnership be developed however there are no Environmental, Social or Economic implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Over recent years there have been a number of informal discussions about the possible opportunities however no details have been discussed.

To date there has not been any Council led conversations in the community and this will be imperative to guide any partnership. As such it is intended that Council will coordinate a working group with community representation to work with Wesley College and Council on any arrangements involving the Clunes Town Hall.

CONCLUSION

Council has been involved in a number of discussions with Wesley College over an extended period to consider what opportunities there are for a partnership approach to the restoration of the hall.

There is now an opportunity to commence a more formal discussion with the community and Wesley College about the opportunities and benefits for the community and the restoration of the Clunes Town Hall.

OFFICER'S RECOMMENDATION

That Council:

11.5.1 Authorises officers to establish a community based working group to discuss long term opportunities for the Clunes Town Hall and a potential ongoing collaborative partnership between The Community, Wesley College and Council.

11.5.2 Authorises the Chief Executive Officer to provide a letter of commitment to Wesley College that confirms Council willingness to discuss and negotiate with Wesley College, on behalf of Council and the community, about a long term partnership that benefits all stakeholders.

11.5.3 Confirms that any draft arrangements will be presented to Council for final approval.

MOTION

That Council:

11.5.1 Authorises officers to establish a community based working group to discuss long term opportunities for the Clunes Town Hall and a potential ongoing collaborative partnership between The Community, Wesley College and Council.

11.5.2 Authorises the Chief Executive Officer to provide a letter of commitment to Wesley College that confirms Council willingness to discuss and negotiate with Wesley College, on behalf of Council and the community, about a long term partnership that benefits all stakeholders.

11.5.3 Confirms that any draft arrangements will be presented to Council for final approval.

Moved: Cr Neil Newitt

Seconded: Cr Kate Redwood AM

Carried

11.6 IMPLEMENTATION OF THE INFRASTRUCTURE DESIGN MANUAL (IDM)

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Coordinator Planning, I Nathan Aikman have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider providing support to participate in a Section 20(4) Ministerial Amendment coordinated by the Department of Environment Land Water and Planning to introduce the 'Infrastructure Design Manual' (IDM) provisions into the Hepburn Planning Scheme.

BACKGROUND

The Infrastructure Design Manual (IDM) is a joint initiative of Victorian rural and regional Councils working together to formulate and maintain a set of consistent requirements and standards for the design and development of infrastructure across their Municipality.

The primary objectives of the IDM are:

- To clearly document Council's requirements for the design and development of Infrastructure that is or will become Council's Infrastructure.
- To standardise development submissions as much as possible and thus to expedite Council's engineering approvals.
- To ensure that minimum design criteria are met in regard to the design and construction of Infrastructure within the municipalities regardless of whether it is constructed by Council or a Developer.
- "To recognise and deal with the various issues currently impacting on the land development industry, in particular sustainability, integrated water cycle management, timeliness and affordability;"

Clause 56 (Residential Subdivision) was introduced into all planning schemes by Amendment VC12 in 2001. In 2004, Campaspe Shire Council, Greater Shepparton City Council and Greater Bendigo City Council agreed to work together to develop a common engineering manual to augment Clause 56 documenting common infrastructure standards across the three municipalities. The idea was to minimize disruptions to the development community where standards could be uniform across the borders of the three municipalities

In December 2006, a draft IDM was launched across the three municipalities and a seven-week consultation period commenced.

Around the end of 2007, six Gippsland councils received funding through (then) DPCD to investigate a common guideline for developers. As a result, these councils also joined the IDM membership group and adopted the IDM in early 2010.

In late 2010, an extensive rollout of presentations to Councils in the west and north of state was undertaken. As a result of this "road trip" a number of other councils joined the growing list of regional councils making use of the IDM.

In October 2011, a further presentation was held in the north east of the state to discuss the IDM with the four remaining councils in this area who then joined the Group.

Councils advised that they mainly joined to provide a consistency of approach to development across the region in order to construct infrastructure to a standard that the council required and that was not reflected within the existing Clause 56 (eg road widths, footpaths etc). It was also used to reduce the number of standard drawings used by councils allowing contractors to be confident with the machinery they needed to perform the works (eg kerb and channel profiles).

The IDM is currently utilised by 44 Councils across Victoria, despite not being included in the planning scheme of many of these Councils.

Council adopted the IDM through the signing of a Memorandum of Understanding on 23 December 2010 and has been using it ever since.

The IDM is designed to clearly document and standardise Councils' requirements for the design and development of municipal infrastructure. It also aims to expedite Councils' engineering approvals and ensure that minimum design criteria are met in regard to the design and construction of municipal infrastructure regardless of whether it is constructed by a Council or a developer.

Incorporating the IDM into the state structure of all planning schemes will enable a more consistent approach to the provision of infrastructure throughout all rural and regional areas of the state.

The inclusion of the IDM in the planning system will also provide certainty around the requirements for the provision of infrastructure. This will improve efficiency in planning processes and lead to a reduction in financial obligations and a greater surety at development stage.

The IDM is a 'guideline' document (as opposed to a 'control' document) that is already widely used by Council planners and engineers and by developers and consultants for subdivision and development applications in regional Victoria. Unlike Clause 56, which only relates to residential subdivision, the IDM has a much wider coverage.

All subdivision and many development approvals are done via a planning permit and therefore it is the planning system that provides the most common conduit for linking the IDM to the approval process.

The proposal to include the IDM in the new Planning Policy Framework (PPF) is consistent with all recently introduced *Regional Growth Plans*.

Other existing State Planning Policies that are relevant to the IDM include:

Clause 15.01-03 - Neighbourhood and subdivision design

The IDM provides a consistent approach to ensure the design of subdivisions achieves attractive, liveable, walkable, cyclable, diverse and sustainable neighbourhoods.

Clause 16 – Housing

The IDM provides a useful policy for the provision of consistent infrastructure including access, walkability public transport and roads to support future housing.

Clause 18 – Transport

The proposed inclusion of the IDM gives effect to long-term strategic direction to require a consistent approach to the provision and development of new transport and access related infrastructure.

Clause 19 - Infrastructure

The proposal will give effect to these policies by providing a framework for future investigations into the consistent provision of infrastructure.

Amendment C112 to the Greater Shepparton Planning Scheme (2015) was the first attempt to amend an existing Planning Scheme to include references to the Infrastructure Design Manual (IDM).

The C112 Panel found that there was a high level of support for the amendment and was satisfied that the IDM was a useful resource that warranted recognition in the Greater Shepparton Planning Scheme.

In June 2015 the Minister for Planning also appointed an **Advisory Committee** to investigate various issues associated with the broader implementation of the IDM across Victoria.

The **Infrastructure Design Manual Advisory Committee** considered issues associated with the potential implementation of the Infrastructure Design Manual into planning schemes across regional Victoria.

The Terms of Reference for the Advisory Committee required:

- *An assessment of the scope of the Infrastructure Design Manual and whether it is appropriate given that it addresses residential, commercial, industrial and rural subdivision and development.*
- *Identification of the extent and scope of any change to the exhibited Infrastructure Design Manual and any recommendations in relation to the Infrastructure Design Manual content.*
- *Assess the merits of adopting a state-wide model for infrastructure standards to reflect the different standards that have evolved in areas of the state since the introduction of Clause 56.*
- *Identification and assessment of other planning scheme implementation options including, but not limited to, Municipal Strategic Statement, Local Planning Policy, Reference Document, Incorporated Document, Schedule to Clause 56, new stand-alone Clause 57.*
- *Advice on the suitability of, and most effective manner for the Infrastructure Design Manual to be included within other regional planning schemes.*

The Committee invited submissions from all non-metropolitan Councils; regional service authorities and referral authorities; and over 530 regional consultants, developers, practitioners and peak industry groups; and all of the submissions made in relation to the Greater Shepparton Amendment C112.

The Committee noted that **all but one** submission provided general support for the IDM, including support for its broader implementation. Submissions commented on the IDM's relationship to Clause 56 and some submissions supported a review of Clause 56.

The Committee concluded that the introduction of the IDM into regional planning schemes **should not be delayed** (emphasis added) pending a review of Clause 56. The Committee concluded that the IDM was a technically sound and useful document, the scope of the IDM was appropriate and there were appropriate processes in place to manage, review and update the IDM.

The Committee concluded that the IDM should be implemented in relevant regional planning schemes through the Municipal Strategic Statement, and should be included as a 'Reference Document'. The Committee believed it was appropriate to implement the IDM on a staged basis utilising the Minister's powers under section 20(4) of the Planning and Environment Act 1987.

The Committee recommended the following:

- *The Infrastructure Design Manual be introduced in the Municipal Strategic Statement of regional council planning schemes....*
- *The Minister consider the implementation of the Infrastructure Design Manual into regional council planning schemes utilising powers under Section 20(4) of the Planning and Environment Act 1987.*
- *The Department of Environment, Land, Water and Planning review Clause 56 of the Victoria Planning Provisions, particularly with respect to the currency and completeness of standards.*

ISSUE/DISCUSSION

The amendment to the Hepburn Planning Scheme to implement the IDM is to include:

- Modifications to Clause 21.06 to include updated references to the Infrastructure Design Manual.
- Modifications to the Clause 21.06 to include the IDM as a Reference Document.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Vibrant Economy

Key Strategic Activity:

11.1. Review the Hepburn Planning Scheme and Municipal Strategic Statement in order to balance future growth with the preservation of our heritage and the environment.

FINANCIAL IMPLICATIONS

Statutory fees for planning scheme amendments are prescribed by the Planning and Environment (fees) Regulations 2000. The proponent of this amendment is Council who is responsible for all costs associated with this amendment.

RISK IMPLICATIONS

There are no risks associated with this amendment.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no risks associated with this amendment.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Section 19 of the Act specifies the extent of notification for an amendment.

Notice will be given to adjoining landowners/occupiers and relevant statutory authorities.

Once officers are satisfied that notice has been given in accordance with the provisions of the Act, the amendment and any submissions will be reported back for Council consideration.

CONCLUSION

Council adopted the IDM through the signing of a Memorandum of Understanding on 23 December 2010. The IDM has been in operation for over ten years and is increasingly used and relied upon by local government and VCAT in specifying infrastructure requirements.

The IDM has the support of a Planning Panel and a specific Ministerial Advisory Committee. Incorporating the IDM into the state structure of all planning schemes will enable a more consistent approach to the provision of infrastructure throughout all rural and regional areas of the state.

The inclusion of the IDM in the planning system will also provide certainty to Council, developers and the community on the requirements for the provision of infrastructure. This will improve efficiency in planning processes and lead to a reduction in financial obligations through VCAT appeals and provide greater surety at development stage.

OFFICER'S RECOMMENDATION

11.6.1 That Council agrees to participate in a Section 20(4) Ministerial Amendment coordinated by the Department of Environment Land Water and Planning to

introduce the 'Infrastructure Design Manual' (IDM) provisions into the Hepburn Planning Scheme.

MOTION

11.6.1 That Council agrees to participate in a Section 20(4) Ministerial Amendment coordinated by the Department of Environment Land Water and Planning to introduce the 'Infrastructure Design Manual' (IDM) provisions into the Hepburn Planning Scheme.

Moved: Cr Sebastian Klein

Seconded: Cr Greg May

Carried

ATTACHMENT 7 - INFRASTRUCTURE DESIGN MANUAL (ISSUED UNDER
SEPARATE COVER)

11.7 DEVELOPMENT AND COMMUNITY SAFETY REPORT
GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager Development and Community Safety, I Justin Fiddes have no interests to disclose in this report.

PURPOSE

The purpose of this report is to update Council on the activities of the building, environmental health, community safety and planning units of council.

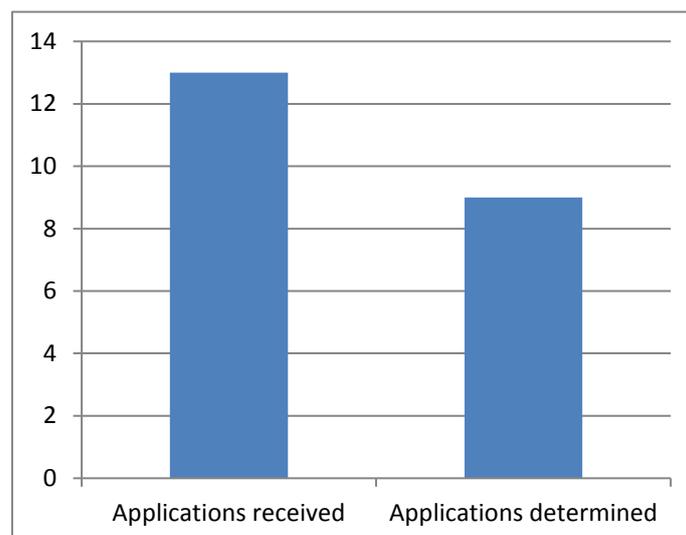
ISSUE/DISCUSSION

Building

The building activity report for July 2018 is summarized below:

Building Activity for July 2018	Total
Building applications received	13
Building applications determined	9
Total development cost	\$ 1,412,594.00

The following graph indicates building statistics and activity for the 18/19 financial year to date.

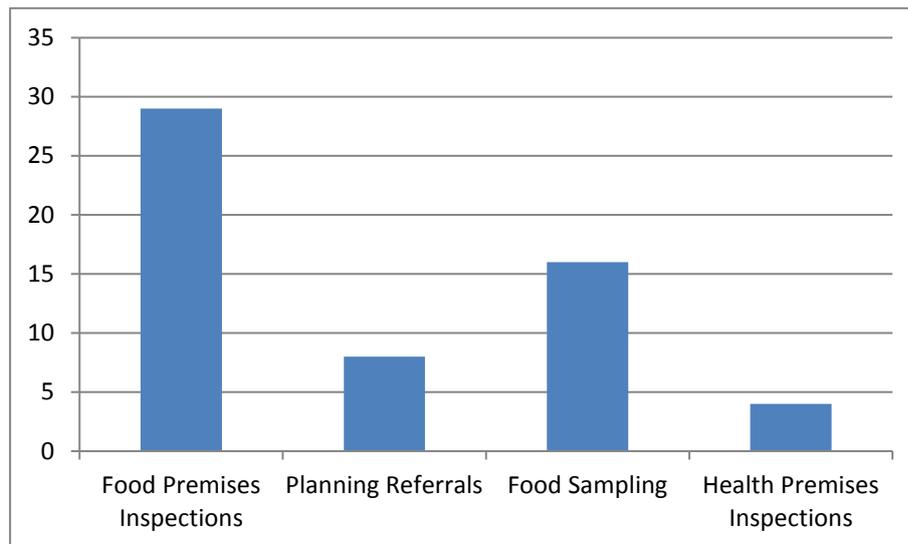


Environmental Health

The environmental health activity report for July 2018 is summarized below:

Environmental Health Activity for July 2018	Total
Food Premises Inspections	29
Planning Referrals	8
Food Sampling	16
Health Premises Inspections	4

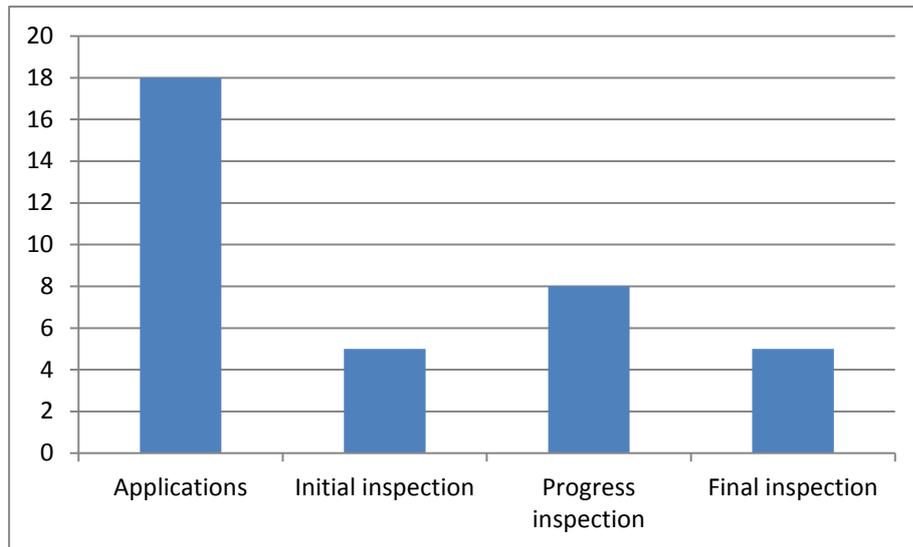
The following graph indicates environmental health statistics and activity for the 18/19 financial year to date.



The environmental health septic tank application/inspection activity report for July 2018 is summarized below:

Septic Tank applications/inspections July	Total
Applications	18
Initial inspection	5
Progress inspection	8
Final inspection	5

The following graph indicates environmental health septic tank application/inspection statistics and activity for the 18/19 financial year to date.



Immunisations

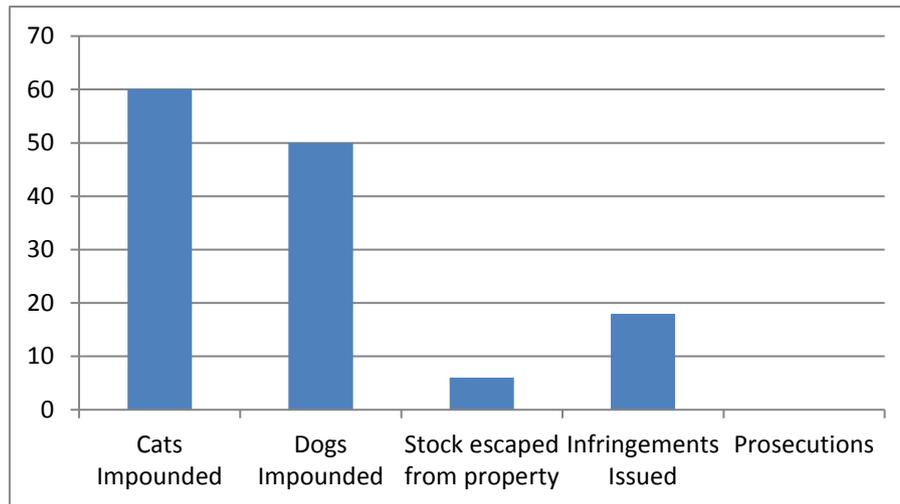
Immunisations are scheduled at the Daylesford Secondary School on 16 October 2018. Council offers an “opportunistic” immunisation service. This service involves Council providing an immunisation service model that identifies opportunities to immunise at the home of the client.

Community Safety

The local laws activity report for July 2018 is summarized below:

Local Laws Activity	Total
Cats Impounded	60
Dogs Impounded	50
Stock escaped from property	6
Infringements Issued	18
Prosecutions	0

The following graph indicates local laws statistics and activity for the 18/19 financial year to date.



Council officers will be conducting parking and dog patrols in the following areas for the next six-week period.

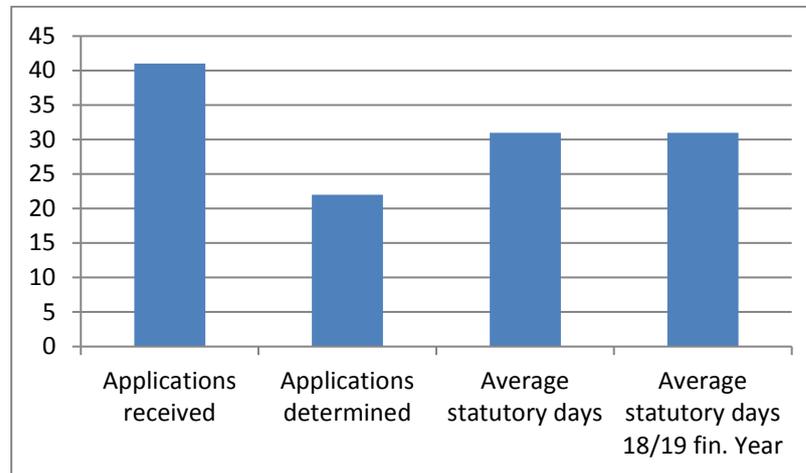
Period	Monday	Tuesday	Thursday	Friday
Week 1	Daylesford			Daylesford
Week 2		Daylesford	Creswick	
Week 3	Daylesford			Daylesford
Week 4	Creswick		Daylesford	
Week 5		Daylesford		Daylesford
Week 6		Creswick	Daylesford	

Planning

The planning activity report for July 2018 is summarized below:

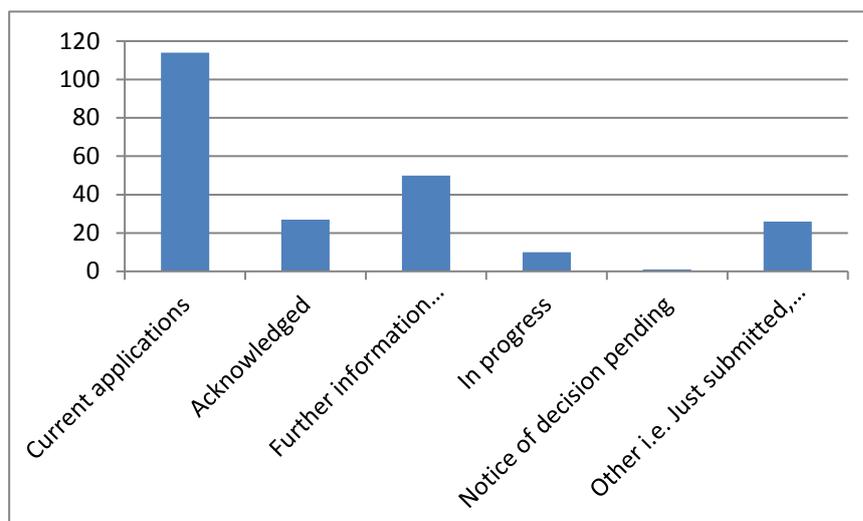
Planning Activity for July 2018	Total
Applications received	41
Applications determined	22
Average statutory days	31
Average statutory days 18/19 financial yr	31
Average statutory days 17/18 financial yr	45

The following graph represents planning activity for the 18/19 financial year to date.



The status of all active applications as at August 2018 is summarized below:

Status of all applications as at August 2018	Total
Current applications	114
Acknowledged	27
Further information request	50
In progress	10
Notice of decision pending	1
Other i.e. just submitted, referred	26



OFFICER'S RECOMMENDATION

11.7.1 That Council receives and notes the report for information.

MOTION

11.7.1 That Council receives and notes the report for information.

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

11.8 MUNICIPAL EMERGENCY MANAGEMENT PLAN REVIEW 2018

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager, Special Projects, I Kathleen Brannigan have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider adoption of the revised and updated Hepburn Shire Municipal Emergency Management Plan.

BACKGROUND

According to Section 20(1) of the Emergency Management Act 1986, it is the responsibility of all municipal Councils to prepare and maintain a Municipal Emergency Management Plan (MEMP). The aim of the MEMP is to detail the agreed arrangements for the prevention, response, and recovery from emergency events that impact Hepburn Shire.

Councils current MEMP was endorsed by Council on 21 April 2015 and is due for review. In addition, SES has advised that they are scheduling a further audit of our MEMP later in 2018.

ISSUE/DISCUSSION

Following a full review of the MEMP and review of the recommendations from the last SES audit, a number of changes and updates have been made to the MEMP.

These include:

- Updating agency and Department names e.g. Department of Sustainability and Environment (DSE) to Department of Environment Land Water and Planning (DELWP)
- Update of Municipal demographic information with 2016 Census data
- Update of town maps
- Inclusion of 2018 Community Emergency Risk Assessment (CERA)
- Contacts Lists
- Shire plant Equipment and emergency contractors list

Insertion of updated sub plans

- Emergency Animal Welfare Plan
- Emergency Relief Centre Operations Plan
- HSC Flood Sub Emergency Plan
- MECC Operations Plan
- Municipal Fire Management Plan

- Deletion of Regional sub plans from inclusion to reference only

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Section 20(1) of the Emergency Management Act 1986 requires all municipal Councils to prepare and maintain a Municipal Emergency Management Plan (MEMP).

FINANCIAL IMPLICATIONS

There are no additional financial implications attached to the adoption of the MEMP by Council. Hepburn Shire Council currently meets its obligations under the Act through the provision of key emergency management staff such as the Municipal Emergency Resource Officer (MERO) and the Municipal Recovery Officer (MRM).

RISK IMPLICATIONS

There are no risk implications attached to the adoption of the MEMP by council. Adopting the MEMP will assist in clearly outlining the agreed arrangements for the prevention, response, and the recovery of emergencies events.

The MEMP identifies emergency risks and mitigation activities to reduce risks and minimise consequences. The MEMP also sets out measures to reduce the likelihood and impact of an emergency.

More recently a risk associated with consistent and reliable communications in the event of power outages has been raised and is identified in the Community Emergency Risk Assessment (CERA) register and mitigation treatments are being considered.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Council's role in coordinating resources in responding to an emergency, providing relief services and recovery management support protection and /or recovery in environmental, social and economic spheres.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The MEMP has been reviewed by an internal working group and consideration of the previous SES audit findings.

The Municipal Emergency Management Planning Committee was provided with opportunities for input and the updated plan has been circulated to the MEMPC for review prior to final approval at the next meeting.

CONCLUSION

The updated MEMP outlines a clear framework to support emergency response agencies and meet Council's obligations in the planning, prevention, response and the recovery of emergencies events.

OFFICER'S RECOMMENDATION

That Council:

11.8.1 Adopts the updated Hepburn Shire Municipal Emergency Management Plan 2018.

11.8.2 Makes available a public version of the Hepburn Shire Municipal Emergency Management Plan on Council's website

MOTION

That Council:

11.8.1 Adopts the updated Hepburn Shire Municipal Emergency Management Plan 2018.

11.8.2 Makes available a public version of the Hepburn Shire Municipal Emergency Management Plan on Council's website

Moved: Cr Don Henderson

Seconded: Cr Greg May

Carried

ATTACHMENT 8 - MUNICIPAL EMERGENCY MANAGEMENT PLAN (ISSUED
UNDER SEPARATE COVER)

11.9 MASTER PLANS – DOUG LINDSAY, HEPBURN, NEWLYN AND TRENTHAM RECREATION RESERVES

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager Special Projects, I Kathleen Brannigan have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to endorse Master Plans for Doug Lindsay, Hepburn and Newlyn Recreation Reserves and receive an update on progress of the Trentham Recreation Reserve Master Plan.

BACKGROUND

The development of Master Plans supports a strategic and planned, longer term approach to management, upgrade and renewal of the reserves.

The specific objectives of the project were to:

1. Assess the condition of the reserves from landscape, functionality, access, structural and safety perspectives.
2. Identify the facility needs of existing and potential user groups and make recommendations about how these needs can be addressed
3. Investigate opportunities to enhance the passive spaces at the reserves.
4. Prepare master plans for the reserves which contain:
 - Concept plans
 - Prioritised lists of development works
 - Cost estimates for these works.

ISSUE/DISCUSSION

Key findings from the Master Planning process are that:

- Population growth in the Hepburn LGA should maintain the need for active recreation facilities however the ageing of the population will also see a need for infrastructure to support passive recreation, e.g. walking paths and seats.
- There are some anomalies and inconsistencies in maintenance arrangements across the reserves.
- Participation by women as umpires (AFL) and players in soccer is increasing. There are some clubs looking at fielding girls /women's AFL teams. This has implications for change room design which will need to be made suitable for female umpires and players

- The sporting clubs using the reserves are confident about their futures and anticipate they will continue to operate over the next five years and beyond. Some football clubs concede to having difficulty fielding the full complement of teams (all ages and grades).

There were a number of positive findings in audits of the Reserves and consultation with user groups including:

- Sufficient car parking capacity;
- Fences around the playing fields and courts are generally in good condition;
- Playing field surfaces have improved considerably in recent years;
- Netball courts are generally in good condition;
- Pavilions and change rooms at Newlyn and Doug Lindsay are in good condition ; and
- Lighting over the playing fields and courts has improved considerably in recent years

Some of the deficiencies identified were:

- Entrances to the reserves lack presence and are uninviting;
- Access roads and car parks are generally unsealed and unlined, some of the access roads are poorly drained and get depressions and potholes in winter, particularly at the entrances and main turning areas;
- Reserves lack facilities that encourage passive use;
- No suitable change facilities for female umpires or players (soccer and AFL); and,
- Security lighting is poor at all venues.

The Hepburn Shire Recreation Reserves - Redevelopment Masterplans Summary Report sets out the following vision for the reserves:

Attractive, welcoming and accessible outdoor recreation venues which provide high quality facilities that are optimally used and satisfy the recreation needs of the user clubs and residents

The key objectives of the Masterplans are:

- Enhancing the safety and visual amenity of the reserves.
- Increasing opportunities for participation in sport.
- Providing high quality recreation infrastructure which meets current and future community recreation needs.
- Optimising use of the facilities in the reserves, including general community use.
- Increasing the capacity of recreation infrastructure in the reserves, as required.

- Increasing the scope and quality of resident passive recreation experiences in the reserves spectating, walking, playing, relaxing etc.
- Making the reserves more accessible and environmentally sustainable.
- Clearly define management and maintenance responsibilities at the reserves

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

5. Take action to encourage improved health and wellbeing of residents and to reduce the risks associated with obesity and poor nutrition. This includes the provision, development and promotion of passive and active recreation facilities and options, and working with clubs and other agencies on planning for future developments and encouraging increased activity

FINANCIAL IMPLICATIONS

Priorities identified in the draft Master Plans along with other strategic work including the Recreation and Open Space Strategy have informed the Recreation Renewal Program.

Even though still in draft, priority projects identified in the Master Plans, including netball facilities at Trentham and Hepburn Recreation Reserve have been funded jointly by Council and the Victorian Government.

The following Master Plan projects are included in the 2018-19 Budget:

- Doug Lindsay Reserve Stage1: Traffic and parking works;
- Newlyn tree works to remove dangerous trees at Newlyn (based on arborists report) and replant;
- Doug Lindsay Soccer Oval No 1 turf conversion to warm season grass.
- Hepburn Oval top dressing

In addition, Council has:

- Allocated funding for design works to improve the Football change-rooms, function area and public toilets at Trentham Recreation Reserve ;
- Applied for SRV funding to upgrade netball courts - relocate posts to extend run-off, upgrade power, install lighting and convert old court to half-court warm up area

RISK IMPLICATIONS

The Master Plan process has assisted in identification of hazards and potential risks, e.g. potentially unsafe trees, traffic management concerns which can be addressed through the Recreation Renewal Program.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Recreation, whether it is active or passive, structured or unstructured, provides opportunities for local residents and visitors to the area to improve their fitness and this helps to protect against poor health outcomes. Participation in recreational activities can also help to bind communities together, reducing social isolation and creating higher awareness of environmental influences.¹

COMMUNITY AND STAKEHOLDER ENGAGEMENT

ASR research undertook site audits and consultation with Committees of Management as well as current and potential user groups in developing the Plans. Since the February Briefing Council officer(s) have met with key user groups and relevant management bodies to discuss the draft Management Plan for each Reserve Feedback and/or endorsement of the Plans was requested for each Plan. Both the Hepburn and Newlyn Committees and Football Netball Clubs have approved the plans. The Doug Lindsay Reserve Facility Committee of Management provided feedback about:

- Relocation of proposed parking running along soccer pitch closest to bowling club to run along western end of soccer pitch; and,
- Questioning the need to create a new entrance off Luttet St.

These changes have been incorporated and the Master Plan endorsed by the Committee.

There have been a number of discussions with representatives of the Trentham Sportsground Committee of Management about the Master Plan. Some changes have been made to the Master Plan however some areas around proposed extension of the reserve, relocation and expansion of facilities are still under discussion. Officers will continue to work with Committee to make sure the Master Plan provides a future plan for the reserve that meets the needs of the Trentham community.

¹ Hepburn Shire Council's Recreation and Open Space Strategy 2016-21: Executive Summary p.4

CONCLUSION

The development of Master Plans supports a strategic and planned, longer term approach to management, upgrade and renewal of the reserves. The Master Plans provide a road map for identified priority works and future development at the Reserves.

OFFICER'S RECOMMENDATION

That Council:

11.9.1 Endorses the Master Plans for Doug Lindsay, Hepburn and Newlyn Recreation Reserves.

11.9.2 Notes that the priority projects in the endorsed Master Plans will be incorporated into future budget and pipeline planning in collaboration with user groups and other stakeholders.

11.9.3 Note that officers will continue to work with the Trentham Recreation Reserve Committee and user groups to finalise the Trentham Recreation Reserve Master Plan for consideration at a future council meeting.

MOTION

That Council:

11.9.1 Endorses the Master Plans for Doug Lindsay, Hepburn and Newlyn Recreation Reserves.

11.9.2 Notes that the priority projects in the endorsed Master Plans will be incorporated into future budget and pipeline planning in collaboration with user groups and other stakeholders.

11.9.3 Note that officers will continue to work with the Trentham Recreation Reserve Committee and user groups to finalise the Trentham Recreation Reserve Master Plan for consideration at a future council meeting.

11.9.4 Notes the Clunes Recreation Reserve Review will be brought forward for Council review

Moved: Cr Greg May

Seconded: Cr Don Henderson

Carried

ATTACHMENT 9 - DOUG LINDSAY RESERVE MANAGEMENT PLAN (ISSUED
UNDER SEPARATE COVER)

ATTACHMENT 10 - NEWLYN RECREATION RESERVE MANAGEMENT PLAN
(ISSUED UNDER SEPARATE COVER)

ATTACHMENT 11 - HEPBURN RECREATION RESERVE MANAGEMENT PLAN
(ISSUED UNDER SEPARATE COVER)

11.10 FUNDING ALLOCATION CHARITABLE PURPOSES

CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the chief executive officer, I Evan King have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider allocating \$2,000 to the Cameron Ward, Coliban Ward, Creswick Ward and Holcome Ward for charitable purposes.

BACKGROUND

A contribution of \$2,000 has been made to the 5000 Club. The 5000 Club provides free hot lunches every Friday. Each week the volunteer group serves up meals which include soups, main and dessert, with vegetarian options.

Many friendships have been forged across the table at Stanbridge Hall. Local businesses regularly donate food supplies for the lunch, and volunteers help to cook meals, serve and wash dishes.

The lunch is available Friday between noon and 2pm at Stanbridge Hall and is open to anyone however the community looks to involve people that are isolated or in need of support.

In recognition of the donation made to the 5000 Club consideration is required regarding a \$2,000 allocation of funds to the other four wards for charitable purposes.

ISSUE/DISCUSSION

It is proposed that \$8,000 be allocated out of the Community and Charitable Events budget for the purpose of providing a charitable grant for the Cameron Ward, Coliban Ward, Creswick Ward and Holcome Ward. The grant would be provided on the receipt of an application from a suitable charitable entity.

The allocation of these funds would be to support the many organisations in the shire that provide valuable services to the shire's most vulnerable residents.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

1. Take action to encourage improved health and wellbeing to residents and to reduce the risks associated with obesity and poor nutrition. This includes the provision, development and promotion of passive and active recreation facilities and options, and working with clubs and other agencies on planning for future developments and encouraging increased activity.

FINANCIAL IMPLICATIONS

Council provided \$12,000 in the 2018/19 budget for Community & Charitable Events. It is proposed that the \$2,000 for the 5000 Club and the proposed \$8,000 for the Charitable Grant be funded from this budget.

RISK IMPLICATIONS

There are no risk implications associated with this report.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The allocation of the \$2,000 for the 5000 Club and the \$8,000 for the Charitable Grant Fund provides much needed funds to organisations that are providing highly respected and needed services to the community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Charitable organisations from the Cameron Ward, Coliban Ward, Creswick Ward and Holcome Ward will be invited to submit an application to access the funds. If more than one organisation from a ward applies for the charitable grants Council will consider the applications on their merits.

CONCLUSION

It is proposed to allocate \$2,000 for the Cameron Ward, Coliban Ward, Creswick Ward and Holcome Ward for charitable purposes out of the Community & Charitable Events budget. \$2,000 has already been allocated out of this budget for the 5000 Club.

OFFICER'S RECOMMENDATION

That Council:

11.11.1 Acknowledges that \$2,000 has been allocated from the Community & Charitable Events Budget to the 5000 Club.

11.11.2 Allocates \$2,000 for each of the Cameron Ward, Coliban Ward, Creswick Ward and Holcome Ward from the Community & Charitable Events budget to support the wonderful work of the many charitable organisations that support the vulnerable people of the Hepburn Shire Council upon receipt of an application.

MOTION

That Council:

11.10.1 Acknowledges that \$2,000 has been allocated from the Community & Charitable Events Budget to the 5000 Club.

11.10.2 Allocates \$2,000 for each of the Cameron Ward, Coliban Ward, Creswick Ward and Holcome Ward from the Community & Charitable Events budget to support the wonderful work of the many charitable organisations that support the vulnerable people of the Hepburn Shire Council upon receipt of an application.

Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

11.11 LIVE, LOVE LIFE FESTIVAL

CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Chief Executive Officer, I Evan King have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the allocation of \$15,000 towards the Live, Love Life Festival.

BACKGROUND

Daylesford Macedon Tourism Ltd (formerly Daylesford Macedon Ranges Tourism) has been successful in securing a commitment of \$450,000 from the Victorian Government over the next three years to establish a major new annual festival for the region that will reinforce the areas leading position in the health and wellness area.

The main event of the new Wellness Festival will be the Live, Love Life Festival. This festival will be concentrated in Daylesford and Hepburn Springs with the inaugural Festival taking place between the 14th and 18th November 2018.

ISSUE/DISCUSSION

From the 14th to 18th November 2018, a new festival called Live, Love, Life will take place in Daylesford and Hepburn Springs. The concept of the festival was a "Wellness" festival which is now titled the Live, Love Life Festival. The intention of the Live, Love, Life Festival is to help festival-goers uncover a lust of life.

Creative Directors, David Bromley and Kate Ceberano, have curated a five-day program including art, music, regional food, wine and traditional wellness therapies.

The program for Live, Love Life is based on the rationale that you cannot dictate what makes people feel alive; it is a personal thing.

The festival will showcase artists, performers and authors and provide workshops and sensory experiences.

Daylesford Macedon Tourism met with the previous Chief Executive Office on 15 November 2017 to discuss the new Wellness Festival. As a result of the meeting an in principal agreement was reached for Council to contribute \$15,000 towards a new Wellness Festival. \$5,000 of the \$15,000 was paid to Daylesford Macedon Tourism in March 2018 with an agreement that a further \$10,000 would be paid in the 2018/19 financial year.

Hepburn Shire Council's Events Policy 31 (C) states that the Shire recognises both the significant costs involved in establishing and running a major event and the economic benefits that events bring to the Hepburn Shire.

The events policy categorises events into three categories:

1. Major Events – Council Contribution \$10,000 to \$20,000
2. Regional Events – Council Contribution \$5,000 to \$10,000
3. Local Community – Council Contribution up to \$2,000

Based on the above categorisation the Live, Love Life festival is a Major Event which requires the organiser to prepare a business/event plan.

In keeping with the Events Policy 31 (C) Regional and Major Events require a report be prepared for Council to consider the funding request.

All events funded by Council are required to acknowledge Council in their promotional material.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Daylesford Macedon Tourism is seeking a contribution of \$15,000 from Council's annual event budget to support the inaugural Live, Love Life Festival. \$5,000 of the proposed \$15,000 has been paid to Daylesford Macedon Tourism in the 2017/18 financial year. It is proposed that the remaining \$10,000 be funded in the 2018/19 financial year. The 2018/19 Events budget has an allocation of \$5,000 for the Live, Love Life Festival in it. It is proposed that the additional \$5,000 be referred to the midyear budget review.

RISK IMPLICATIONS

All risks associated with this report will be mitigated through the event planning process.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The support of the Live, Love Life Festival will enhance the local economy. The Live, Love Life Festival is expected to attract more than 10,000 visitors during the five-day period.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There has been extensive publicity regarding the new Live, Love Life Festival.

CONCLUSION

The State Government of Victoria has provided \$450,000 over the next three years to establish a major new annual festival for the region. The Live, Love Life Festival will run from the 14 to 18 November 2018. Daylesford Macedon Tourism has requested \$15,000 from Council to support the new Festival. \$5,000 has been allocated to Daylesford Macedon Tourism in the 2017/18 financial year with a further \$10,000 to be paid in the 2018/19 financial year.

OFFICER'S RECOMMENDATION

That Council:

11.12.1 Acknowledges the \$5,000 that has been paid to Daylesford Macedon Tourism Ltd for the Live, Love Life Festival paid in the 2017/18 Financial Year;

11.12.2 Agrees to pay a further \$10,000 to Daylesford Macedon Tourism Ltd from the 2018/19 Budget pending a formal application requesting the funds.

11.12.3 Requests that acknowledgment of Council's contribution be included on all promotional material in accordance with Council's Events Policy 31 (C).

MOTION

That Council:

11.11.1 Acknowledges the \$5,000 that has been paid to Daylesford Macedon Tourism Ltd for the Live, Love Life Festival paid in the 2017/18 Financial Year;

11.11.2 Agrees to pay a further \$10,000 to Daylesford Macedon Tourism Ltd from the 2018/19 Budget pending a formal application requesting the funds.

11.11.3 Requests that acknowledgment of Council's contribution be included on all promotional material in accordance with Council's Events Policy 31 (C).

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

11.12 RECORD OF ASSEMBLIES OF COUNCILLORS

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, Katherine Toom has no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive and note Assemblies of Councillors.

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or*
- subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee –*

but does not include a meeting of the Council, a special committee of the Council, as audit committee established under Section 139, a club, association, peak body, political party of other organisation.

ISSUE / DISCUSSION

The Local Government Act 1989 (as amended) requires the record of an Assembly of Councillors to be:

1. Reported at an Ordinary Meeting of the Council; and
2. incorporated in the minutes of that Council Meeting.

For this purpose, the following records of Assemblies of Councillors are reported:

Date	Location	Committee Name
10 July 2018	Council Chamber - Daylesford	Council Briefing
17 July 2018	Council Chamber - Daylesford	Councillor/CEO Meeting
17 July 2018	Council Chamber - Daylesford	Pre-Council Meeting Briefing
20 July 2018	Mayor's Room	Public Art Panel

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

There are implications with regards to Council's compliance with the *Local Government Act 1989* (as amended) if written records of Councillor Assemblies are not reported to Council.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The inclusion of the attached record of Councillor Assemblies in the Council Agenda and their availability to the public will increase awareness of the activities of Council and could increase community involvement in decision making at Council level.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Using Council's adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

11.13.1 That Council receives and notes the Records of Assemblies of Councillors for the month of July 2018.

MOTION

11.12.1 That Council receives and notes the Records of Assemblies of Councillors for the month of July 2018.

Moved: Cr Sebastian Klein

Seconded: Cr Greg May

Carried

ATTACHMENT 12 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Council Briefing
 Date: Tuesday, 10 July 2018
 Time: 2:15pm – 4:25pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

<input checked="" type="checkbox"/> Cr John Cottrell	<input type="checkbox"/> Cr Greg May
<input checked="" type="checkbox"/> Cr Don Henderson	<input checked="" type="checkbox"/> Cr Neil Newitt
<input checked="" type="checkbox"/> Cr Kate Redwood AM	<input type="checkbox"/> Cr Fiona Robson
<input checked="" type="checkbox"/> Cr Sebastian Klein (arrived 3:00pm)	

Members of Council Staff present:

<input checked="" type="checkbox"/> Interim CEO Bruce Lucas	<input checked="" type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> GM Community and Corporate Services Grant Schuster	Manager Development & Community Safety Justin Fiddes, Coordinator Planning Nathan Aikman, Manager Community & Economic Development Amanda Western, Community Development Officer Rob Ball, Community Projects Officer Rachel Murphy
<input checked="" type="checkbox"/> Acting GM Infrastructure Carl Telfar	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Redwood	3:45pm – 3:57pm
Cr Klein	4:17pm – 4:25pm

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

<input type="checkbox"/> Interim CEO Bruce Lucas	<input type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> GM Community & Corporate Services Grant Schuster	
<input type="checkbox"/> Acting GM Infrastructure Carl Telfar	

Signature: 

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

COUNCILLOR BRIEFING AGENDA

▶ 10 JULY 2018

Tuesday 10 July 2018

Council Chamber, Daylesford Town Hall

2.15 pm – 3.45pm

INVITED:	Councillors	Councillor Don Henderson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein
	Officers	Bruce Lucas – Interim Chief Executive Officer Grant Schuster – GM Community and Corporate Services Carl Telfer – Acting GM Infrastructure
CHAIR:		Mayor John Cottrell
APOLOGIES:		Councillor Fiona Robson

No	Time	Type	Agenda Item	Presenter	Page No
1.	2.15pm	Discussion	Councillor 'Burning Issues' Discussion	GM Community and Corporate Services	3
2.	2.30pm	Report	Planning Application 1873 - Use of the land for a dwelling (long term accommodation)	Coordinator Planning	4
3.	2.45pm	Report	Trentham Hub Postal Survey Update	GM Community and Corporate Services	28
4.	3.00pm	Presentation	Closing the Loop - Requests Update	GM Community and Corporate Services	31
5.	3.15pm	Report	Draft Reconciliation Action Plan	Community Development Officer	32

COUNCILLOR BRIEFING AGENDA

▶ 10 JULY 2018

No	Time	Type	Agenda Item	Presenter	Page No
6.	3.30pm	Report	HEPBU.EOI2018.32 - Provision of Maternal and Child Health Services	Community Projects Officer	53
	3.45pm		CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor/CEO Meeting
 Date: 17 July 2018
 Time: 2:00 – 3:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other –

Councillors present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Interim CEO Bruce Lucas | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Acting GM Infrastructure Carl Telfar | |
| <input type="checkbox"/> GM Community & Corporate Services
Grant Schuster | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Interim CEO Bruce Lucas | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Acting GM Infrastructure Carl Telfar | |
| <input type="checkbox"/> GM Community & Corporate Services
Grant Schuster | |

Signature:



Note: This form **MUST** be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

COUNCILLOR & CEO MEETING

Tuesday 17-07-2018

Senior Citizens Hall, Daylesford

2:00 - 3:30PM

PRESENT: Councillors John Cottrell, Don Henderson, Kate Redwood AM, Neil Newitt, Interim CEO Bruce Lucas

CHAIR: Councillor John Cottrell

APOLOGIES: Councillors Greg May & Fiona Robson

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Cr John Cottrell
2.		ABS Census data for Trentham	Cr Sebastian Klein
3.		Caretakers Cottage	Cr Kate Redwood AM
4.		Follow up re recycling since changes announced by China in Jan 18. What are we doing differently?	Cr Kate Redwood AM
5.		Opportunities to reduce plastic and paper litter from the waste stream which is causing aggravation to residents living near the Daylesford transfer station and MRF.	Cr Kate Redwood AM
6.		Comparison of rates increases and in particular the impact on farms across the region, and also the waste management charge comparisons across the region.	Cr Kate Redwood AM
7.		Inclusion of facilities for Councillors in the Daylesford town hall refurb.	Cr Kate Redwood AM
8.		Councillor representation on the Biodiversity Ref Group	Cr Kate Redwood AM
9.		Municipal Building Surveyor role	Bruce Lucas

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Pre-Council Meeting Briefing
 Date: Tuesday, 17 July 2018
 Time: 3:40pm – 4:35pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Interim CEO Bruce Lucas | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community and Corporate Services
Grant Schuster | Manager Development & Community Safety
Justin Fiddes, |
| <input checked="" type="checkbox"/> Acting GM Infrastructure Carl Telfar | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Redwood	4:21pm – 4:32pm

Matters Considered: Ordinary Council Meeting Agenda dated Tuesday, 17 July 2018

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community & Corporate Services
Grant Schuster | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Signature: *Grant Schuster*

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Public Art Panel
Date: 28/7/18
Time: 11:00

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) Mayor's Room

Councillors present:

- Cr John Cottrell
- Cr Don Henderson
- Cr Kate Redwood AM
- Cr Sebastian Klein
- Cr Greg May
- Cr Neil Newitt
- Cr Fiona Robson

Members of Council Staff present:

- CEO Aaron van Egmond
- GM Corporate Services Grant Schuster
- GM Community Services Kathleen Brannigan
- GM Infrastructure Bruce Lucas
- Other, please specify: Rob Ball
Community Development
Officer

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
<u>NA</u>	

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

CEO Aaron van Egmond

Robert Ball.
Community Development Officer

PUBLIC ART PANEL

Friday 20 July 2018

Attendees: Dr. Sue Walker (Chair), Brad Hooper, Ian Head, Kim Percy, Dr Louiseann Zahra-King & Cr Neil Newitt.

Apologies: Craig Barrett, Rebecca Russell & Cr John Cottrell

Item	Time	Agenda Item	Presenter
1	11:00am	Welcome, apologies and introductions	Chair
2	11:10am	Clunes public art launch	Louiseann (TBC) & Rob Ball
3	11:30am	Cultural Assets Plan and Policy	Rob Ball
4	11:40am	Non-commissioned public art proposals (see appendix 1)	Rob Ball
5	11:55am	Glenylon public art commission – key dates	Rob Ball
6	12:15pm	Other business: <ul style="list-style-type: none"> • Daylesford Town and Pool Upgrades – Outcomes Report (see appendix 2) • The Rex – Wall Mural 	Kathleen Brannigan Rob Ball
7	12.30am	Meeting closed	Chair

12 COUNCIL SPECIAL COMMITTEES (SECTION 86)

12.1 MINUTES OF SPECIAL COMMITTEES (SECTION 86)

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes and recommendations from Council's Special Committees (Section 86).

BACKGROUND

Special Committees are established by Council under section 86 of the *Local Government Act 1989* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, special committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports of Special Committees, as provided by the committees over the past month, for your information:

- Dean Recreation Reserve and Tennis Courts Special Committee – 10-05-2018
- Lee Medlyn Home of Bottles Special Committee – 16-07-2018

These minutes have been previously provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

12.1.1 That Council receives and notes the minutes of the Special Committees (Section 86) which have been distributed under separate cover:

- Dean Recreation Reserve and Tennis Courts Special Committee – 10-05-2018
- Lee Medlyn Home of Bottles Special Committee – 16-07-2018

MOTION

12.1.1 That Council receives and notes the minutes of the Special Committees (Section 86) which have been distributed under separate cover:

- *Dean Recreation Reserve and Tennis Courts Special Committee – 10-05-2018*
- *Lee Medlyn Home of Bottles Special Committee – 16-07-2018*

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried

12.2 APPOINTMENT OF MEMBERS TO SPECIAL COMMITTEES

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the appointment of members to a number of Special Committees (Section 86).

BACKGROUND

Special Committees are established by Council under section 86 of the Local Government Act 1989 and their function and responsibilities outlined in an Instrument of Delegation.

The terms of multiple committee members are due to expire at the end of August and September 2018. Council Officers wrote to each expiring committee member in early July, thanking them for their service and contribution to the community and inviting them to reapply should they wish to do so. Advertisements were also placed in local print media throughout July as well as online, calling for applications from interested members of the public.

This report presents the proposed appointment of members based on the applications received.

ISSUE/DISCUSSION

The following nominations were received by the 15 August 2018:

Creswick Museum Special Committee

- Ms Wendy Ohlsen – Returning Member
- Ms Margaret Fullwood – Returning Member

Dean Recreational Reserve Special Committee

- Mr Andrew Prendergast – Returning Member
- Mr Christopher Robinson – Returning Member
- Mr Brian Maher - Returning Member

Glenlyon Recreation Reserve Special Committee

- Mr Bob Kennedy – Returning Member
- Mr Damian Leonard – New Member

Lyonville Hall Special Committee

- Ms Anne Bremner – Returning Member

Lee Medlyn Home of Bottles Special Committee

- Mr Stephen Greenwood – Returning Member
- Ms Yvonne Yates – Returning Member
- Ms Audrey Janet Turner – Returning Member
- Ms Barbara Webb – Returning Member
- Mr Clayton Edwards – New Member

Drummond Hall Special Committee

- Mr George Bakogianis – Returning Member
- Mr Nicholas Carter – Returning Member
- Mr Geoffrey Napier – New Member
- Mr Kevin Beattie – Returning Member

The nominations have been circulated with Councillors out of session and no additional assessment of these candidates has been undertaken by Council officers.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Local Government Act 1989 – Council has the power to appoint members to Special Committees of Council.

FINANCIAL IMPLICATIONS

None identified

RISK IMPLICATIONS

All volunteers are covered by Council's Public Liability insurance.

Guidelines are provided by Council to assist the Special Committees to effectively manage the facilities and to meet legislative requirements.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Special Committees comprising community members, encourage positive community involvement and engagement in managing Council owned facilities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The call for nominations to the above Special Committees was advertised in the local newspapers and on Council's website and Facebook page.

CONCLUSION

Appointment of these returning committee members will enable Council's Special Committees to continue to operate in accordance with their Instruments of Delegation.

The hard work of committee members and volunteers has been, and will continue to be, of considerable value to our local communities and the broader Hepburn Shire.

OFFICER'S RECOMMENDATION

That Council:

12.2.1 Resolves to appoint the following persons as members of the Creswick Museum Special Committee for a period of two years commencing 1 October 2018 until 31 July 2020:

- Ms Wendy Ohlsen
- Ms Margaret Fullwood

12.2.2 Resolves to appoint the following persons as members of the Dean Recreational Reserve Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:

- Mr Andrew Prendergast
- Mr Christopher Robinson
- Mr Brian Maher

12.2.3 Resolves to appoint the following persons as members of the Glenlyon Recreation Reserve Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:

- Mr Bob Kennedy

12.2.4 Resolves to appoint the following person as member of the Glenlyon Recreation Reserve Special Committee for a period of two years commencing 1 September 2018 until 31 August 2020:

- Mr Damian Leonard

12.2.5 Resolves to appoint the following persons as members of the Lyonville Hall Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:

- Ms Anne Bremner

12.2.6 Resolves to appoint the following persons as members of the Lee Medlyn Home of Bottles Special Committee for a period of two years commencing 1 September 2018 until 31 August 2020:

- Mr Stephen Greenwood
- Ms Yvonne Yates
- Ms Audrey Janet Turner
- Ms Barbara Webb
- Mr Clayton Edwards

12.2.7 Resolves to appoint the following persons as members of the Drummond Hall Special Committee for a period of two years commencing 1 September 2018 until 31 August 2020:

- Mr George Bakogianis
- Mr Nicholas Carter
- Mr Geoffrey Napier
- Mr Kevin Beattie

12.2.8 That members of each Committee are, pursuant to section 81(2A) of the Act, exempted from being required to submit a primary and ordinary return.

MOTION

That Council:

12.2.1 Resolves to appoint the following persons as members of the Creswick Museum Special Committee for a period of two years commencing 1 October 2018 until 31 July 2020:

- Ms Wendy Ohlsen*
- Ms Margaret Fullwood*

12.2.2 Resolves to appoint the following persons as members of the Dean Recreational Reserve Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:

- Mr Andrew Prendergast*
- Mr Christopher Robinson*
- Mr Brian Maher*

12.2.3 Resolves to appoint the following persons as members of the Glenlyon Recreation Reserve Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:

- Mr Bob Kennedy*

12.2.4 Resolves to appoint the following person as member of the Glenlyon Recreation Reserve Special Committee for a period of two years commencing 1 September 2018 until 31 August 2020:

- Mr Damian Leonard*

12.2.5 Resolves to appoint the following persons as members of the Lyonville Hall Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:

- Ms Anne Bremner*

12.2.6 Resolves to appoint the following persons as members of the Lee Medlyn Home of Bottles Special Committee for a period of two years commencing 1 September 2018 until 31 August 2020:

- Mr Stephen Greenwood
- Ms Yvonne Yates
- Ms Audrey Janet Turner
- Ms Barbara Webb
- Mr Clayton Edwards

12.2.7 Resolves to appoint the following persons as members of the Drummond Hall Special Committee for a period of two years commencing 1 September 2018 until 31 August 2020:

- Mr George Bakogianis
- Mr Nicholas Carter
- Mr Geoffrey Napier
- Mr Kevin Beattie

12.2.8 That members of each Committee are, pursuant to section 81(2A) of the Act, exempted from being required to submit a primary and ordinary return.

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

13 COUNCIL ADVISORY COMMITTEES

13.1 MINUTES OF ADVISORY COMMITTEES

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes received from Council's Advisory Committees.

BACKGROUND

Advisory committees are established by Council and their responsibilities outlined in Terms of Reference. Advisory Committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports from Advisory Committees, as provided by the Committees:

- Mineral Springs Reserve Advisory Committee – 18-06-2018
- International Women's Day Advisory Committee – 19-07-2018
- Public Art Panel Advisory Committee – 20-07-2018
- Public Art Panel Advisory Committee – 02-08-2018

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

13.1.1 That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:

- Mineral Springs Reserve Advisory Committee – 18-06-2018
- International Women's Day Advisory Committee – 19-07-2018
- Public Art Panel Advisory Committee – 20-07-2018
- Public Art Panel Advisory Committee – 02-08-2018

MOTION

13.1.1 That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:

- *Mineral Springs Reserve Advisory Committee – 18-06-2018*
- *International Women's Day Advisory Committee – 19-07-2018*
- *Public Art Panel Advisory Committee – 20-07-2018*
- *Public Art Panel Advisory Committee – 02-08-2018*

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

**13.2 NOMINATIONS FOR INTERNATIONAL WOMEN'S DAY HEATHER MUTIMER
HONOUR ROLL ADVISORY COMMITTEE**

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to appoint new members to the Hepburn Shire Council International Women's Day Heather Mutimer Honour Roll Advisory Committee.

BACKGROUND

International Women's Day has been observed since the early 1990s. It is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity. Hepburn Shire Council celebrates this occasion annually with a civic event and announces new inductees to the Heather Mutimer Honour Roll for Women.

The International Women's Day Heather Mutimer Honour Roll Advisory Committee meets throughout the year, assesses nominations for the Heather Mutimer Honour Roll for Women and plans and promotes the civic event to be delivered in March each year. This committee is comprised of volunteers from the local community.

ISSUE/DISCUSSION

Since the last meeting of the committee, Council has received two nominations from community members who wish to join.

- Ms Susan Craven
- Ms Vicki Adamson

It is recommended that both applicants be appointed as members for a period of two years.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues

impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The International Women's Day Advisory Committee consists of a group of volunteer community members, appointed by Council, who meet regularly for the purpose of planning this annual event/celebration and working to promote the interests and inclusion of women.

CONCLUSION

The International Women's Day event and the Heather Mutimer Honour Roll for Women continue to be highly regarded activities of the Hepburn Shire Council. In appointing new nominees, Council strengthens the committee and invites further engagement with community members in the planning of these activities.

OFFICER'S RECOMMENDATION

That Council:

13.2.1 Appoint Ms Susan Craven to the Hepburn Shire Council International Women's Day Advisory Committee for a period of 2 years from 1 September 2018 until 31 August 2020

13.2.2 Appoint Ms Vicki Adamson to the Hepburn Shire Council International Women's Day Advisory Committee for a period of 2 years from 1 September 2018 until 31 August 2020

MOTION

That Council:

13.2.1 *Appoint Ms Susan Craven to the Hepburn Shire Council International Women's Day Advisory Committee for a period of 2 years from 1 September 2018 until 31 August 2020*

13.2.2 *Appoint Ms Vicki Adamson to the Hepburn Shire Council International Women's Day Advisory Committee for a period of 2 years from 1 September 2018 until 31 August 2020*

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

14 CONFIDENTIAL ITEMS

14.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

That pursuant to the provisions of Section 89(2) of the Local Government Act 1989, the meeting be closed to the public in order to consider:

- (d) Contractual matters; and
- (h) Any other matter which the Council or special committee considers would prejudice the Council or any person.

RECOMMENDATION

14.1.1 That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:

- 89(2)(d) Contractual matters;
 - Daylesford Holiday Park- Permanent Residents
 - Contract for Annual Supply of Bulk Diesel for Daylesford Depot 2018-2020
 - Contract HEPBU.RFT2018.68 for Supply of Quarry Materials

MOTION

14.1.1 That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:

- *89(2)(d) Contractual matters;*
 - *Daylesford Holiday Park- Permanent Residents*
 - *Contract for Annual Supply of Bulk Diesel for Daylesford Depot 2018-2020*
 - *Contract HEPBU.RFT2018.68 for Supply of Quarry Materials*

Moved: Cr Greg May

Seconded: Cr Sebastian Klein

Carried

The meeting was closed to the public at 9.13 pm

15 REOPENING OF MEETING TO PUBLIC

RECOMMENDATION

15.1.1 That Council, having considered the confidential items, re-opens the Meeting to members of the public.

MOTION

15.1.1 That Council, having considered the confidential items, re-opens the Meeting to members of the public.

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried

The meeting was re-opened to the public at 9.36 pm

In accordance with Council's resolutions, the following information is provided to the public on matters considered during the confidential section of the meeting.

14.3.1 Awards the Procurement Australia contract number 2003-0107 for the next two years.

14.4.4 Resolve that this report remain confidential and that the minutes record appointment of an approved panel of suppliers for quarry materials.

16 CLOSE OF MEETING

The meeting closed at 9.37 pm
