



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 21 JULY 2020

ONLINE VIA VIDEO CONFERENCE

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

6:00PM

MINUTES

TUESDAY 21 JULY 2020

Online via Video Conference
Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
21 JULY 2020

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. SAFETY ORIENTATION

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

3. OPENING OF MEETING

The meeting opened at 6:02pm.

PRESENT: Cr Don Henderson, Cr Neil Newitt, Cr Licia Kokocinski, Cr John Cottrell, Cr Fiona Robson, Cr Kate Redwood AM and Cr Greg May.

IN ATTENDANCE: Mr Evan King - Chief Executive Officer, Mr Bradley Thomas - Director Community and Corporate Services, Mr Bruce Lucas - Director Infrastructure and Development Services, Mr Chris Whyte – Manager Information and Communication Technology, Ms Krysten Forte - Manager Governance and Risk, Ms Bronwyn Southee – Manager Development and Community Safety, Mr Nathan Aikman – Coordinator Planning.

STATEMENT OF COMMITMENT

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

4. APOLOGIES

Nil.

5. DECLARATIONS OF CONFLICTS OF INTEREST

Cr Kate Redwood AM declared an indirect interest regarding item 12.9 Coronavirus (COVID-19) Community Support Grants Program due to her current membership of the Daylesford Neighbourhood Centre Committee of Management.

Cr Fiona Robson declared an indirect interest for item 12.9 Coronavirus (COVID-19) Community Support Grants Program due to her former association with the Daylesford Neighbourhood Centre.

Cr Greg May declared an indirect interest regarding item 12.10 Community Planning Implementation Fund due to his role as Secretary for the Newlyn Community and Sporting Complex Committee.

6. CONFIRMATION OF MINUTES

RECOMMENDATION

6.1.1. That the following Minutes (as previously circulated to Councillors) be confirmed:

- Minutes from the Ordinary Meeting of Council held on 16 June 2020
- Minutes from the Special Meeting of Council held on 7 July 2020
- Minutes from the Special Meeting of Council held on 14 July 2020

MOTION

6.1.1. That the following Minutes (as previously circulated to Councillors) be confirmed:

- *Minutes from the Ordinary Meeting of Council held on 16 June 2020*
- *Minutes from the Special Meeting of Council held on 7 July 2020*
- *Minutes from the Special Meeting of Council held on 14 July 2020*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

7. NOTICES OF MOTION

Nil.

8. ITEMS OF URGENT BUSINESS

Nil.

9. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Licia Kokocinski, Coliban Ward

My Mayor's Report will be a bit different to other reports. This Shire, with other rural and regional shires, is facing some real challenges to maintain the health of our people and the Shire's economy. While we in this Shire have only recorded 2 positive cases of the virus (and that was back in March), we need to be on guard against complacency.

The State Government has imposed broad, stay-at-home regulations for people located in the greater Melbourne Metropolitan Area and the Mitchell Shire. The state Government is trying to navigate the very thin line between forcefully regulating movement, human behaviour, and potential eventuality, and not stymieing social and economic pursuits.

What this has meant is that some rules appear to be inconsistent – this can't be helped.

Local government has limited powers and I am dismayed, despite consistent messaging, that there maybe a belief that we have more power than what we actually do have.

This crisis is not a time for polemics, intellectual, political or otherwise.

The one sure way we can defeat this pandemic is for people to follow the rules currently in force. The messages are clear – for people in the greater Melbourne metropolitan area, stay at home unless you must travel, wear a mask, and practice health hygiene etiquette. Yes, demands will change as circumstances and knowledge changes. This is the nature of things today.

At the Hepburn Council level, we are working very quickly and moved resources to keep the virus at bay and at the same time, maintain council functions. Residents need to be aware of this and make allowances. Staff have been involved in creating and installing signs on bins, on footpaths, and cleaning of street furniture has increased to a level not seen for a long time and some programs are now digital.

Our priorities have had to change however. The review of the Planning Scheme is now up for public input, master plans continue to be developed, and I notice that even in my Ward in Trentham town that the streetscape works continue. Tree and roadside management works throughout the Shire

continue. Residents should be aware that when workers are working outdoors, they are at risk and their changed work patterns should be respected.

I noticed on Sunday at the Daylesford Market that shoppers were much more orderly. Clearly the numbers were down and only food stalls were present. The volunteers and Council staff present staffed the entry and exit lanes. At the Market in Trentham, people generally adhered to the new rules. This will have to be the new normal until our medical experts believe the emergency is over.

While all this is going on, this Council, like all Councils across Victoria, is required to implement various aspects of the new Local Government Act, many of which need to be implemented by 1 September 2020. Residents may have noticed that at last week's special meeting, Council resolved to place two important reforms out for public input. These are new Governance rules and Public Transparency rules. We would have preferred to spend more time developing these new rules with greater input from you, the community. However, the legislated demand that new rules need to be in place by 1 September has meant that public consultation processes have been truncated.

To aid recovery, Council at its last ordinary meeting resolved to establish two important committees – one for social recovery and other for the economic recovery of the Shire. The details are being finalised and advertising for participation will occur pretty quickly. These two committees will provide the basis for recovery activities in this Shire.

So, to finish this report, I acknowledge that this Mayor's Report is different to past reports. However, we live in uncertain and challenging times, and the only one sure way to get out of this intact is for all people to act in a collegiate manner – yes, we are all in this together.

COUNCILLOR REPORTS

Councillor John Cottrell, Holcombe Ward

No report was presented.

Councillor Neil Newitt, Cameron Ward

No report was presented.

Councillor Kate Redwood AM, Birch Ward

No report was presented.

Councillor Don Henderson, Creswick Ward

No report was presented.

Councillor Greg May, Creswick Ward

No report was presented.

Councillor Fiona Robson, Birch Ward

Victoria is still feeling the impact of the COVID-19 Pandemic. I have spoken with many people that have been concerned about the number of visitors. The state government require that people from Melbourne are not to travel in Regional Victoria. I very much appreciate the efforts of Vic Police to manage this. Huge thanks to everyone who continues to care for yourself and others. Let's keep it up for as long as needed.

Our mental health is being challenged and I acknowledge the many communities that are looking out for each other. There are a range of services available and we are learning a lot.

It has been great to witness Council Officers continue to support individuals, communities and businesses. There are a few items on tonight's agenda that are a testament to their commitment and innovation.

Take care and stay well.

RECOMMENDATION

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

MOTION

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

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

10. 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 No. 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.

BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Local Law No. 1 sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

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

10.1. PETITIONS

10.2. PETITION – OBJECTING TO PLANNING PERMIT 2703 - 153 CHARLIES ROAD ELEVATED PLAINS - USE AND DEVELOPMENT OF LAND FOR TOURIST ACCOMMODATION

The petition is titled *Protect a community's way of life from an intrusive commercial development* and contains 30 unique signatures.

The petition states:

“The Elevated Plains community stands united in opposition to the development proposed by PA 2703. We submit that such a significant change to our neighbourhood would be contrary to Objectives 7 and 8 of Council's Tourism Policy and that our concerns are in the spirit of Clause 65.01 of the Hepburn Planning Scheme, which speaks for “the effect on the amenity of the area.” The change in land use from agriculture to tourism can only mean an immediate and permanent reduction to our amenity and lifestyle, and on this basis, we request that this change be declined.”

RECOMMENDATION

That Council:

- 10.2.1. Receives and tables the petition.
- 10.2.2. Considers the petition and related planning permit application 2703 at Item 11.1 of this Agenda.
- 10.2.3. Refers the petition to the Manager Development and Community Safety to provide a written response to the head petitioner.

MOTION

That Council:

10.2.1. Receives and tables the petition.

10.2.2. Considers the petition and related planning permit application 2703 at Item 11.1 of this Agenda.

10.2.3. Refers the petition to the Manager Development and Community Safety to provide a written response to the head petitioner.

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

10.3. QUESTIONS

The Chair will read out responses to questions taken on notice from the last ordinary meeting, and then hear and respond to new questions received in accordance with Local Law no. 1.

MOTION

10.3.1. That Public Participation Time be extended by 15 minutes in accordance with Local Law no. 1.

Moved: Cr John Cottrell

Seconded: Cr Kate Redwood AM

Carried

Question 1: Mr Patrick and Ms Nagia Centurion

Does Council consider a significant change of use of land within a settled residential area to be setting a dangerous precedent if the purely commercial interests of a non-resident party are allowed to prevail against the unanimous abhorrence of the neighbourhood?

Response: Mayor Licia Kokocinski

The subject land is zoned Farming Zone which allows for a variety of uses including tourism uses subject to a planning permit being issued. Whilst it is acknowledged there are a number of houses in proximity to this site there are also several tourist accommodation businesses located in the vicinity.

Part of the Planning Officers assessment is to assess all objections submitted to determine whether there is an unreasonable impact on amenity or conflict in land use proposed.

This item will be considered by Council at Item 11.1 of tonight's agenda.

Question 2: Mr Patrick and Ms Nagia Centurion

Clause 65.01 Approval of an Application or Plan of the Hepburn Planning Scheme states that the following criteria must be considered: "The effect on the amenity of the area." Given that the proposal represents a significant change in the usage of this piece of land which entails significant changes

being brought upon a small community, does Council consider the inevitable change in the amenity of the area to be appropriate?

Response: Mayor Licia Kokocinski

It is acknowledged that the proposed application does represent a change to the existing land use of 153 Charlies Road, which has been previously used for grazing.

In assessing the application officers have considered the requirements of Clause 65.01.

The proposed alteration to the land use to allow for tourism accommodation will be considered by Council at agenda Item 11.1 of tonight's agenda.

Question 3: Mr Steve Smith

Traffic exiting Charlies Rd is blind to all traffic traveling north up the Breakneck Gorge hill; for vehicles making a right turn out of Charlies Rd there is no time to react if another vehicle comes up the hill from Hepburn. Does Council consider the increased risk of a serious accident on this intersection, undoubtedly exacerbated by first-time users of the road who are unaware of the risk, to be acceptable?

Response: Mayor Licia Kokocinski

Council's engineering department have reviewed the proposed development in regards to aspects such as road access, drainage, signage and car parking. No concerns were raised as to the adequacy of the intersection of Charlies Road and Hepburn-Newstead Road.

Whilst it is noted that the intersection is situated at the top of a crest, this section of Hepburn-Newstead Road was reconstructed in 2016. This work included widening and minor level changes to increase sight distances, plus additional advanced warning signage to alert motorists of the upcoming intersection.

The area's speed limit has also been reduced to reflect the nature of the road.

Question 4: Mr Steve Smith

The potential for bushfire entrapment in the proposed development is significant; undoubtedly exacerbated by first-time users of Charlies Rd who

are unfamiliar with its local conditions and with the bush. The potential for bushfire ignition from within the site is also significant, given that campfires are generally considered to be synonymous with camping and that in an unsupervised facility there is a high likelihood that campfires will be built at inappropriate times or in such a way that they are inadequately contained.

Has Council considered the liability issues that might arise if this development were to be approved, either 1). In the instance of loss of life due to entrapment (either within the site or on Charlies Rd) in bushfire attack from an external source; or 2). In the instance of loss of property or life in Hepburn and/or Daylesford should ignition of a bushfire occur within the site, given that the facility will be situated in dry bushland on the northern fringe of town?

Response: Mayor Licia Kokocinski

Patron vulnerability through lack of site familiarisation was raised as a concern by officers to the applicant and CFA. The applicant has included a Bushfire Management Plan and Emergency Management Plan which details a response for patrons in the event of risk. There is also a proposed fire bunker on site in case of the extreme risk of patrons being unable to leave the site.

CFA provided Council with a formal response requiring that the development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level. Through the applicant's response and additional conditions required by CFA it is considered the risk of impact from a bushfire/emergency can be managed to an acceptable level should a permit be granted.

Question 5: Mr John Stockfeld

The consent to the grant of a permit issued by the CFA is conditional upon the Bushfire Management Plan included as part of PA 2703 being endorsed. This Bushfire Management Plan lists the prerequisite conditions necessary for the site to be accessible by fire authority vehicles. Among these conditions are that the access road be all-weather construction, provide a minimum trafficable width of 3.5m, be clear of encroachments for at least 0.5m on either side and at least 4m vertically, have an average gradient of 14.4% and a maximum gradient of 20%. Measurements taken by some community members have cast doubt over whether Charlies Rd could ever be compliant with these requirements without a major reconstruction involving cuttings, widening and the removal of a large number of trees to allow that widening to

occur. Is Council able to confirm that the conditions for the CFA consent to the grant of a permit have been met?

Response: Mayor Licia Kokocinski

The application was referred to CFA under Section 55 of the Hepburn Shire Planning Scheme due to the property falling within a Bushfire Management Overlay.

CFA has required, through conditions, that before the use of the land can commence the CFA conditions relative to the Bushfire Management Plan must be met otherwise the use of the land will be in contravention of the planning permit of which is an enforceable matter.

Question 6: Mr John Stockfeld

The Woodstock glamping proposal has provision for more guests than there are residents on Charlies Rd, meaning that the population of Charlies Rd could more than double overnight. With the site being unsupervised the majority of people resident at any one time will be those with no connection to the neighbourhood and no investment in its wellbeing. Does Council consider a development which therefore entails a significant degradation of the rural amenity of the neighbourhood within which the tourist facilities are placed to be in keeping with Objective 7 - Community Wellbeing, and Objective 8 - Cultural Richness, of Council's Tourism Policy?

Response: Mayor Licia Kokocinski

In accordance with the Planning and Environment Act 1987 Council is required to assess all planning applications against the requirements of the Hepburn Planning Scheme and Council Policy.

Officers have assessed concerns about potential impact to local amenity as part of this application as detailed in the officer report. It is not considered to be in conflict with the broad objectives of Tourism Policy and Councillors will consider this item later in the meeting agenda.

Question 7: Mr Giuseppe Prestia

Is the Shire aware that the gradients of Charlies Road are such that four crests are blind to oncoming traffic, a danger that is magnified when narrow and rutted road conditions force vehicles to position themselves to the centre?

Response: Mayor Licia Kokocinski

The road is currently managed by Council in accordance with our Road Management Plan.

This was referred to Council's engineering department and in their review of the road access for the proposed development, no concerns were raised as to the adequacy of the existing made section of Charlies Road and the ability for vehicles to travel along it.

There are proposed road upgrade conditions for some of the unmade sections of the required access should a permit be granted.

Question 8: Mr Giuseppe Prestia

Given the history of two bushfires occurring in the locality within the past eighteen months and the present narrow and twisting state of Charlies Road, by what other means are visitors and residents able to evacuate should this become blocked in an emergency situation?

Response: Mayor Licia Kokocinski

The application was referred to the CFA who have consented to the application subject to conditions. The combination of the Bushfire Management Plan, Bushfire Emergency Management Plan and onsite bunker provide adequate safety for visitors, should a permit be granted.

Question 9: Mr Inge van der Poel

The Woodstock Glamping proposal will entail a twofold increase in the population of Charlies Rd. The site is beside the Dry Diggings Creek which is part of the Loddon water catchment protection area and is also subject to an Environmental Significance Overlay. The proposal is for a luxury glamping experience which generally comes with the expectation of hot baths and online promotions of the facility would seem to attest that this is indeed intended.

Does Council consider there to be adequate control over the sources of greywater effluent and its environmental impact?

Response: Mayor Licia Kokocinski

The application was referred to Council's Environmental Health team and external water authorities who have consented to the application subject to conditions. Due to the use being for short stay accommodation there will be fluctuations of water use and grey water production on site which can be suitably managed should a permit be granted.

Question 10: Mr Inge van der Poel

The applicant has publicly reported on Facebook about aspects of the proposed development that are contrary to his application. One example is his claim in response to our objections that there will be no campfires on site. This clearly contradicts promises to Facebook followers in April that they can enjoy the use of fire pits at the proposed development. This puts into question the applicants' willingness or commitment to abide by the conditions of a possible approved application, now and in the future.

How does Council deal with such contradictions when assessing a planning application?

Response: Mayor Licia Kokocinski

Council can only assess the application that has been applied for.

Should an approval be granted for this use there will be conditions imposed. The onus is on the applicant/landowner to comply with all aspects of any permit. Should it be brought to Council's attention that there is a non-compliance with conditions, Council officers will investigate. In unresolved cases of non-compliance land owners can be prosecuted under the Planning and Environment Act 1987.

Question 11: Mr Pete Cass

The subject land is partly subject to a defined area of Aboriginal Cultural Heritage sensitivity. On the basis that a Caravan and Camping park is defined as a high impact activity, has a Cultural Heritage Management Plan (CHMP) been prepared and approved to enable the council to lawfully consider and determine the application?

Response: Mayor Licia Kokocinski

Whilst the proposed use of land under Regulation 46 of the Aboriginal Heritage Regulations 2018 is considered to be a high impact activity a Cultural Heritage Management Plan is not required for the proposed use and development at 153 Charlies Road, Elevated Plains as the defined activity area is located outside the Aboriginal Cultural Heritage Area.

Question 12: Mr Pete Cass

Objective 7 of Council's Tourism Policy re Community Wellbeing, states: "To maintain and strengthen the quality of life in local communities, including social structures and access to resources, amenities and life support systems, avoiding any form of social degradation or exploitation." Does Council consider a proposal that would see the local residents outnumbered by the guests to be in alignment with Objective 7?

Response: Mayor Licia Kokocinski

Council's Planning Scheme and Council Tourism Policy assesses amenity impact based on the proposal.

It is considered that this proposal will not have an undue impact on the local amenity should a permit be issued.

Question 13: Ms Debbie and Mr Gerry Rauber

Over the years, as active members of the CFA and residents of Mount Franklin, we have experienced many occasions when campfires have been lit on Total Fire Ban Days by campers at the Mount Franklin Reserve, which is an irregularly/partially supervised Camping Ground. This has led to the local CFA having to deal with the issues of campers breaching the State Government rules and regulations.

With the anticipated number of visitors, many of whom will have low level awareness of fire safety, there will be an increased risk of fires getting out of control. The nature of the glamping experience will create a temptation for visitors to light fires, with or without fire pits.

How can Council be sure that fire regulations will not be breached by guests at Woodstock Glamping, who also will only be minimally supervised?

Response: Mayor Licia Kokocinski

The application was referred to the CFA who have consented to the application subject to conditions.

If a permit is granted it would have a number of requirements/conditions for the landowner to adhere to. The onus is on the landowner and site operators to ensure that its patrons are compliant and do not put anyone's life or safety at risk. It is proposed that if a permit were to be issued, on extreme bushfire risk days the site will not be permitted to operate.

Question 14: Ms Debbie and Mr Gerry Rauber

We would like to refer Councillors to David Penman's Facebook site 'Clifftops at Hepburn'. Mr. Penman has indicated in reference to his Glamping Project (Woodstock Glamping), that he has purchased a hot tub (wood fired) and wrote 'so we'll probably need more'. There is no mention of hot tubs on the site map or in his 'Wastewater Management System' report.

This will significantly increase the number of litres of fresh water required, as well as wastewater discharged daily due to the hot tub(s). Our calculations indicate a much higher figure for both the water usage and wastewater discharge, than the 150 litres per person per day quoted in the Application.

There is therefore a possibility that this extra wastewater will change the dynamics of the wastewater treatment system. The disposal field would have to be much greater and the process would struggle in winter due to varying climatic patterns. There is a good chance that the excess wastewater and nutrients would end up in the Dry Diggings Creek and then onto the Jim Crow Creek.

How can Council be assured that the integrity of the Dry Diggings Creek will never be compromised?

Response: Mayor Licia Kokocinski

The application was referred to the relevant water authorities who have consented to the application subject to conditions.

Council assessed the application as presented which included a Land Capability Assessment. Should the application be approved, it will be for the systems and structures as specified in the application.

Should the applicant/landowner wish to vary its wastewater requirements they will need to apply to amend the application. Based on the information supplied to date in the Land Capability Assessment the proposed use and supporting waste water systems will not impact Dry Diggings Creek.

Question 15: Ms Margret Lockwood

Please give us an update on the proposed public art commission for Glenlyon and the proposed schedule.

Response: Mayor Licia Kokocinski

Project timeframes, that are subject to amendment if required, especially in response to COVID-19 meeting requirements.

- Site Meeting: 29 June 2020 (already held)
- Developed concepts presented to Public Art Advisory Committee via Zoom Online Conferencing: 10 August 2020
- Notification of Artist Appointment via Committee Recommendation at Council Ordinary Meeting 16 September 2020
- Timing of installation then subject to Artist selected.

Question 16: Ms Margret Lockwood

Expressions of interest for the Glenlyon & District charter Group are now open. The information includes:

The main role of the Charter Group is to support the community with the administrative aspects of Community Planning. These volunteers will act as a conduit between community and Council. They will be responsible for collating the feedback offered by the community.

The Community Planning Charter Group (CPCG) member's relevant skills, local knowledge and individual strengths will assist their local community to develop a Community Plan. This will be an inclusive group that embraces diversity in all its forms and is representative of the whole community.

Once the Glenlyon and District community have developed the Community Plan and this has been endorsed by Council at a Council meeting, Charter Group members will be the main point of contact for the Community Plan over its four year lifespan. The Charter Group will incorporate at this time. CPCG members will assist the community to implement the plan, secure funding

opportunities, as well as maintain momentum and enthusiasm for the plan. They will also advocate for the priorities and vision of the Community Plan.

Since the responsibilities of this group will be considerable for four years, what support can the Council guarantee for the group for the next four years?

Response: Mayor Licia Kokocinski

Council has a commitment to Community Planning through the Council Plan. The current Council plan expires in 2021 however Active and Engaged Communities is a key strategic pillar for our Council and our Community and will be considered by Council in future Council plan development.

Council was briefed in October 2019 on the status of current plans and agreed the process to progress Community Planning. Community Planning Guidelines 2020/2021 identify the Community Planning process and both Community and Council's role. The role of Council is to partner with the community throughout the Community Planning process. Communities will develop their community plan and engage with their communities with the support of Council. Over the life of the plan Council will uphold its responsibility to:

- Support the local community to review and create their Community Plan
- Support the community to create a Community Planning Charter Group
- Contribute funding to community plans through the Community Planning Implementation Fund
- Provide administrative support, advice and connection where needed
- Community Planning Guidelines 2020/2021 are available on the Council's website.

Question 17: Ms Georgina Nunn

In the Application, Sections 3.0 and 6.0, it states that there will only be 26 guests at any given time. Yet in the Bushfire Management Plan (p.55) it states that the tents can potentially accommodate 4 people. "On site will be 2 holiday rental cottages (one the subject of a planning permit process and the other existing cottage). Both cottages will be one bedroom and cater for single /couples only." So, potentially another 4 people and therefore potentially a total of 44 guests. Given that there appears to be capacity for a significantly higher number of guests than indicated in the Application, is Council able

clarify with the Applicant the maximum number of guests who will be accommodated on any given day?

Response: Mayor Licia Kokocinski

Should the application be approved there is a proposed condition which specifies a maximum of 26 guests are to be accommodated on site at any one time.

Question 18: Ms Joy Durston

The majority of Glenlyon residents, when surveyed, say they want to keep the rural aspect of the town. Given this, will council take this into account when they deal with the developers of the housing estate at 764 Daylesford Malmsbury Road Glenlyon and not impose a 6m wide bitumen road at the extension of Spring Street?

Response: Mayor Licia Kokocinski

Officers will assess this application and any requirements for infrastructure and will consider the interests of the Glenlyon residents and the wider community.

Question 19: Mr Richard Pleasance

All tourist accommodation in the Hepburn Shire is required to meet standards for insulation and water saving in order to be compliant with sustainability standards. The proposed structures cannot come close to meeting these standards, yet it appears they are exempt, apparently exploiting a loophole whereby being classed as temporary structures means that they are not subject to the building code. This is in spite of the fact that they will be heated, have bathrooms and are powered, thus consuming even larger amounts of resources than a residence built in compliance with the code. Objective 11 of Council's Tourism Policy - Resource Efficiency, has the stated aim to 'To minimise the use of scarce and non-renewable resources in the development and operation of tourism facilities and services.' Does Council consider the proposed development to be in keeping with Objective 11?

Response: Mayor Licia Kokocinski

The proposed accommodation use is proposed to be within temporary structures therefore the sustainability standards vary to permanent structures.

Question 20: Ms Kaye Powell

Like death and taxes, change is inevitable. Developers with deep pockets and no interest in or concern for our small towns coming to our shire, carving up land in township zones into as many blocks as they can cram on an unsewered site with no town water, is something we just have to get used to. But should we?

The 19 block development (with the potential for 2 or 3 to be subdivided), at 764 Malmsbury Rd on the edge of Glenlyon and within the township zone, has many locals concerned.

To state the obvious, Glenlyon has no town water or sewerage system.

Three developers bought the whole area and are selling each block individually. An LCA has been done for the entire site but each new owner will have to get planning permits and their own LCA.

In a meeting with two of the developers they mentioned ensuring that sheds were to be obscured from view from the road to make the housing estate more pleasing. This would indicate that there are already some requirements for new builds in place.

Council, not the developers, are responsible for how this development addresses the issue of water - both water use and wastewater. I acknowledge that there are Council regulations governing these, however, Council has an opportunity to oversee a major housing development in an unsewered area with no town water and strive for excellence. Water issues are always one of the major concerns when any community consultation is done in Glenlyon.

Will Council take this opportunity and have input into this development to ensure that:

- Water tanks of suitable size to provide enough water for a household are mandatory for each new build. That area has excellent bore water but this shouldn't mean that residents sink a bore and exclude rainwater harvesting. Aquifers are not infinite sources of water.
- The last thing needed in an area next to where bore water is used for food production is a lot of bores to be sunk.
- Bores are the province of GMW but Council could advise those building.

Response: Mayor Licia Kokocinski

The multiple allotments on 764 Daylesford-Malmsbury Road, Glenlyon are Crown allotments which were created in 1967. Your comments are noted, when Council receives planning/septic applications for dwelling and supporting infrastructure Officers will assess to insure any potential conflict is limited. As you have correctly stated bores are managed through Goulburn Murray Water so our influence in this space is limited.

Question 21: Ms Kaye Powell

Wastewater is future proofed. This area is like much of Glenlyon and has excellent soil and drainage. Are all of the blocks able to accommodate an adequate septic field? One block is about the size of my neighbour's septic field.

Response: Mayor Licia Kokocinski

As part of the application to have a dwelling constructed on site, applicants would be required to submit a land capability assessment which would determine if a suitable waste water system can be accommodated on site. As the lots within this area are mostly 3000-5000m² in area it is likely that most lots can manage waste water on site.

Question 22: Ms Elizabeth Swan

Rather than "buyer beware", potential buyers are given information by council about living next to farmland.

New residents will be living next to a cattle and potato farm. Irrigation in Summer often occurs throughout the night. This is a good and responsible use of our precious ground water rather than irrigating during the heat of the day. I hear the pump from my place and think it's commendable. New residents next door may not feel the same.

There are other issues living next to a working farm such as dust created by ploughing and cows bellowing for a couple of days when calves are separated from mothers.

Response: Mayor Licia Kokocinski

The existing farming land and rural nature of Glenlyon and its surrounds is acknowledged. Any future landowners that contact council prior to purchase are/will be advised of surrounding land uses by Planning Officers.

Question 23: Ms Elizabeth Swan

This won't be the last big development of farmland. There are old maps of these areas in township zones - Council seems to be able to change zoning when it suits.

We live in a time where profits and economics are being weighed against people's lives and profit seems to be winning.

Will Council discuss with developers the possibility of carving farmland up into bigger blocks rather than carving it up into as many blocks as it is possible to cram in?

Response: Mayor Licia Kokocinski

The multiple allotments on 764 Daylesford-Malmsbury Road Glenlyon are Crown allotments which were created in 1967. The land has been zoned Township for at least 20 years and is recommended to stay as Township in the Planning Scheme review. Land zoned Farming zone is not supported to be subdivided further.

Questions 24 and 25, submitted by Ms Noela Sweeney, have been removed from the minutes due to an administrative error in their compilation. The full text of the questions and responses will be read at the August Ordinary Meeting of Council.

Question 26: Ms Linda Hancock

The applicant claims that tents constitute a bushfire-resilient form of weekend residential accommodation. In regard to bushfire management, tent accommodation would be extremely combustible. Can more detailed standard be provided as to how tents and a shipping container meet relevant BAL ratings for accommodation and fire protection?

Response: Mayor Licia Kokocinski

A Bushfire Management Statement has been provided to support the application and detail the proposed emergency response in the case of an event.

BAL ratings are only required for permanent infrastructure as they are determining the structures ability to manage the radiant heat and embers prior to evacuating the site. Temporary structures such as tents are not assessed against a BAL rating.

Risk management of vulnerability to tourist patrons is determined through the Planning Scheme requirements and managed through the requirements of the Caravan and Camping Regulations.

Question 27: Ms Dallas Kinnear

Regarding Item 12.8 - What are the reasons that Officers have recommended the lease option over demolition because these are not in the report in the Agenda?

Response: Mayor Licia Kokocinski

On balance, Officers believe the proposed lease option is the best outcome for all stakeholders and has the highest potential for approval by DWELP (as land owner).

Question 28: Ms Dallas Kinnear

Will Council please release the planning permit for the garage/deck (circled) and should there be any other encroachment will Council please release the permit for that?

Response: Mayor Licia Kokocinski

The request for the planning permit will be referred to Council's Planning Team for release.

Council is not aware of any other encroachment.

Question 29: Dr Ross Ulman

Is the Officer's Report released publicly in agenda item 12.8 of this evening's Meeting identical or not identical to the confidential report that was to have been considered at the June Ordinary Council Meeting?

Response: Mayor Licia Kokocinski

No, it is not identical.

Calculations of the potential lease payment have been removed from the previous report, as this information is based on other commercial sensitive details and is confidential in nature.

Question 30: Dr Ross Ulman

If the answer to the previous question is that the two reports are not identical, how can the community know that the differences (e.g. legal professional privilege) are not a substantive determinant in the decision Council reaches this evening – especially because the public report does not provide any reason(s) why the Officer recommends a lease and not demolition back to the boundary?

Response: Mayor Licia Kokocinski

The information removed from the Confidential Report was the calculations of the potential lease payments and have been removed from the previous report as this information is based on other commercial sensitive details and is confidential in nature.

On balance, Officers believe the proposed lease option is the best outcome for all stakeholders and has the highest potential for approval by DWELP (as land owner).

Question 31: Mr Devon Tisdale

When is the Council going to adopt the significant tree register and a tree management plan?

Response: Mayor Licia Kokocinski

Council adopted a Significant Tree register in 2011.

Council is in the process of preparing a Tree Management Plan which is expected to be completed in late 2020.

Question 32: Mr Devon Tisdale

Is it going to be part of the new proposed changes to the Hepburn Planning Scheme?

Response: Mayor Licia Kokocinski

This register is not currently proposed to be included in the Planning Scheme given the current protection provisions. However, the Planning Scheme is currently on exhibition and you are welcome to provide a submission on this matter.

10.4. REQUESTS TO ADDRESS COUNCIL

Members of our community who have submitted a request in accordance with Local Law no. 1 will be heard.

Dr Ross Ulman addressed Council regarding the Lake House title boundary issue.

Ms Helen MacDonald addressed Council on behalf of the Trentham Community Forum regarding the Trentham Community Plan.

Ms Dallas Kinnear addressed Council regarding the Lake House title boundary issue.

11. STATUTORY PLANNING REPORTS

11.1. PLANNING APPLICATION 2703 FOR THE USE AND DEVELOPMENT OF LAND FOR TOURIST ACCOMMODATION AND BUSINESS IDENTIFICATION SIGNAGE AT 153 CHARLIES ROAD, ELEVATED PLAINS

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Senior Statutory Planner, I Wallie Cron have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine planning application PA 2703 for the Use and development of land for tourist accommodation and business identification signage at 153 Charlies Road, Elevated Plains known as Crown Allotment B8, Section 3, Parish of Franklin.

The application is recommended for approval.

BACKGROUND

Site and Surrounds

The subject site is a relatively rectangular parcel of land that has a total area of 7.99ha and is located to the northern side of Charlies Road at the eastern termination of said roadway. The subject site is located approximately 10km north of the Daylesford CBA and 2km north of the township of Hepburn Springs.

The subject land is currently vacant of structures, is partially vegetated with a high density along the northern and eastern property boundaries alongside a registered waterway (minor tributary feeding Jim Crow Creek) traversing the site, and a sparse density toward the south western property boundary.

The land is currently not utilised for any purpose; however, it has previously been utilised for informal grazing. It is noted that informal grazing being one of the only minor uses due to the undulation of the land.

The land incorporates a steep gradient of fall from the south western corner of the land toward the north eastern corner of approximately 10 metre fall over 70 metres being a total fall of 50 metres over 370 metres.

The subject site is located within the Farming Zone and is subject to a Bushfire Management Overlay and Environmental Significance Overlay Schedule 1.

The land surrounding to the west and south is similar to the subject land. It is within the Farming Zone and subject to the Bushfire Management Overlay and Environmental Significance Overlay on steeply undulating land. Predominately these allotments are utilised for the purpose of residential dwellings and accommodation with relevant planning permits being issued with a small amount appearing to be utilised for informal grazing and small scale agricultural activities. The nearest dwelling to the subject land is located approximately 200m to the west of the subject land's western property boundary.

Land to the north and east is reserved crown lands under the Public Conservation and Resource Zone and is heavily vegetated with various waterways dissecting the land.

The majority of the subject site and surrounding land to the south is identified as having a mixture of low and very low Agricultural Quality Units as determined by the Agricultural Land in the Hepburn Shire, Enplan Strategic Assessment, 2007. This is particularly due to the steep fall of the land and the presence of stage 4 Ordovician Sediments being rocks formed from sediment spreading and volcanic activity.

Proposal

The application is for the use and development of land for tourist accommodation and business identification signage.

Use and development

The use of the land has been proposed as accommodation purposes particularly as tourist accommodation under Planning terms of Camping and Caravan Park (in this case only camping).

The development of the land for such accommodation purposes is detailed as four 'Safari' tents and seven 'Yurt' tents.

Safari tents are detailed as a rectangular configuration with no specific plans provided however are noted to be approximately 10 metres long by 3 metres wide and accommodate a maximum of two persons.

Yurt tents are detailed as a circular configuration of approximately 11m round with three of the Yurts accommodating a maximum of two persons and three Yurts accommodating a maximum of four persons. The last Yurt is detailed as being a lounging area.

In total a maximum of 26 persons are able to be accommodated away from their usual place of residence at any one given time.

Each tent has been designed to be placed on top of a raised wooden platform to allow a breezeway underneath and to not obstruct any waters during heavy rainfall events.

All tents are located generally within the south western area of the subject land with approximately 20 metres separating each tent.

A singular structure located in the south western corner of the site has been detailed as a shelter in the event of a bushfire emergency as detailed within the applications Bushfire Emergency Management Plan.

Signage

Business identification signage is proposed along the western property boundary near the entrance to the site. Dimensioned 2.7 metres long by 0.53 metres high the signage details the name 'Woodstock' and is affixed to the water storage tanks proposed on the site. It is indicated that this signage will not be illuminated.

Vehicle access and carparking

Vehicle access is proposed to be from Charlies Road to the south western corner of the site. The access will be gated for security purposes however will not be locked.

Vehicle parking will be located close to this entrance along the southern property boundary with space to accommodate 12 vehicles at any one given time. This parking area will be all weather gravel. No parking will be allowed near to the tents and accommodated persons must only walk from the vehicle parking area to the accommodation.

The applicant has supplied a Bushfire Management Statement, Bushfire Management Plan, Bushfire Emergency Management Plan and Land Capability Assessment to assist in the determination of the application.

Processing history of the application

- 10 March 2020 application lodged with Council
- 13 March 2020 acknowledgement letter sent to applicant
- 18 March 2020 site inspection conducted by Council assessing officer
- 16 April 2020 Section 55 referrals sent to relevant parties under the requirements of the Planning Scheme
- 16 April 2020 public notification sent via mail
- 1 May 2020 first Section 52 objection received
- 4 May 2020 CFA objection received concerning amendments required to the documents submitted
- 11 May 2020 objections sent to applicant
- 19 May 2020 response received from applicant
- 20 May 2020 revised BEMP from applicant to CFA
- 19 June 2020 all Section 55 consents received including CFA

ISSUE/DISCUSSION

Zoning:	Farming Zone (FZ)
Overlays:	Environmental Significance Overlay Schedule 1 (ESO1) Bushfire Management Overlay (BMO)
Particular Provisions	Clause 53.02 – Bushfire Planning
Relevant Provisions of the PPF	<p>Planning Policy Framework</p> <ul style="list-style-type: none"> • 11.01-1S – Settlement • 12.01-1S – Protection of biodiversity • 12.01-2S – Native vegetation management • 12.03-1 – River corridors, waterways, lakes and wetlands. • 12.05-2R – Landscapes – Central Highlands • 13.02-1S – Bushfire planning • 13.07-1S – Land use compatibility • 14.01-1S – Protection of agricultural land • 14.01-2S – Sustainable agricultural land use • 14.02-1S – Catchment planning and management • 15.01-2S – Building design • 17.01-1R – Diversified economy – Central Highlands • 17.01-1S – Diversified economy • 17.02-1S – Business • 17.02-2S – Out-of-centre development • 17.04-1S – Facilitating tourism <p>Local Planning Policy Framework</p>

	<ul style="list-style-type: none"> • 21.05 – Settlement and Housing • 21.07 – Economic Development • 21.08 – Rural Land Use and Agriculture • 21.09 – Environment and heritage • 21.10 – Monitoring and review • 22.01 – Catchment and land protection • 22.04 – Rural Land 	
Under what clause(s) is a permit required?	Clause 35.07-3 – FZ	Use of land for camping and caravan park
	Clause 35.07-4 – FZ	Buildings and works associated with a section 2 use
	Clause 42.01-2 – ESO1	Buildings and works
	Clause 44.06-2 – BMO	Buildings and works associated with accommodation
	Clause 52.05 – Signs	Business identification signage
Objections?	Nineteen (19)	

Response to relevant policy

Settlement Planning

The application involves a significant development outside of the township of Daylesford. The site is considered to be of a relatively high risk of being impacted from a bushfire event due to the geomorphic nature of the site and surrounding dense vegetation. However, the site does not require any native vegetation to be removed to provide sufficient area surrounding the various components of the development to provide the defendable space required in accordance with the relevant bushfire safety standards.

With regards to the suitability of the site and the where the development is proposed Clauses 11.01-1S (Settlement), the various policies within Clause 17 (Economic Development), Clause 21.05 (Settlement) and Clause 21.07 (Economic Development) all provide guidance in relation to the preferred location for such development proposals. Relevant guidance taken from the above clauses includes:

- Promote tourism facilities that preserve, are compatible with and build on the assets and qualities of surrounding activities and attractions. (17.04-1S)
- Give preference to locations in or on the border of an activity centre for expansion of single use retail, commercial and recreational facilities (17.02-2S)

- Create and reinforce settlement boundaries. (11.01-1S)
- To achieve a sustainable urban form for towns by containing most future development within the urban growth boundaries shown on service town Structure Plans. (21.05)
- Development at the interface with public and private forests should address the need to protect habitat, landscape and visual amenity values of adjacent forests. (21.05)

Commercial proposals are generally encouraged within existing commercial centres, not outside of a township boundary, however whilst this is a commercial adventure for tourism accommodation it is considered be in an appropriate location to entice the tourism populous. The location of the site ensures that minimal biodiversity impact will occur and further encourage patrons to the site creating a net benefit to the community when introducing further economic stimulus.

A proposal of this scale is determined to be proposed in an appropriate location, utilising land of which is underutilised in an area that appears to contain a precedent of residential accommodation purposes.

Consideration must be given to whether the overall benefit to the land in terms of land maintenance, economic stimulus (tourism sector) and utilisation of underutilised lands of the proposal outweighs the policy that discourages the development being located within land zoned for agricultural purposes.

Agricultural issues

A planning permit is required under the Farming Zone for the Section 2 Use of land being for camping and caravan park and for the development of land in association with a Section 2 Use.

The breadth of relevant policy including the purpose and decision guidelines of the Farming Zone for any application within land zoned Farming where there is a non-agricultural use requires the assessing officer to determine whether it is an appropriate use and/or development against the following points [but not limited to]:

- Whether the use or development will support and enhance agricultural production.
- Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.
- The potential for the use or development to limit the operation and

- expansion of adjoining and nearby agricultural uses.
- The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.
- The capability of the land to accommodate the proposed use or development, including the disposal of effluent.
- Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.

The proposed land use and development will not directly support agricultural production on the land as this is not an agricultural pursuit. However, as to what agricultural pursuits the land can sustain must be considered.

The parcel of land is considerably smaller than what would generally be considered to be a sustainable land size for agricultural pursuits and given the geomorphic nature of the land this significantly decreases agricultural potential.

The lands geographic location, low soil qualities for many agricultural pursuits, surrounding zone constraints and existing adjoining residential uses suggest it is highly unlikely that the parcel would be utilised for the expansion of any existing agricultural pursuits. As its previous use of the land was informal grazing it is expected that this could continue but be an underutilisation of the land, whereas the proposed use would serve a greater utilisation of land that is agriculturally constrained and introduce economic viability to the land where this currently does not occur.

Whilst the development of the land does technically remove a parcel of Farming Zoned land for accommodation pursuits all tent structures are not classified as permanent structures and could potentially be removed where necessary and at this point of removal the land would again become vacant. Ultimately the proposal does not permanently remove agricultural land.

The applicant has provided a Land Capability Assessment with the proposal which details the site is able to sustain the maximum occupancy of 26 persons away from their place of normal residence at any one time. This has been referred to Councils Environmental Health Department and Goulburn Murray Water for determination and potential conditions to be placed on any permit that may be issued. Each referral authority has responded to the proposal with conditional consent determining that the use of the land for such an effluent disposal system is appropriate in this particular location under the Environmental Protection Authority Waste Water Code of Practice 2016 (or as amended). Given this conditional approval it is appropriate to determine that

the proposal will not have any detrimental effect on the land or those surrounding.

The site is in an area of the Municipality that is predominantly identified as being of low to very low agricultural land quality derived from the September 2007 study, *Review of Agricultural Land and Rural Land Use in the Hepburn Shire*. It is detailed that a small portion of higher-quality land is present on the site, however, this is considered to be due to the seasonal water source that traverses the land to the north eastern corner. Inevitably the land is highly sloped and would not be suitable for many agricultural pursuits other than informal grazing as what has occurred in the past history of the land.

Given the details submitted with the application it is determined that whilst the proposal does not directly support the agricultural production of the land, the land itself is reasoning for this due to the geomorphic nature and low land quality restricting the potential for many agricultural pursuits. In addition, the existing land uses surrounding being of a residential nature rather than agricultural, lends itself to potential precedence for residential and accommodation purposes on land in this general vicinity. The proposed use and development of land in this case is considered to meet the decision guidelines of Clause 35.07-6 as the proposal utilises a currently and previously underutilised and agriculturally constrained parcel of land within the farming zone for purposes that will not negatively affect the land itself or those surrounding.

The use and development has the ability to connect to mains power and is able to utilise water storage and effluent disposal systems to enable the use of the land.

The land is not identified as having the highest quality agricultural soil, is not surrounded by other intensive agricultural production and provides sufficient setbacks to land being used for agricultural production lending itself to the opportunity of being used for accommodation and tourism purposes.

Environmental Significance Overlay

A Land Capability Assessment was provided for each proposed lot dated 5th March 2020 completed by Provincial Geotechnical Pty Ltd.

The application has been referred to the relevant water authority Goulburn Murray Water (GMW) who provided their conditional consent to the application on the basis that it should not have any adverse impact on ground

and surface water health, subject to the inclusion of the conditions and compliance of said conditions required by GMW. Such conditions required by Goulburn-Murray Water and Council's Environmental Health team include appropriate setbacks from registered waterways and treatment to a standard of 20/30. With this information it is appropriate to determine that the proposed use and development will not adversely impact on the relevant water catchment being the Cairn Curran Reservoir catchment or the surrounding lands.

The proposal does not include any vegetation removal, site cut or fill and will therefore have limited or no impact on this aspect of the land and satisfies the decision guidelines of the Environmental Significance Overlay.

Bushfire Management Overlay

To establish the proposed use and development, the application is fortunately not required to remove any existing vegetation to meet the appropriate defensible space requirements as set out in the Bushfire Management Statement and Bushfire Management Plan.

The application has also submitted detailed bushfire safety reports including evacuation plans within the Bushfire Emergency Management Plan that demonstrate how the facility will be managed in the event of bushfire and during high risk days. Additional to this the applicant has detailed a Bushfire Bunker to be located near to the entrance of the parcel of land in the event of a last resort requirement to protect life. The CFA have provided their conditional consent to the application. The submitted Bushfire Management Reports accurately respond to the requirements of the Bushfire Management Overlay.

Economic Development and Tourism

Clause 17.04-1S (Facilitating tourism) has the objective to '...encourage tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination.' The proposal is targeted at generating significant increases in tourism to the Daylesford area through the accommodation sector. The proposed development is considered to be compatible with surrounding land uses that are for either small scale farming enterprises and residential purposes.

Traffic generation and car parking

The application was referred to Councils Engineering Department for consideration of vehicle access. The Engineering Department did not raise any concerns in relation to road safety subject to undertaken road upgrades to enable safe vehicle movements in and out of the site, particular to the stretch of roadway from the existing termination of Charlies Road at the property boundary of 143 Charlies Road to the subject land's property boundary.

From 143 Charlies Road a road reserve is designated on the land, however currently this road reserve is utilised under an agricultural lease. Where legal access is required to lands this agricultural lease is able to be ceased to allow such use and the applicant is currently working through this process.

The proposal provides a total of 12 car parking spaces on the site. For the proposed maximum number of accommodated persons on the land at any one time the amount of proposed vehicle parking is determined to appropriate.

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 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.

Nineteen (19) objections were received.

Nature of objections

- Bushfire threat and risk (access, water supply, maintenance)

Issue: Concerns relating to safe access to and from the land, water supply in the vent of a fire and mitigation maintenance to reduce the threat of a bushfire.

Response: As part of the Planning Scheme requirements for the application under Section 55 referral requirements Country Fire Authority is a required referral authority as a determining authority. As such the application was referred to CFA and conditional consent was received with some correspondence back and forth to achieve an acceptable level of mitigation to reduce the threat to life. The conditions required by CFA relate to the Bushfire Management Statement, Bushfire Management Plan and Bushfire Emergency Management Plan.

- Traffic along Charlies Road

- Issue: Charlies Road is not suitable for such an increase in use.

- Response: The application was referred to Councils Engineering Department particularly in regard to the existing rural access way being Charlies Road for determination as to if the roadway would be suitable for such increase of use. No particular conditions were received in regard to the requirements of an upgrade to said roadway and is considered to be of a standard that would be able to cope with the increased use.

- Additional to this CFA have also indicated that the roadway is safe and of a level that is acceptable for CFA vehicles to be able to access the site in the event of a fire.

- Amenity loss

- Issue: concerns relating to dust, noise, smoke, light, smell and neighborhood character.

- Response: It is considered that the properties in the vicinity of Charlies Road should not be impacted from the use of the land for accommodation purposes. Whilst it is expected that there may be an increase of dust from the use of the roadway the dust itself is expected due to the roadway not being sealed.

- The location of the subject land and that of the proposed development specifically should not create excessive noise, smoke, smell or light due to

the geomorphic nature of the land being that the structures will be lower down the hill creating effectively a buffer.

- In terms of neighbourhood character, the surrounding lands have a mix of residential accommodation and small scale agricultural uses. It is not expected that the use and development of this land will in any way impact the neighbourhood character.
- In addition, appropriate conditions will be placed on any permit that may be issued to ensure appropriate compliance can be maintained where necessary.
- Vegetation removal and conservation
 - Issue: Concerns relating to removal of vegetation and conservation of the land.
 - Response: No vegetation is proposed to be removed and the land will be maintained in accordance with CFA conditions for mitigation measures and GMW/Councils EHO conditions for management of the wastewater system and water ways on the land.
- Wastewater (impact on waterways and adjoining properties)
 - Issue: Concerns relating to the leaching of the wastewater field into the waterways that traverse the land.
 - Response: As part of the Planning Scheme requirements for the application under Section 55 referral requirements Goulburn Murray Water is a required referral authority as a determining authority. As such the application was referred to GMW and conditional consent was received as the proposed location of the effluent disposal field is in accordance with the EPA Code of Practice for Onsite Waste Water Disposal 2016.
- Agricultural production
 - Issue: Concerns relating to loss of productive agricultural land.
 - Response: It has been determined that the land is of low value to agricultural production and is not suited for sustainable agricultural enterprise due to the soil composition, geomorphic constraints and surrounding land uses.

- Signage
 - Issue: Concerns relating to the signage not being in keeping with the character of the area.
 - Response: The proposed signage is considered to be in a location appropriate to the land and those surrounding. The design and size of the sign is in accordance with Clause 52.05 Signs. No illumination is proposed of the sign reducing the potential for any amenity loss from the location.

CONCLUSION

The proposal will likely generate economic development and spending within the region. The development has the ability to utilise reticulated power and is able to contain effluent on the land. The land is not identified as having the highest quality agricultural soil, is not surrounded by other intensive agricultural production and provides sufficient setbacks to land being used for agricultural production.

The development should not adversely impact on water quality, has been designed to meet bushfire safety requirements and no vegetation is proposed to be removed reducing the effective impact on any biodiversity as a consequence of the development. The proposal will be utilising an underutilised parcel of land within the shire and the design of the development will sit comfortably with the character of the area.

A safe traffic environment can be provided to the land subject to the upgrade requirements required by Councils Engineering Department for the current unmade section of roadway.

Whilst there is opposition to the proposal, on balance and subject to relevant conditions on any permit that may be issued, it is considered that the proposal is appropriate when assessed against the relevant policy, the context of the site and surrounds in which it sits.

OFFICER'S RECOMMENDATION

11.1.1 That Council, having caused notice of planning application PA 2703 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of The Act, determines to issue a Notice of Decision to Grant a Permit for the use and development of the land for tourist accommodation and business identification signage at 153 Charlies Road, Elevated Plains in accordance with the endorsed plans subject to the following conditions:

Amended plans required

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

- a) Exact location of all structures from title boundaries.
- b) Floor plan and elevation plan of the proposed Safari Tents.
- c) Elevation plans of the Yurt Tents.
- d) Details of proposed pathways from the parking area to each tent structure including materials and dimensions.
- e) Car parking plans in accordance with Condition 22 inclusive.

Use of land

2) The use of land may only be for camping purposes within the proposed tent structures as per the endorsed development plan to the satisfaction of the Responsible Authority.

3) No accommodation/camping may take place within informal tents, campers, caravans or any like structure to the satisfaction of the Responsible Authority.

Patron restrictions

4) No more than 26 patrons in association with the use of the land for accommodation may be permitted on the land at any one time unless otherwise agreed in writing by the Responsible Authority.

No alterations to plans

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

General Amenity Conditions

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

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

- a) transport of materials, goods or commodities to or from the land;
- b) appearance of any buildings, works or materials;
- c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
- d) the presence of vermin.

All to the satisfaction of the Responsible Authority.

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

- a) transport of materials, goods or commodities to or from the land;
- b) inappropriate storage of any works or construction materials;
- c) hours of construction activity;
- d) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and
- e) presence of vermin.

All to the satisfaction of the Responsible Authority.

Noise restrictions

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

Waste management conditions

10) Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.

11) All waste material not required for further onsite processing must be regularly removed from the land. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.

Lighting to be baffled

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

Car parking

13) Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:

- a) fully constructed
- b) properly formed to such levels that may be used in accordance with the plans
- c) surfaced with an all-weather surface or seal coat (as appropriate)
- d) drained and maintained in a continuously usable condition
- e) line marked to indicate each car space, loading bay and/or access lane
- f) clearly marked to show the direction of traffic along access lanes and driveways

all to the satisfaction of the Responsible Authority.

14) Car spaces, access lanes and driveways must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.

15) The loading and unloading of goods from vehicles must only be carried out on the land or within designated car parking spaces and must not disrupt the circulation and parking of vehicles on the land.

16) The discharge of water from the land must be controlled around its limits to prevent any discharge onto any adjacent property or streets other

than by means of an approved drainage system discharged to an approved outlet to the satisfaction of the Responsible Authority.

Vegetation Removal

17) No vegetation, apart from that required by the Bushfire Management Conditions as endorsed is to be removed, felled, destroyed or lopped without the written consent of the Responsible Authority.

Engineering Conditions

18) Stormwater Drainage

a) All stormwater discharged from the subject land shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority. No concentrated stormwater shall drain or discharge from the land to adjoining properties.

19) Road Upgrade Works

a) It is the responsibility of this permit holder(s) to construct and maintain the unmaintained/unmade Charlies Road from a maintained road network (i.e. from 143 Charlies Road) to the subject land to the satisfaction of Responsible Authority.

b) Prior to the commencement of use, the road shall be formed, drained and surfaced in accordance with detailed plans and specifications prepared by the Land Owner/s and approved by the Responsible Authority.

c) The road shall be designed and constructed to relevant Australian and VicRoads standards and in accordance with the requirements of Infrastructure Design Manual (IDM) and IDM standard drawing SD600.

d) Road shall comprise of;

i) 4.0m pavement width comprising;

- Minimum 200mm compacted depth class 3 20mm FCR sub-base
- Minimum 100mm compacted depth class 2 20mm FCR base

Or

- 300mm compacted depth approved gravel sub base

ii) Table drains and culverts including pipe culverts at road intersections as required

e) The developer shall prepare all documents required for obtaining approval from Dja Dja Wurrung Clans Aboriginal Corporation for road works and submitted to the Responsible Authority for forwarding them to the Dja Dja Wurrung Clans Aboriginal Corporation. All costs incurred in complying with the Dja Dja Wurrung Clans Aboriginal Corporation requirements shall be borne by the developer.

20) Access

a) Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.

b) Prior to statement of compliance the following will be constructed for approval.

i) Vehicle access/crossing to all lots is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority.

ii) Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.

iii) Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.

iv) Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.

c) The final location and construction of the vehicle crossing is to be approved by the Responsible Authority via a "Consent to Work within the Road Reserve", prior to the undertaking of works.

21) Signage

a) Appropriate signage and line marking shall be provided to the satisfaction of the Responsible Authority.

22) Carparking

a) Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with AustRoads

Publication 'Guide to Traffic Engineering Practice: Part 11 Parking', Australian Standard "AS2890: Parking Facilities" and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.

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

- i) surfaced with an all-weather surface and treated to prevent dust;
- ii) drained in accordance with an approved drainage plan;
- iii) provision for vehicles to pass on driveways and
- iv) constructed and completed to the satisfaction of the Responsible Authority.

v) Area that is adequate for loading /unloading of recurring deliveries.

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

23) Prior to statement of compliance it is the responsibility of the developer to meet the requirements and standards as set out in the IDM (Infrastructure Design Manual) version 5.20

24) All works must construct and complete prior to commencement of use.

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

Councils Environmental Health Conditions

26) The premises must be registered with Council as required by the Residential Tenancies Act 1997.

27) An Application to Register a Caravan Park must be submitted to Council. The application must include all requirements as per Regulation 11 of the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010.

28) An application to install a septic tank system must be submitted prior to any works commencing.

29) An EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard must be installed in accordance with the Code of Practice: Onsite Wastewater Management 2016.

30) The effluent disposal field must be located in an area that is able to satisfy minimum setbacks from dams and waterways. A 60m setback must be satisfied from any proposed or existing dams and 100m from declared waterways.

31) If food is to be provided to guests, the premises must either notify or register with Council as per the requirements in the Food Act 1984.

Goulburn Murray Water Conditions

32) All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

33) All wastewater from the proposed accommodation buildings must be treated to a standard of at least 20mg/L BOD and 30mg/L suspended solids using a package treatment plant or equivalent. The system must be an EPA approved system, installed, operated and maintained in accordance with the relevant EPA Code of Practice and Certificate of Conformity.

34) The wastewater disposal area must be at least 100m from the nearest waterway, 60m from any dams, 20 metres from any bores and 40 metres from any drainage lines.

35) The wastewater disposal area must be kept free of stock, buildings, driveways, pedestrian access, recreational use and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.

Country Fire Authority Conditions

36) Bushfire Management Plan Endorsed

a) The Bushfire Management Plan Version 2 Dated June 2020 attached as Attachment 5 on page 16 of the Bushfire Management Statement prepared by Southern Cross Town Planning (version V2 and dated 03/06/2020) must be endorsed to form part of the permit and must not be altered without the written consent' by the CFA and the Responsible Authority

Mandatory Bushfire Condition

37) The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Expiration Conditions

38) This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the date of this permit.
- b) The development is not completed within five years of the date of this permit.
- c) The use is not started within five years of the date of this permit.
- d) The use is discontinued for a period of two consecutive years or if seasonal use a period of two years over three years.

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

Goulburn Murray Water Planning Note:

The subject property is located within an area of Cultural Heritage Sensitivity. Should the activity associated with proposed development require a Cultural Heritage Management Plan (CHMP), planning permits, licences and work authorities cannot be issued unless a CHMP has been approved for the activity.

Mr Sean O'Keefe, representing the applicant, addressed Council in support of the application.

Ms Nagia Centurion addressed Council in objection to the application.

Mr Mark Considine addressed Council in objection to the application.

Mr John Stockfeld addressed Council in objection to the application.

Mr Ken Mansell addressed Council in objection to the application.

MOTION

11.1.1. That Council, having caused notice of planning application PA 2703 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 refuse to grant a planning permit for the use and development of the land for tourist accommodation (camping and caravan park) and business identification signage at 153 Charlies Road, Elevated Plains for the following reasons:

- 1. The proposal is inconsistent with Clauses 14.01-1S, 21.08 and 22.04 of the Hepburn Planning Scheme as the proposal will result in the permanent removal of agricultural land for primary production purposes and will detract from the long term capacity of productive agricultural land to continue production.*
- 2. The proposal is inconsistent with the purpose and decision guidelines of the Farming Zone at Clause 35.07 of the Hepburn Planning Scheme as the proposal will fragment and existing productive rural area and will adversely affect the use of the land and surrounding area for agricultural purposes.*
- 3. The proposal is inconsistent with Clause 13.02-1S and the purpose and decision guidelines of the Bushfire Management Overlay at Clause 44.06 as the proposal represents an unacceptable risk to human life due to the sites high bushfire risk and inappropriate access arrangements.*
- 4. The proposal is inconsistent with Clauses 11.01-1S the various policies within Clause 17, Clause 21.05 and Clause 21.07 as the proposal results in an out of centre development that does not provide a net community benefit to any of the surrounding towns and settlements.*
- 5. The generation of noise from use will have an adverse impact on the amenity of the area, inconsistent with Clause 13.05-1S.*

6. *Existing access arrangements to the site is inappropriate to cater for the expected vehicular traffic and type of vehicles accessing the site.*
7. *A cultural heritage management plan has not been prepared for the for the site.*
8. *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 Kate Redwood AM

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 1 - CONFIDENTIAL - APPLICATION – PA 2703 - 153
CHARLIES ROAD, ELEVATED PLAINS (ISSUED TO COUNCILLORS
UNDER SEPARATE COVER)**

**ATTACHMENT 2 - PLANS – PA 2703 - 153 CHARLIES ROAD, ELEVATED
PLAINS (ISSUED UNDER SEPARATE COVER)**

**ATTACHMENT 3 - CONFIDENTIAL - OBJECTIONS – PA 2703 - 153
CHARLIES ROAD, ELEVATED PLAINS (ISSUED TO COUNCILLORS
UNDER SEPARATE COVER)**

**ATTACHMENT 4 - RESPONSE TO OBJECTIONS – PA 2703 - 153
CHARLIES ROAD, ELEVATED PLAINS (ISSUED UNDER SEPARATE
COVER)**

**ATTACHMENT 5 - CONFIDENTIAL - RESPONSE TO RESPONSE TO
OBJECTIONS – PA 2703 - 153 CHARLIES ROAD, ELEVATED PLAINS
(ISSUED TO COUNCILLORS UNDER SEPARATE COVER)**

**ATTACHMENT 6 - REFERRAL RESPONSE – PA 2703 - 153 CHARLIES
ROAD, ELEVATED PLAINS (ISSUED UNDER SEPARATE COVER)**

**11.2. PLANNING APPLICATION 2701 FOR USE OF THE LAND FOR MATERIALS RECYCLING AT 258 WRIGLEYS ROAD, BROOMFIELD
DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES**

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 an application for the use of the land for Materials Recycling at 258 Wrigleys Road, Broomfield.

BACKGROUND

Site and Surrounds

The site is a 15ha parcel of land that is made up of 2 equally sized titles each approximately 7.6ha in size.

The site has a depth of approximately 795m and has a frontage to Wrigleys Road of approximately 185m.

The site is grazed with sheep present during site visits. The central portion of the site includes a tract of native vegetation where there is a large congregation of motor vehicles that the applicant seeks approval to recycle as part of the materials recycling business that is sought to operate from the site.

Land surrounding the site is used predominantly for rural residential purposes with dwellings located on the vast majority of surrounding properties.

Surrounding land is relatively flat with a number of smaller rises undulating throughout the surrounding area.

Proposal

The application proposes to use the land for the materials recycling, namely the recycling of motor vehicles.

The applicant has advised that the operation is to operate as follows:

- Vehicles are brought to the site via a car and car trailer
- A chain block is used to remove an engine from a vehicle after releasing the engine manually using hand tools
- The cars and engines are then transported to larger scrap metal business.

- The location of the operation is to be with a central location where there are a number of trees present.

The applicant has advised that it is their intention to plant additional vegetation surrounding the site as well extending an existing wooden coral to provide additional screening from neighbour's properties.

Access is afforded via an existing driveway to Wrigleys Road.

The applicant has advised that no petrol, oils or batteries stored on the site.

ISSUE/DISCUSSION

Relevant Planning Provisions

Zoning:	Farming Zone	
Overlays:	Environmental Significance Overlay Schedule 1 Heritage Overlay Schedule 936 (Part of site)	
Particular Provisions	Clause 52.06 – Car parking Clause 53.14 – Resource Recovery	
Relevant Provisions of the PPF	Clause 11.01-1S Settlement Clause 11.01-1R Settlement - Central Highlands Clause 13.02-1S Bushfire Protection Clause 13.05-1S Noise abatement Clause 13.07-1S Land use compatibility Clause 14.01-1S Protection of agricultural land Clause 14.02-1S Catchment planning and management Clause 14.02-2S Water quality Clause 15.03-1S Heritage conservation Clause 17.01-1S Diversified economy Clause 17.01-1R Diversified economy – Central Highlands Clause 17.03-2S Sustainable industry Clause 19.03-5S Waste and resource recovery Clause 21.07 Economic Development Clause 21.08 Rural Land Use and Agriculture Clause 21.09 Environment and Heritage Clause 22.01 Catchment and Land Protection Clause 22.04 Rural Land	
Under what clause(s) is a permit required?	Clause 35.07-1	Use of the land for Materials Recycling

Objections?	Six (6)
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Response to Policy Framework and zoning provisions

The definition of 'Materials Recycling' in the Hepburn Planning Scheme is: Land used to collect, dismantle, treat, process, store, recycle, or sell, used or surplus materials.

Materials recycling is nested under industrial land use in Clause 75 of the scheme. An industrial land use requires planning permission under the Farming Zone.

While the purposes of the Farming Zone are largely directed to retaining and supporting agricultural uses, a range of other uses are allowable as section 2, permit required uses. In such circumstances the following purposes of the zone are relevant:

To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

Decision guidelines that are applicable in the circumstances of a non-agricultural use proposal, as is the case here, are set out under the headings of 'General issues', 'Agricultural Issues and the impact of non-agricultural uses', 'Environmental issues' and 'Design and siting issues'. Broadly, these guidelines, and those under the general decision guidelines, seek to ensure an acceptable planning outcome, having regard to the objectives of planning in Victoria and the goal of the State Planning Policy Framework to 'integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development.

State and local policy seeks to direct such uses to alternative sites principally located in industrial estates. The use is an industrial use and there is an extensive supply of suitably zoned land in this municipality to which the use ought to be directed. The consumption of agricultural land for this proposal is,

contrary to the purpose of the Farming Zone, and conflicts with policy about the location of such uses.

The policies relating to settlement, industry and agriculture predominantly seek to reinforce settlement boundaries and promote commercial activities within these existing settlements to make use of existing transport networks and to ensure that any proposed use will not adversely impact on existing agricultural land uses.

The site and surrounding land is not used extensively for intensive agricultural pursuits however is identified as being high quality agricultural land.

The applicant has advised that there will be impact as a consequence of the minimal noise and emissions associated with the proposed use which may be the case but the appropriateness of the use and the possible environmental impacts are of concern.

Environmental and Sustainability Issues

The site, as with all of the Municipality, is located within a drinking water catchment area. The applicant has identified that the dismantling of the vehicles on the site is done manually and that any oil is captured in a drip tray.

Despite this also being the manner in which oil is captured at a specialised mechanical workshop, despite all precautions there is still times that oil and other products, vehicle lubricants and the like inadvertently leak or drop on the ground. The site does not contain any hard surfaces where such liquids can be appropriately captured and cleaned and will instead fall onto bare earth.

A condition could be included on any permit to require such an area to be provided and appropriate bunding being installed to ensure runoff into adjoining watercourses is not possible. With the limited information provided it is not clear that the proposed use will operate as such not to adversely impact on ground water health.

Car Parking

Clause 52.06 requires 10% of a site used for materials recycling to be set aside for car parking and accessways. There is sufficient space set aside for such purposes and given any additional space set aside for such would not be considered an appropriate outcome given the farming zoning of the land.

Other Matters

The level of information supplied with the application is not sufficient to allow fully informed decision to ensure the proposed use will not have an adverse impact on the amenity of the area. An accurate delineation of the area that will be used for the proposed use has not been clearly shown and as referenced above, there is concern that the environmental impact of the proposal can not be determined to an adequate level. The congregation of a large number of vehicles may also pose other risks such as fire and the storage of a large number of vehicles within a tract of vegetation could impact the vegetation health.

Advice from authorities

CFA have reviewed the documentation that was supplied with the referral and provides the following advice based on recent activity within the recycling industry:

CFA recommends that the site adheres to and achieves compliance with the EPA's "Management and storage of combustible recyclable and waste materials guideline – Publication 1667.2 October 2018".

The site should also implement emergency plans and procedures that promote the effective and efficient management of any emergency in relation to human life safety issues for its occupants and responders, specific to the activities and risks of the site. Holistic emergency planning may also include elements related to broader risk management, security and business continuity.

CFA recommends that the emergency management plan be developed in line with the above-mentioned guideline and AS 3745: Planning for emergencies in facilities, in relation but not limited to emergency prevention, emergency preparedness and risk/emergency mitigation to CFA's satisfaction.

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 is subject to appeal rights and may incur costs at VCAT if appealed.

RISK IMPLICATIONS

N/A

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

As referenced above

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, six objections have been received. The issues raised in the objections are addressed individually as follows.

- Effect on environment

This concern is shared by officers in that the site does not contain an acceptable location for the dismantling of vehicles that the collection of any spilled oils etc can be appropriately captured.

- Not an appropriate use.

As per the report, there is also a concern at officer level regarding the location of the proposed use. The site is located within an area that is mapped as being of very high agricultural quality and despite the use being proposed within an area that is currently heavily vegetated and is unable to be farmed, this does not on balance mean that the site is appropriate.

- Fire Hazard

The site includes a number of motor vehicles that may make the ability to protect the surrounding areas from fire more difficult if there is a fire event in the vicinity. The CFA have recommended that a number of matters be addressed should the proposal go ahead. It is noted that due to the significant detail required to be included in such reports that they would need to be prepared prior to be able to fully consider the risk associated with the site.

CONCLUSION

The proposed use on balance is not considered to respond to the relevant state and local planning policy framework and is not considered on balance to respond appropriately to the zoning of the land. The application has been submitted with limited information to adequately assess whether the site will adversely impact on the environment or the amenity of the area.

OFFICER'S RECOMMENDATION

11.2.1. That Council having caused notice of the planning application 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 Refusal to Grant a Planning Permit PA 2701 for the use of the land for materials recycling in respect of the land known as 258 Wrigleys Road, Broomfield, on the following grounds:

1. The proposal does not appropriately respond to the SPPF and LPPF, specifically clause 11.01-1, 13.07- 1, 14.01-1, 14.01-2, 17.01-1, 21.07 and 21.08.
2. The applicant has failed to demonstrate that the materials recycling facility will not have an impact on agricultural production, soil quality and groundwater and will not permanently remove the land from agricultural production, which is contrary to the decision guidelines of the Farming Zone.
3. The use will adversely impact on groundwater health.
4. The application does not result in that community benefit.
5. Within 3 months of the date of this permit the site (known as 258 Wrigleys Road, Broomfield) shall be rectified to its original state. This means all cars, car parts and materials associated with the business and use shall be removed off the site.

Ms Maureen Coward, the Applicant, addressed Council in support of the application.

Ms Jacinta Erdody addressed Council in objection to the application.

Mr Justin Thomas addressed Council in objection to the application.

Mr Lee Schlooz addressed Council in objection to the application.

Mr Robt Haughie, representing the Kingston Fire Brigade, addressed Council in objection to the application.

MOTION

11.2.1. That Council having caused notice of the planning application 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 Refusal to Grant a Planning Permit PA 2701 for the use of the land for materials recycling in respect of the land known as 258 Wrigleys Road, Broomfield, on the following grounds:

- 1. The proposal does not appropriately respond to the SPPF and LPPF, specifically clause 11.01-1, 13.07- 1, 14.01-1, 14.01-2, 17.01-1, 21.07 and 21.08.*
- 2. The applicant has failed to demonstrate that the materials recycling facility will not have an impact on agricultural production, soil quality and groundwater and will not permanently remove the land from agricultural production, which is contrary to the decision guidelines of the Farming Zone.*
- 3. The use will adversely impact on groundwater health.*
- 4. The application does not result in that community benefit.*
- 5. Within 3 months of the date of this permit the site (known as 258 Wrigleys Road, Broomfield) shall be rectified to its original state. This means all cars, car parts and materials associated with the business and use shall be removed off the site.*

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 7 - PLANS - PA 2701 – 285 WRIGLEYS ROAD
BROOMFIELD (ISSUED UNDER SEPARATE COVER)**

**ATTACHMENT 8 - CONFIDENTIAL - OBJECTIONS – PA 2701 – 285
WRIGLEYS ROAD BROOMFIELD (ISSUED TO COUNCILLORS UNDER
SEPARATE COVER)**

12. OFFICERS' REPORTS

12.1. CHIEF EXECUTIVE OFFICER'S REPORT

OFFICER'S RECOMMENDATION

12.1.1. That Council receives the Chief Executive Officer's Report for July 2020.

MOTION

12.1.1. That Council receives the Chief Executive Officer's Report for July 2020.

Moved: Cr John Cottrell

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 9 - CHIEF EXECUTIVE OFFICER'S REPORT FOR JULY
2020**

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 21 July 2020

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

CEO Update

This time last month we held our second virtual Council meeting. The agenda for the meeting was very full and included the adoption of the Draft Heritage Strategy and Exhibition of the Draft Hepburn Planning Scheme (which have been long term priority projects for the Council), project funding opportunities as a result of COVID-19 stimulus funding packages, a range of community and biodiversity grants (which are very important to our communities) and the Event Strategy 2020-2025. Council also adopted a Prevention of Violence Against Women and Children Leadership Statement (Council has zero tolerance for all violence against women).

Unfortunately, we have seen a significant increase in cases of COVID-19 in Melbourne. As a result of we have seen new restrictions placed on Melbourne and the Mitchell Shire to prevent the spread of COVID-19. At this stage there are no further restrictions on Regional Victoria. Obviously, these new restrictions have a significant impact on our business community who were just starting to rebuild after the first lockdown.

As we have from the start of the pandemic, we will continue to work with Community and Business to provide support through these very challenging times. I understand that this is difficult for everyone as we all thought we were returning to some normality. The impacts of COVID-19 have been far reaching for all of us, from work to family and business. We have all had to adjust to the restrictions and the thought of the restrictions going on for an extended period.

Under government guidelines, earlier this month some restrictions were lifted and Libraries and Customer Service re-opened with modified services and opening times. The decision to re-open Customer Service was made to meet the needs of the most vulnerable members of our community. We are still encouraging all community members to call or email in the first instance.

We are continuing to receive regular updates from the Department of Health and Human Services as well as the Victorian Chief Health Officer, and our response to service delivery is predominately based on this advice.

The Premier is still very clear about the need to work from home if you can, and all non-essential face-to-face meetings have been suspended.

In better news, this month we received \$171,400 to upgrade the Calembreen Park Change Facilities and accessible paths. This has been a project on our books for some time and it is great to get funding to deliver improved facilities for a much-loved place in the Shire.

Over the past month I have continued to participate in meetings via video conference or phone including:

- Council briefings (our regular Councillor briefing, Strategic briefing and the new Planning briefing)
- Regional Gastronomy Group meetings
- Loddon Campaspe CEO's meeting, & Loddon Campaspe Councils meeting
- Regional Council's Transformation Project update meeting
- COVID19 relief and recovery meetings with various agencies and Council staff
- Emergency Management Team meetings
- COVID-19 Business Continuity meetings
- Interviews with various media outlets
- Meeting with Regional Development Victoria and CAFS
- Rural Councils Committee meetings
- Project meetings for the Hepburn Hub at the Rex
- Interview regarding the prevention of violence against women and children leadership statement
- Regular, recurring meetings with Directors and direct reports
- Rural Council Transformation Program meetings and a Rural Council Victoria Strategic Planning Workshop
- Central Highlands Councils Victoria CEO's monthly meeting
- Daylesford Institute of Gastronomy and Good Food
- Zoom meeting with DHHS and Victoria Police to discuss Creswick Social Housing and the Creswick Caravan Park
- Meeting with Regional Development Victoria and Daylesford Spa Country Rail regarding the proposed extension to the Daylesford Spa Country Railway
- A DELWP Household recycling reform transition planning meeting
- A regional Shared Services workshop.

12.2. CUSTOMER REQUESTS UPDATE – JUNE 2020

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Director Community and Corporate Services, I Bradley Thomas 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, for the period ended 30 June 2020.

BACKGROUND

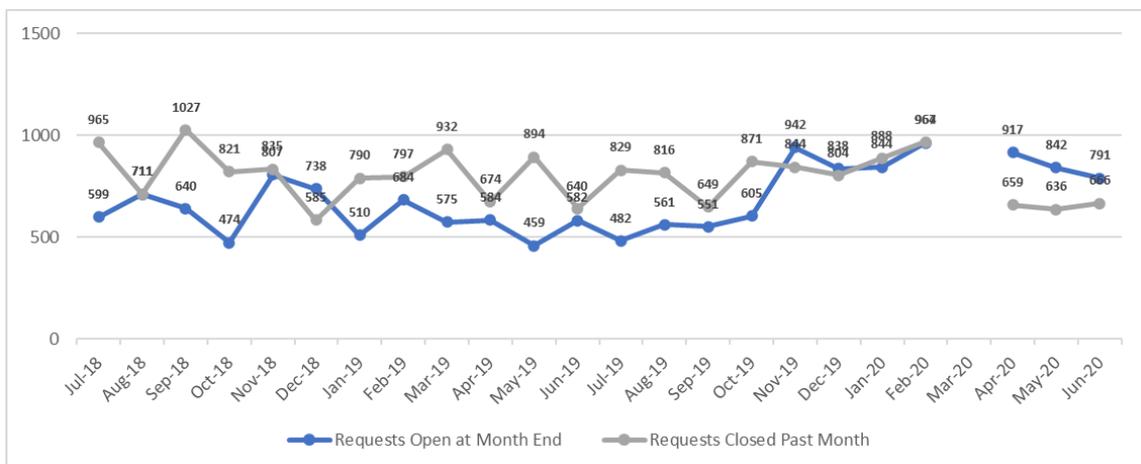
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

In using the system, the organisation is focussed on the importance of contact with customers to close the loop on all requests and recording details of actions taken.

ISSUE/DISCUSSION

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

Total Requests Open and Closed Each Month

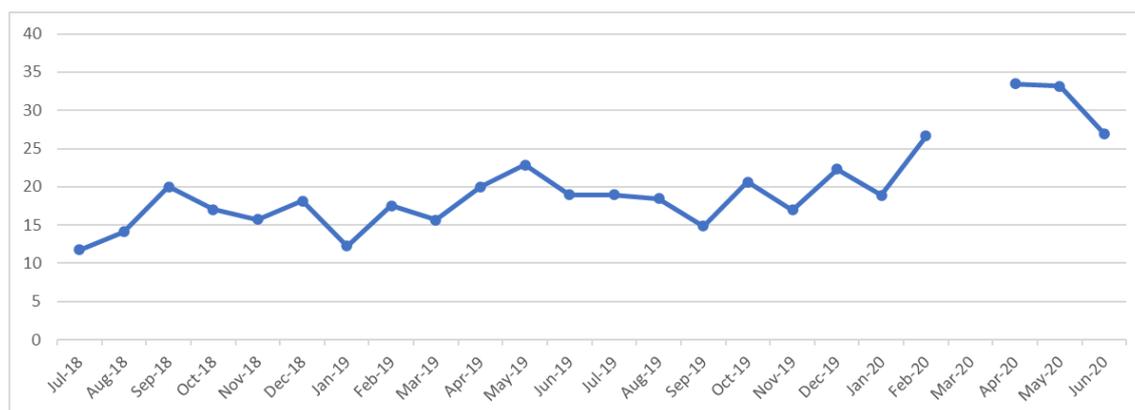


- There was a spike in the number of requests in November 2019 due to requests, particularly tree repairs and roads works associated with the weather events 21 November.
- COVID-19 data was not collected for the month of March 2020.
- Over the last 24 months the average requests open at the end of the month has been 683. Council had 791 (May 942) customer requests outstanding at month-end.
- Over the last 24 months the average requests closed during the month has been 796. Council had 666 customer requests closed during the month.

Each request is allocated a category as the type of request, with the following detailing the top categories of open requests for the last six months:

Category	Jan	Feb	Mar	Apr	May	June
Call back	404	413		380	365	360
Roads and Footpaths	107	84		81	81	80
Parks and Open Space	65	79		79	54	49
Information Technology (internal)	83	81		85	89	81
Development - Planning, Building and Septics	69	63		80	76	56
Other	247	244		210	177	165
Total	975	964		915	842	791

Average Days to Close Requests



Over the last 12 months the average days to closed has ranged between 14.85 and 33.47 – with an average of 22.85.

We have seen a spike in April and May, this is likely due to a number of long term requests being closed, as a result of staff able to ‘clean’ data and finalise requests while working from home due to COVID-19. This will be monitored

by management, however the trend in June 2020 was the average days returning to a more 'normal'.

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 annual 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 manages and responds to customer requests using the Closing the Loop system, including a focus on actively closing the loop with contacting customers. The above summary information has been provided for Council's information.

OFFICER'S RECOMMENDATION

12.2.1. That Council notes the update on customer requests for June 2020.

MOTION

12.2.1. That Council notes the update on customer requests for June 2020.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

12.3. DEVELOPMENT AND COMMUNITY SAFETY REPORT

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Manager Development and Community Safety, I Bronwyn Southee 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 the Planning units of Council.

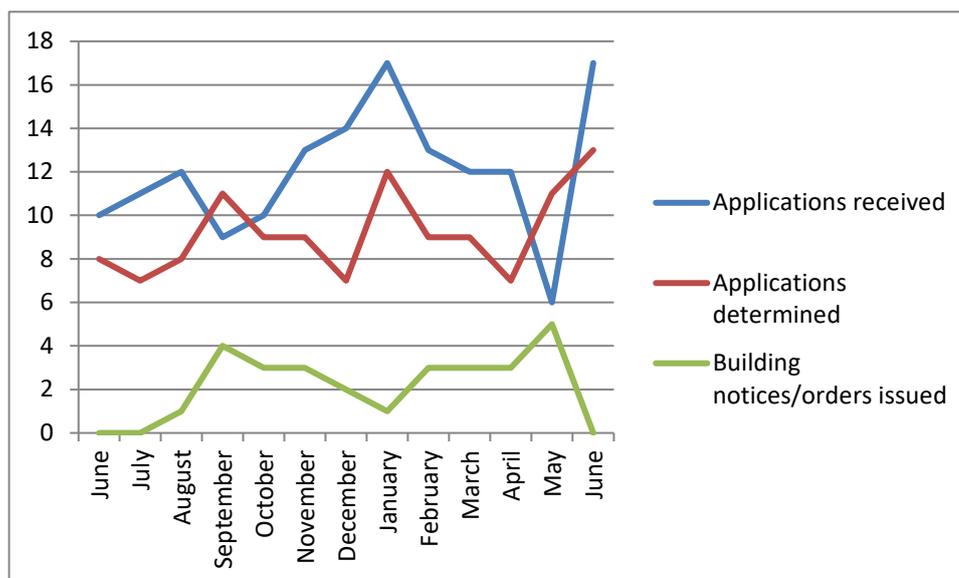
ISSUE/DISCUSSION

Building

The building activity report for June 2020 is summarised below:

Building Activity	Total
Building applications received	17
Building applications determined	13
Building notices/orders issued	0
Total development cost	\$1,295,290

The following graph indicates building statistics and activity for the 2019/2020 financial year. (June 2019 included):

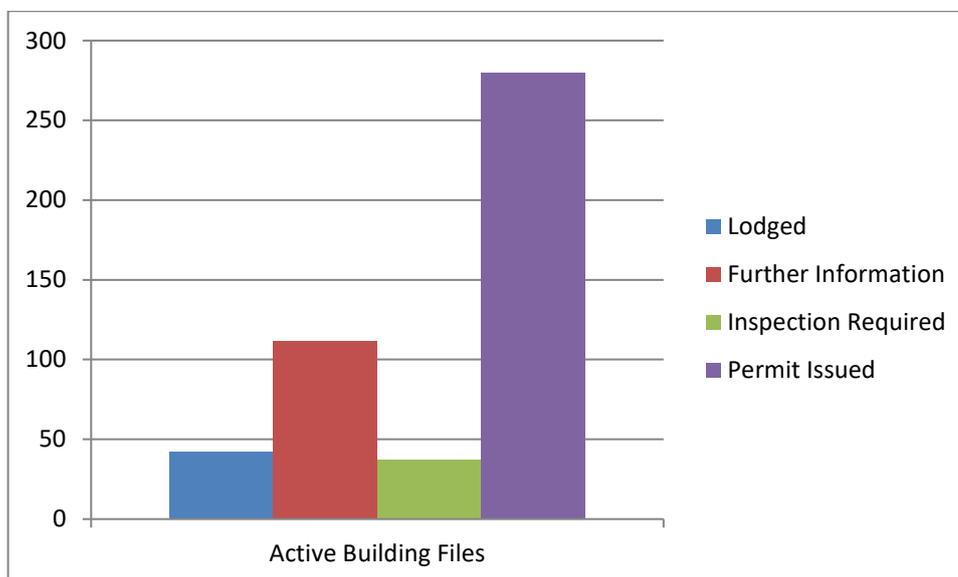


The total value of development for all Council approved building permits for the 2019/2020 financial year is \$10,554,392.

Active Building Files

The building department has had 471 active building files over the month of June as summarised below:

Active Building Files	Total
Lodged	42
Further Information	112
Inspection Required	37
Permit Issued	280



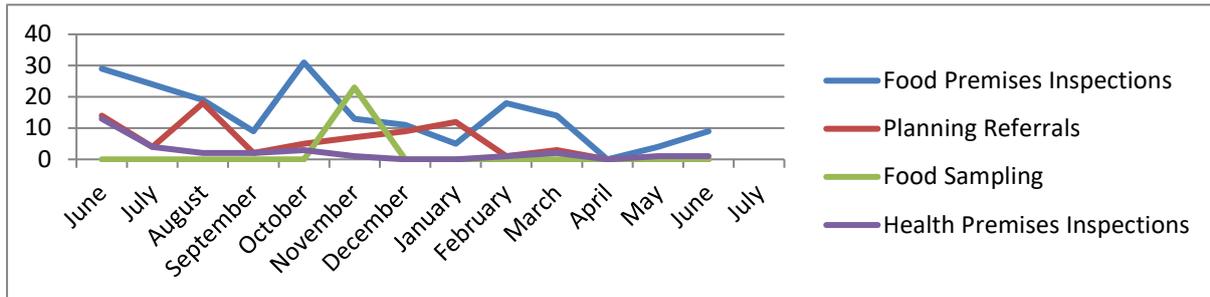
Environmental Health

It should be noted that Councils Environmental Health Officers continue to be heavily engaged in Councils response to the Pandemic and State of Emergency throughout June. This has included but not limited to time reviewing Councils Pandemic Plan, liaison with State Government Agencies, stakeholders, and extensive communication with businesses to assist them in complying with the COVID-19 guidelines. Whilst the team has been working hard in this area to support our community, it has impacted other responsibilities.

The Environmental Health activity report for June 2020 is summarised below:

Environmental Health Activity	Total
Food Premises Inspections	9
Planning Referrals	0
Food Sampling	0
Health Premises Inspections	1

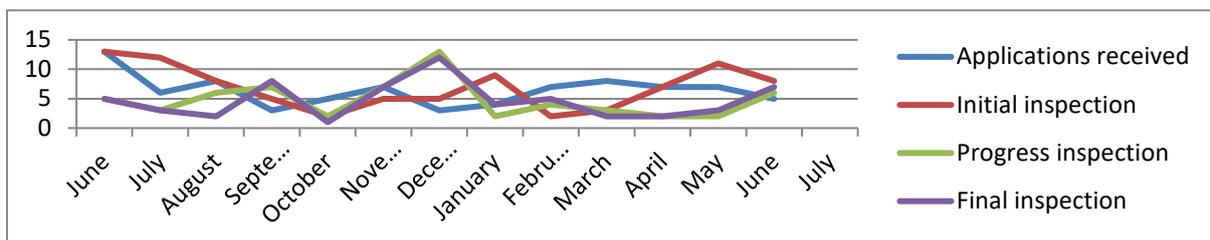
The following graph indicates environmental health statistics and activity for the 2019/2020 financial year (June 2019 included):



The Environmental Health septic tank application/inspection activity report for June 2020 is summarised below:

Septic Tank applications/inspections	Total
Applications	5
Initial inspection	8
Progress inspection	6
Final inspection	7

The following graph indicates environmental health septic tank application/inspection statistics and activity for the 2019/2020 financial year (June included):



Community Safety

The Community Safety team activity report for June 2020 is summarised below:

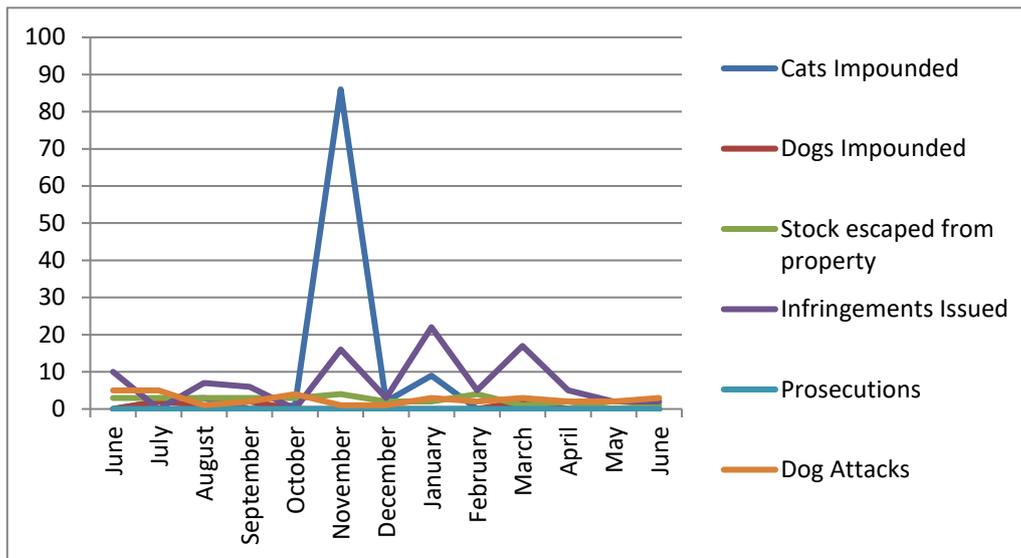
Local Laws Activity	Total
Cats Impounded	0
Dogs Impounded	0
Stock escaped from property	1
Infringements Issued	2
Prosecutions	0
Dog Attacks	3
Declarations of Menacing Dogs	0
Declarations of Dangerous Dogs	0

The three reported dog attacks referenced above occurred in Clunes (1) and Creswick (2). One of the reported attacks in Creswick is being investigated by the Victoria Police and Council is assisting as required. The other attack in Creswick has closed due to insufficient evidence and the attack in Clunes is still under investigation.

Breakdown of Infringements issued in June 2020:

Infringements	Total
Parking	0
Local Law	0
Food	0
Animal	2
Fire	0

The following graph indicates local laws statistics and activity for the 2019/2020 financial year (June 2019 included)

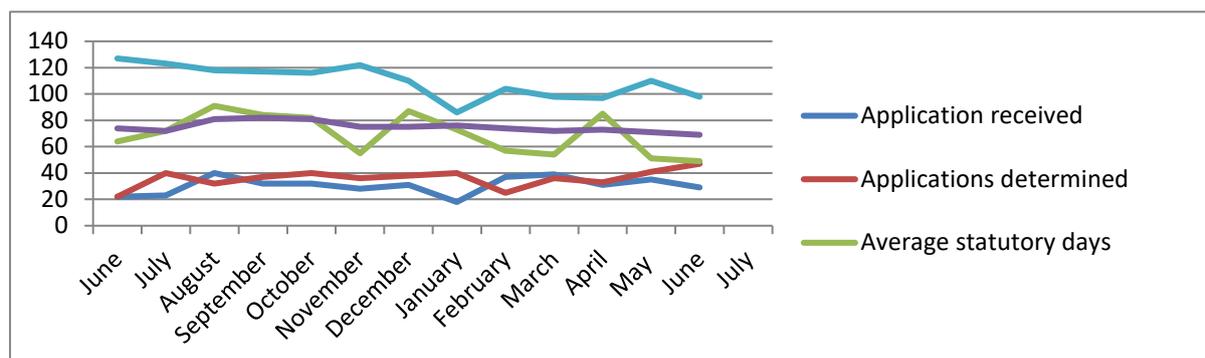


Planning

The Planning activity report for June 2020 is summarised below:

Planning Activity	Total
Applications received	29
Applications determined	47
Average statutory days for month	49
Average statutory days 2019/2020 financial year	69
Average statutory days 2018/2019 financial year	110
Outstanding applications	98

The following graph represents planning activity for the 2019/2020 financial year (June 2019 included):

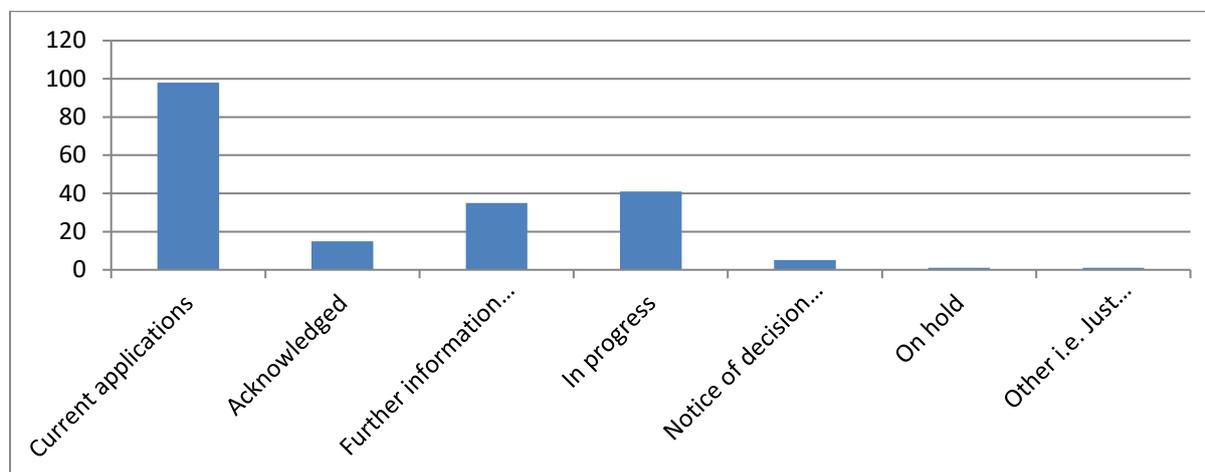


The number of applications received has fallen slightly which may be just a natural reduction or could be a sign of a continued reduction in application numbers due to COVID-19. It is noted that the number of applications received remains higher than this time last year. A significant number of applications were determined in June which has seen a reduction in overall outstanding applications. Statutory days to determine applications continues to fall.

The status of all active applications as at June 2020 is summarised below:

Status of all active applications as at June 2020

Current applications	98
Acknowledged	15
Further information request	35
In progress	41
Notice of decision pending	5
On hold	1
Other i.e. Just submitted, referred	1



Applications determined in June 2020 under delegation

A list of applications issued under delegation is included as an attachment. The breakdown of permits issued under delegation by category is listed in the table below. This includes those applications deemed as not required or withdrawn by the delegated officer.

Permits Issued by Delegated Officers	37
Notice of Decision by officer	4
Withdrawn etc.	3
Refused by Council	3

OFFICER'S RECOMMENDATION

12.3.1. That Council receives and notes the report for information.

MOTION

12.3.1. That Council receives and notes the report for information.

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 10 - PLANNING PERMITS ISSUED UNDER DELEGATION
IN JUNE 2020**

Planning Permits issued under delegation - June 2020

Application ID	Primary Property	Full Details	Decision
PlnPA002558	2085 Trentham Falls Road, TRENTHAM VIC 3458	To subdivide the land into two lots.	Permit Issued
PlnPA002587	150 Daylesford-Malmsbury Road, COOMOORA VIC 3461	Seven Lot Subdivision (Re-Alignment of existing allotments)	Permit Issued
PlnPA002416	2085 Trentham Falls Road, TRENTHAM VIC 3458	Two lot subdivision	Permit Issued
PlnPA002664	27 Dysart Street, GLENLYON VIC 3461	Construction of a dwelling	Permit Issued
PlnPA002491	21 Main Street, LYONVILLE VIC 3461	Two lot subdivision	Permit Issued
PlnPA002694	1A Ingrow Lane, DAYLESFORD VIC 3460	2 lot subdivision	Permit Issued
PlnPA002710	95 Albert Street, CRESWICK VIC 3363	Alterations and additions to an existing building (including internal alterations and partial demolition)	Permit Issued
PlnPA002266.01	86 Davey Road, SPRINGMOUNT VIC 3364	Construction of a dwelling	Permit Issued
PlnPA002698	171 Main Road, HEPBURN VIC 3461	Construction of an additional dwelling on a lot	Notice of Decision
PlnPA002685	21 Camp Street, TRENTHAM VIC 3458	Two lot residential subdivision of vacant land.	Notice of Decision
PlnPA002719	36 Barkly Street, GLENLYON VIC 3461	Construction of a dwelling	Refused
PlnPA002567	74 Allendale-Kingston Road, KINGSTON VIC 3364	Four (4) Lot subdivision of land and creation of access to a Road Zone Category One	Permit Issued
PlnPA002728	6 Bridge Street, TRENTHAM VIC 3458	Removal of vegetation	Permit Issued
PlnPA002748	24 Collins Road, GLENLYON VIC 3461	Two lot subdivision and construction of two new dwellings	Permit Issued
PlnPA002725	22 Moore Street, CRESWICK VIC 3363	Construction of an additional dwelling on a lot	Permit Issued
PlnPA000962.01	10 Forest Avenue, HEPBURN SPRINGS VIC 3461	Liquor Licence (Producers Licence) in associated with the use of the land for a brewery	Notice of Decision
PlnPA002714	180 Lithia Lane, SHEPHERDS FLAT VIC 3461	4 Lot subdivision (re-subdivision of 7 lots into 4)	Permit Issued
PlnPA002736	80 Clunes Road, CRESWICK VIC 3363	Two lot subdivision and development of a new dwelling	Permit Issued
PlnPA002764	11 Davis Street, CRESWICK VIC 3363	Two lot subdivision	Permit Issued
PlnPA002743	12 Camp Street, CLUNES VIC 3370	Construction of a dwelling	Permit Issued
PlnPA002762	36 Matts Lane, COOMOORA VIC 3461	One new dwelling and new outbuilding	Permit Issued
PlnPA002746	24 Collins Road, GLENLYON VIC 3461	Construction of one dwelling on vacant land	Permit Issued
PlnPA002747	24 Collins Road, GLENLYON VIC 3461	Construction of one new dwelling on vacant land	Permit Issued
PlnPA002738	5 South Street, TRENTHAM VIC 3458	To subdivide into three allotments, retaining the existing dwelling on proposed Lot 1 and existing shedding on proposed Lots 2 and 3	Permit Issued
PlnPA002744	90 West Street, DAYLESFORD VIC 3460	Enclose a portion of current deck, replace a portion of existing windows down stairs and internal renovation down stairs	Permit Issued
PlnPA002740	33 Main Street, LYONVILLE VIC 3461	One new dwelling (re-erection) and a garage	Permit Issued
PlnPA002732	519 Pearsons Road, TRENTHAM EAST VIC 3458	Use and development of land for the construction of a dwelling and outbuilding	Permit Issued
PlnPA002766	51C Main Road, HEPBURN SPRINGS VIC 3461	Construction of a single dwelling	Permit Issued
PlnPA002772	119 Huttons Lane, LITTLE HAMPTON VIC 3458	Two lot subdivision	Permit Issued
PlnPA002745	114 Raglan Street, DAYLESFORD VIC 3460	Construction of a single dwelling and carport	Permit Issued
PlnPA002697	25A Second Street, HEPBURN SPRINGS VIC 3461	4 lot subdivision (re-subdivision)	Permit Issued
PlnPA002726	24 Leishmans Lane, LYONVILLE VIC 3461	Two lot subdivision of land.	Refused
PlnPA002782	3 Park Avenue, DAYLESFORD VIC 3460	Construction of a garage	Not Required
PlnPA002776	80 Albert Street, CRESWICK VIC 3363	Waiver of four car parks to zero	Refused
PlnPA002185.01	251 Trentham-Spring Hill Road, SPRING HILL VIC 3444	Amendment to reduce the approved extension to the existing dwelling. Original Permit: Alterations and additions to a dwelling and associated works	Permit Issued
PlnPA002790	81 Fraser Street, CLUNES VIC 3370	Demolition of the existing verandah and construction of a new verandah and deck of similar size and style	Permit Issued
PlnPA002792	205 Sawpit Gully Road, MOUNT FRANKLIN VIC 3461	To construct a 15 x 24m shed	Permit Issued
PlnPA002721	27 Victoria Street, TRENTHAM VIC 3458	Two lot subdivision of land.	Notice of Decision
PlnPA002802	31 Vanina Street, HEPBURN VIC 3461	Construction of a deck and pergola on front of existing house	Permit Issued
PlnPA002681	11 Purcell Street, CLUNES VIC 3370	Development of land for the construction of a dwelling	Permit Issued
PlnPA002172.01	15 Langdon Court, DAYLESFORD VIC 3460	Two lot subdivision	Withdrawn
PlnPA002594	39 Eldon Street, GLENLYON VIC 3461	Development of the land with a dwelling and bungalow	Permit Issued
PlnPA002763	230 Kingston Road, KINGSTON VIC 3364	Construction of a shed and two tanks	Permit Issued
PlnPA002788	789 Blampied-Mollonghip Road, ROCKLYN VIC 3364	Construction of a farm shed	Permit Issued
PlnPA002800	12 Gleeson Street, TRENTHAM VIC 3458	Construction of an 18mx9m shed	Permit Issued
PlnPA001970.01	23 Flood Street, CLUNES VIC 3370	Amendment to construct a house of different design and layout to the original planning permit Original Permit: Use and development of a dwelling	Withdrawn
PlnPA002797	47 Gardiner Street, CRESWICK VIC 3363	Construction of a dwelling	Permit Issued

12.4. ANNUAL BUDGET 2020/2021

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Financial Services Manager, I Danielle How have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the adoption of the Annual Budget for 2020/2021 for adoption.

BACKGROUND

In accordance with the Local Government Act 1989, Council is required to prepare a Budget and Strategic Resource Plan for each financial year.

At the Ordinary Meeting of Council on 19 May 2020, the Proposed Budget 2020/2021, including the Strategic Resource Plan elements, was endorsed for public advertising to seek submissions. The advertising and submission processes have been completed. The Budget 2020/2021 and Strategic Resource Plan 2020-2024 now requires formal adoption

Budget Process

The following process is being followed to develop Councils 2020/2021 Budget.

Step	Budget Process	Timing
1.	Officers update Councils current year forecast and complete a mid-year review of financials.	December
2.	Minister Local Government announces maximum rate increase.	December
3.	Officers prepare draft operating and capital projects, reviewing the Council Plan and Council commitments.	January – March
4.	Councillors consider draft budget at Councillor Briefings.	February - April
5.	The Draft Proposed Budget was to be considered at the April Council Meeting. However, as a result of COVID-19 this was delayed, and Councillors have re-reviewed the budget.	April

Step	Budget Process	Timing
6.	Proposed Budget submitted to Council to consider for public advertising.	19 May 2020
7.	Public advertising and submission process commence.	20 May 2020
8.	Public submission period concludes.	5pm, 25 June 2020
9.	Special Council Meeting to hear and consider public submissions.	7 July 2020
10.	Budget presented to Council for consideration of adoption.	21 July 2020
11.	Copy of the Budget to be provided to the Minister Local Government	By 31 August 2020

ISSUES/DISCUSSION

Coronavirus (COVID-19)

The Annual Budget has been prepared on a “business as usual” basis without any major adjustment for the impact of the current global COVID-19 pandemic, which has escalated as the budget process has been finalised. Over the coming months, as the full extent of the COVID-19 pandemic becomes clearer, Council will undertake a reforecast of the year and may release mid-year adjustment to the budget.

Budget adjustments post advertisement

Immaterial changes have been made to the budget since the proposed budget was publicly advertised. The changes are due to the timing, and Councils becoming aware of additional information; and are as follows:

- Resulting from the COVID-19 pandemic State Government have initiated a Working for Victoria Scheme which Hepburn Shire was successful in securing \$1.583M of funding. This grant will have a net effect of zero to Council’s cash or operating surplus position as it will be fully expensed throughout the year, through the employment of 33 positions.
- Council was awarded a grant of \$100,000 for ICT infrastructure support program.

- Council was awarded a grant of \$58,000 to address Community and Social Isolation, as a result of the COVID-19 pandemic.
- Council was awarded \$317,000 as part of the Building Stimulus Initiative Program.
- As a result of the additional grant received for the Daylesford Pool and Civic Plaza project received in 2019/2020, the proposed Council contribution will be moved forward from the estimated timing of 2021/2022 to 2020/2021.
- There is a proposed weed management project which had been endorsed by the Mineral Springs Advisory Committee as a priority project, and can be funded from Councils Mineral Springs Reserve. Funding of \$169,000 will be utilised to pursue weed management with conservation volunteers and Green Arm, while preparing and implementing a staged plan for the rehabilitation of Spring Creek.

These changes result in:

- Increased Government Grants of \$2.058M
- Operating Surplus increases by \$148,000
- Council Cash decreases by \$689,000, however this is brought forward from the 2021/2022 year.
- Capital Works increase by \$837K

The budget seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community and do this within the rate increase mandated by the State Government.

Budget Overview

Councillors and officers held a number of meetings to develop this fiscally responsible budget. The budget will fund the final year of our 2017-2021 Council Plan and outlines the operations, services and capital investment that we will deliver to our community to achieve the vision of Our Council. The 2020/2021 Proposed Budget has rates income increasing by the State Government approved maximum rate increase of 2.0% on average rates. With the rate cap and growth in proprietries this results in total revenue from rates of \$18.67 million. A further \$3.60 million will be raised from the waste management charge and kerbside collection charges.

The budgeted operating result for the 2020/2021 year is a surplus of \$1.85 million, compared to a budgeted surplus of \$3.02 million in 2019/20.

Total cash, cash equivalents and other financial assets are budgeted to decrease by \$867,000 to \$9.36 million as at 30 June 2021. In addition to this there will be new borrowings in the 2020/2021 financial year of \$3.012 million to complete the Hepburn Hub at the Rex project. These borrowings will be repaid in future years by disposing of buildings no longer required once the project is complete. Budgeted movements affecting Council's cash and cash equivalents are included in more detail within the Statement of Cash Flows.

Rates

Rates and charges makeup approximately two-thirds of Councils annual budgeted revenue and are vital to allow us to provide the services and facilities that our community needs. Rate increases have been capped at 2% in line with the Victorian Government's Fair Go Rates System, and Council has not applied to the Essential Services Commission for a rate cap variation.

The State Government now requires all properties to be revalued annually and this will result in a redistribution of rates payable, based on the change to a property's value. There can be a misunderstanding that as properties are revalued, Council receives additional revenue. However, this is not the case, but instead the total revenue is re-distributed across all properties in the shire.

Rate Differentials

Have been set in the Proposed Budget in accordance with the Rating Strategy, with no changes proposed from the previous financial year. The proposed rate differentials are detailed in the below table.

Type of class of property	2019/20		2020/21		Change
	c/\$ CIV	Differential	c/\$ CIV	Differential	
General Rate	0.32850	100%	0.31100	100%	-5.3%
Farm Rate	0.21350	65%	0.20220	65%	-5.3%
Commercial Rate	0.38110	116%	0.36080	116%	-5.3%
Industrial Rate	0.38110	116%	0.36080	116%	-5.3%
Mixed Use Rate	0.38110	116%	0.36080	116%	-5.3%
Vacant Land Rate - Township	0.41060	125%	0.38888	125%	-5.3%
Vacant Land Rate - Other	0.32850	100%	0.31110	100%	-5.3%
Trust for Nature Rebate	0.16430	50%	0.15550	50%	-5.4%
Recreational Rate	0.16430	50%	0.15550	50%	-5.4%

The decrease change shown in the table above is reflective of a higher capital improve value of properties following the 2020 general revaluation.

Charges

The annual service charges are:

Type of Charge	Per Rateable Property 2019/20	Per Rateable Property 2020/21	Change	
	\$	\$	\$	%
Kerbside collection - garbage (weekly)	134	149	15	11.2%
Kerbside collection - garbage (Fortnightly)	114	122	8	7.0%
Kerbside collection - recycling (Fortnightly)	82	95	13	15.9%
Commercial garbage charge	310	351	41	13.2%
Waste management improved charge	134	152	18	13.4%
Waste management unimproved charge	134	152	18	13.4%

The kerbside collection charges and commercial garbage collection charge are service charges and only those who are provided with the service are charged.

Council also has a waste management charge which covers the costs of transfer stations and other costs associated with keeping the Shire clean and tidy. This includes street cleaning and street litter bin collection. Council considers it equitable that this charge applies to all properties.

The increases in the kerbside recycling collection and waste management charge is due to additional expenses being incurred by Council to dispose of materials.

Capital Works Program

Council's proposed capital works program for 2020/2021 is \$12.99million, some of these projects are subject to receiving funding from other Government sources.

Non-capital Initiatives

Operational initiatives include the following projects, some of these projects are subject to receiving funding from other Government sources.

- Over \$270,000 of strategic planning activities, including Stage 3 of the Hepburn Planning Scheme Review;
- Development of a Shire-wide Aquatic Strategy (\$80,000);
- Funding for the Council Elections (\$210,000, October 2020), and develop a new Council Plan including community consultation;
- Increased resources for Parks and Gardens, Early Years, Health and Wellbeing, Planning; and

- Continued funding for programs such as libraries, biodiversity, aged and disability, tourism, reconciliation and sustainability.

Public Budget Submissions

The Proposed Budget 2020/2021 was on display from the 20 May 2020, advertising occurred, and members of the public were encouraged to make submissions by the 25 June 2020.

In total fourteen submissions were received in writing, at a Special Meeting of Council on the 7 July 2020 Council heard from submitters. All submissions were considered by Councillors, and Officers will write to each submitter outlining Councils response.

User and Statutory Fees

Council will continue to accept e-Waste materials free of charge at our transfer stations and encourage the recycling of e-Waste items. We will also continue to offer significantly reduced first-year animal registration fees to promote the registration, de-sexing and microchipping of cats and dogs. Swimming pool fees will also be free of charge in 2020/2021 - encouraging our residents to stay active and healthy.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Section 127 (1) of the *Local Government Act 1989*, Council has a statutory responsibility to prepare a budget each financial year. In addition, under S.130 (3) of the Act, Council must adopt the budget by 30 June each year. In response to the COVID-19 pandemic the Victorian Government has extended this time frame to 31 August 2020.

Under Section 126 (3) (b) of the *Local Government Act 1989*, Council must adopt the Strategic Resource Plan not later than 30 June each year. In response to the COVID-19 pandemic the Victorian Government has extended this time frame to 31 August 2020.

The budget and strategic resource plan contains the necessary statutory information required under the Local Government Act and Local Government (Planning and Reporting) Regulations 2014.

FINANCIAL IMPLICATIONS

The budget setting process is necessary to ensure that funds are allocated to achieve the most important objectives as prioritised by Council after consulting the community.

The striking of rates and charges will have a financial implication on each ratepayer.

RISK IMPLICATIONS

The annual budget process is a key control in mitigating and controlling financial risk.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Council appreciates the varying demographics of our Shire and has sought to keep the increase of revenue to be raised from rates and charges as low as possible, without compromising service.

Council recognises that if sufficient funds are not allocated to asset renewal then the condition of those assets will decline, along with the capacity to deliver services to the community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The 2020/2021 budget has been prepared by considering all the strategies and plans that Council has previously developed in consultation with the community. In addition, the budget has been prepared in conjunction with the Council Plan 2017-2021.

The Proposed Budget 2020/2021 and prescribed information was publicly advertised in the local newspaper seeking submissions from interested parties in accordance with Section 223 of the Local Government Act 1989. Any person was able to make a submission to Council on any proposal contained in the budget. There were fourteen submissions received by Council during the Section 223 public exhibition period. A Special Council Meeting was held on Tuesday 7 July 2020 to hear the submissions received and all submissions were considered in Council's decision to adopt the budget.

The final Budget 2020/2021 will be placed on Council's website and copies will be made available for viewing at Council's administration offices, and on a quarterly basis a Council report will be made available comparing performance against the budget.

CONCLUSION

The Budget 2020/2021 has been developed through a rigorous process that is aligned with the Council Plan 2017-2021 and the initiatives in Council's other adopted strategies and plans. The Budget 2020/2021 outlines how Council intends to deliver its strategic objectives over the next year.

OFFICER'S RECOMMENDATION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation, content and advertising of the Budget for the 2020/2021 financial year.

12.4.1. Notes and thanks the members of the public who made public submission to the Budget for 2020/2021

12.4.2. Determines that the Budget for 2020/2021, as presented to the meeting, be adopted for the purpose of Section 127 of the Local Government Act 1989.

12.4.3. Makes the following declarations in relation to the Proposed Budget 2020/2021, which commences 1 July 2020:

- Borrowings for financial year 2020/2021 of \$3.012 million for the completion of the Hepburn Hub
- It be recorded that Council considers that differential rates will contribute to the equitable and efficient carrying out of Council functions.
- Council adopts the following rate in the dollar for each type of rate to be levied for the period 1 July 2020 to 30 June 2021:

Type or class of land	2020/2021 cents/\$CIV*
General rate for residential properties	0.31100
Rate concession for farm properties	0.20220
General rate for commercial properties	0.36080
General rate for mixed use properties	0.36080
General rate for industrial properties	0.36080
General rate for vacant land township properties	0.38880
General rate for vacant land other properties	0.31100
Rate concession for trust for nature properties	0.15550
Rate concession for recreational properties	0.15550

- Council adopts to levy a Waste Management Charge of \$152 for the period 1 July 2020 to 30 June 2021 on all properties. Owners of farm rated properties will only pay one charge per 'single farm enterprise'.
- Council adopts to levy a Kerbside Collection (Garbage) Weekly Service charge of \$149 on those residential, farm, mixed use and trust for nature properties included in the service areas for the period 1 July 2020 to 30 June 2021.
- Council adopts to levy a Kerbside Collection (Garbage) Fortnightly Service charge of \$122 on those properties receiving the service for the period 1 July 2020 to 30 June 2021.
- Council adopts to levy a Commercial Garbage Collection Service charge of \$351 on those properties receiving the service for the period 1 July 2020 to 30 June 2021.
- Council adopts to levy a Kerbside Collection (Recycling) Fortnightly Service charge of \$95 on those residential, farm, mixed use and trust for nature properties included in the service areas and those other properties receiving a service for the period 1 July 2020 to 30 June 2021.

12.4.4. Determines that a copy of the adopted Budget 2020/2021 be submitted to the Minister by 31 August 2020, in accordance with the extension given by State Government on section 130 (4) of the Local Government Act 1989

MOTION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation, content and advertising of the Budget for the 2020/2021 financial year:

12.4.1. Notes and thanks the members of the public who made public submission to the Budget for 2020/2021

12.4.2. *Determines that the Budget for 2020/2021, as presented to the meeting, be adopted for the purpose of Section 127 of the Local Government Act 1989.*

12.4.3. *Makes the following declarations in relation to the Proposed Budget 2020/2021, which commences 1 July 2020:*

- *Borrowings for financial year 2020/2021 of \$3.012 million for the completion of the Hepburn Hub*
- *It be recorded that Council considers that differential rates will contribute to the equitable and efficient carrying out of Council functions.*
- *Council adopts the following rate in the dollar for each type of rate to be levied for the period 1 July 2020 to 30 June 2021:*

Type or class of land	2020/2021 cents/\$CIV*
General rate for residential properties	0.31100
Rate concession for farm properties	0.20220
General rate for commercial properties	0.36080
General rate for mixed use properties	0.36080
General rate for industrial properties	0.36080
General rate for vacant land township properties	0.38880
General rate for vacant land other properties	0.31100
Rate concession for trust for nature properties	0.15550
Rate concession for recreational properties	0.15550

- *Council adopts to levy a Waste Management Charge of \$152 for the period 1 July 2020 to 30 June 2021 on all properties. Owners of farm rated properties will only pay one charge per 'single farm enterprise'.*
- *Council adopts to levy a Kerbside Collection (Garbage) Weekly Service charge of \$149 on those residential, farm, mixed use and*

trust for nature properties included in the service areas for the period 1 July 2020 to 30 June 2021.

- *Council adopts to levy a Kerbside Collection (Garbage) Fortnightly Service charge of \$122 on those properties receiving the service for the period 1 July 2020 to 30 June 2021.*
- *Council adopts to levy a Commercial Garbage Collection Service charge of \$351 on those properties receiving the service for the period 1 July 2020 to 30 June 2021.*
- *Council adopts to levy a Kerbside Collection (Recycling) Fortnightly Service charge of \$95 on those residential, farm, mixed use and trust for nature properties included in the service areas and those other properties receiving a service for the period 1 July 2020 to 30 June 2021.*

12.4.4. Determines that a copy of the adopted Budget 2020/2021 be submitted to the Minister by 31 August 2020, in accordance with the extension given by State Government on section 130 (4) of the Local Government Act 1989

Moved: Cr Don Henderson

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 11 -HEPBURN SHIRE COUNCIL PROPOSED ANNUAL
BUDGET 2020/2021 (ISSUED UNDER SEPARATE COVER)**

**12.5. LOCAL LAW NO. 2 COMMUNITY REFERENCE GROUPS
DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES**

In providing this advice to Council as the Coordinator Community Safety, I David George, have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to endorse the General Local Law No. 2 Community Working Groups - Terms of Reference and invite expressions of interest from members of the community to assist Council in developing guidelines and/or policies that support and clarify the implementation of *General Local Law no. 2*.

BACKGROUND

At Council's Ordinary Meeting held in February 2020 Council resolved the following;

12.1.1 That Council rewords 2.9.3 in the current draft local law as follows:

The following designated footpaths are declared areas where toy vehicles and bicycles must not be ridden at any time – Vincent Street between Albert Street and Central Springs Road, Daylesford

12.1.2. Make the Hepburn Shire Council General Local Law No. 2 of 2019 – Community Amenity and Municipal Places, to come into operation on Monday, 2 March 2020;

12.1.3. Publish a notice in the Government Gazette and a public notice in the Advocate and Ballarat Courier and on Council's website, in accordance with section 119(3) of the Local Government Act 1989, specifying:

- The title of the local law; and*
- The purpose and general purport of the local law; and*
- That a copy of the local law may be inspected at the Council office;*

12.1.4. Send a copy of the Hepburn Shire Council General Local Law No. 2 – Community Amenity and Municipal Places to the Minister;

12.1.5. Notify in writing each person who has made a submission, of this decision and the reasons for the decision;

12.1.6. Develop and implement an education program to ensure a smooth implementation of General Local Law no. 2 of 2019 – Community Amenity and Municipal Places;

12.1.7. Commit to engaging with the community in the development of guidelines and policies associated with the implementation of General Local Law no. 2 of 2019 – Community Amenity and Municipal Places. commencing as soon as possible, with working groups to be set up on:

- *firewood collection*
- *salvaging at the transfer stations*
- *planting on verges*

12.1.8 – Council develops an appeal process that is relevant to Local Law no. 2.

In response to item 12.1.7 above, officers have developed three Terms of Reference documents for reference groups to be established to aid the development of guidelines for the following sections of *Local Law no. 2*:

- firewood collection
- salvaging at the transfer stations
- planting on nature strips

ISSUE/DISCUSSION

Local Law no. 2 was developed and adopted by Council to ensure that the actions of an individual/group does not have an adverse impact on the rest of the community. Feedback was received during the advertising period of the Draft which clearly indicated the community's interest and desire to be involved with these key documents of Council.

Due to the unfortunate nature of COVID-19 happening shortly after the adoption of the *Local Law no. 2* and the need for Officers to allocate their time to emergency response this is only now being formally actioned through Council.

Three Terms of Reference documents have been developed to guide the community reference groups which will workshop and develop three supporting guidelines for *Local Law no. 2* relating to:

- Collection of firewood on Council land
- Salvaging at Council managed transfer stations
- Planting on nature strips

Expressions of Interests will be sought from members of the community who will assist Council in developing guidelines that adequately reflect the interests of the greater community whilst also acknowledging the legislative responsibilities of Council included in the adopted *General Local Law No. 2*.

To assist Council in forming appropriate Community Reference Groups, the following will be considered selection criteria:

- 1) Applicants can only be a member of one Community Reference Group to ensure diversity across the Shire.
- 2) Demonstrated knowledge, experience and skills in the subject matter and how this will be beneficial in the particular reference group.
- 3) Demonstrated ability to work collaboratively in a group and how you will represent the interests of the wider Hepburn community.
- 4) Overview of the interest in participating in the particular Local Law No. 2 Community Reference Group.
- 5) Due to the pandemic restrictions placed on the community by the State Government, ability to attend meetings electronically, either via teleconference or video conference if required.
- 6) Demonstrated understanding of Council's legislative responsibilities in the development of guidelines?
- 7) Agreement to work collaboratively with Council and working group members and respect the opinions of other members?

Once finalised, the guidelines developed by the Community Reference Groups will be approved by Council as Operational Documents of Council.

It is also noted that due to the Council elections in October 2020, Council will go into a caretaker period commencing 22 September 2020. During this period community engagement activities will be suspended.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – High Performing Organisation

Key Strategic Activity:

1. 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.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

There are no risk implications associated with this report.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no environmental, social or economic implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council will invite expression of interests from community members through a public process.

The proposed program / timeline for this process is referenced below.

Task / Action	Date	6-Jul-20	20-Jul-20	27-Jul-20	3-Aug-20	31-Aug-20	14-Sep-20	21-Sep-20	28-Sep-20	5-Oct-20	12-Oct-20	19-Oct-20	2-Nov-20	23-Nov-20
Council briefing - Draft Terms of Reference	7-Jul-20	█												
Council endorsement of Terms of reference	21-Jul-20		█											
Release EOI for community nominations	24-Jul-20			█										
Council briefing	1-Sep-20				█									
Council appointment of membership	15-Sep-20					█								
Council Caretaker period	22-Sep-20							█	█	█	█	█	█	█
Notice of First meetings	2-Nov-20												█	
First meetings commencing	26-Nov-20													█

This process will foster a stronger partnership between Council and its Community.

CONCLUSION

This process will be an effective community and Council partnership which will result in three sets of guidelines to support the effective implementation of *Local Law no. 2*.

OFFICER'S RECOMMENDATION

That Council:

12.5.1. Endorse the Terms of Reference for the General Local Law No. Community Reference Groups relating to the following:

- Firewood collection on Council land
- Salvaging at Council managed transfer stations
- Planting on nature strips

12.5.2. Approves the expressions of interest selection criteria as detailed in the above report.

12.5.3. Agrees to invite expressions of interest from members of the community to be part of the Community Reference Groups through a public process.

MOTION

That Council:

12.5.1. Endorse the Terms of Reference for the General Local Law No. Community Reference Groups relating to the following:

- *Firewood collection on Council land*
- *Salvaging at Council managed transfer stations*
- *Planting on nature strips*

12.5.2. Approves the expressions of interest selection criteria as detailed in the above report.

12.5.3. Agrees to invite expressions of interest from members of the community to be part of the Community Reference Groups through a public process.

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 12 -TERMS OF REFERENCE - FIREWOOD COLLECTION
COMMUNITY REFERENCE GROUP**

Hepburn Shire Local Law No. 2 – Planting vegetation on roads Community Reference Group Terms of Reference – July 2020

The Planting vegetation on roads Community Reference Group (CRG) will provide a forum for consultation that will support the development of guidelines relating to planting vegetation on roads to support the implementation of Hepburn Shire Councils Local Law 2.

1) Purpose

To foster an integrated, collective representation of Community feedback to develop explanatory guidelines to further clarify the implementation of Clause 2.21 – Planting vegetation on roads of the General Local law 2.

The CRG will not be a decision-making body; it will be a targeted group of the community that will advise and work with Officers to develop supporting guidelines for Local law 2. Its primary function is to ensure that the development of the guidelines adequately reflects the interest of the greater community whilst also acknowledging the primary adopted General Local Law No. 2 and legislative responsibilities of Council.

As a guide, the Hepburn Shire Local Law No. 2 - Planting vegetation on roads Community Reference Group (CRG) will:

- Provide a forum to work shop and develop the Local law 2 guidelines relating to planting vegetation on roads
- Facilitate input and feedback into the Local law 2 Guidelines relating planting vegetation on roads.
- Provide a forum for sharing of perspectives and experiences across Hepburn Shire Council.
- Support the development of long-term respectful relationships with local government.

2) Composition

- One (1) Hepburn Shire Councillor
- Three (3) Hepburn Shire Council officers;
- Eight (8) community reps selected through EOI process

3) Functions

By participating in the CRG, all members are asked to:

- contribute the views of their local community.
- collaborate with CRG members to explore options for the Draft Guidelines;
- support the dissemination of relevant, authorised project information within council and, where requested, community
- actively participate in discussion in a manner conducive to constructive and positive discussion
- enable all members and guests to be heard equally, and listen and consider other points of view
- ensure a broad range of community perspectives are considered.

4) Operation

Key operational details of the group include:

- A Council Officer will facilitate group meetings. The role of the facilitator will be to chair the meetings and facilitate discussion and participation by all members.
- The CRG will meet a minimum of three times on a monthly basis for approximately 1 ½ to 2 hours.
- The meetings will be held either virtually or in person, subject to the current Pandemic restrictions and depending on the preferences of participating members.
- The Council Officer will be responsible for administration associated with the CRG including the organisation of meetings and support activities such as the distribution of agendas, minutes, briefing papers and ultimately the draft guidelines.
- The CRG will operate for the duration of the development of the Guidelines until adopted by Council.
- The project team will seek input on and circulate the meeting agenda and any supporting documents to the group at least three days prior to the meeting.
- A standing meeting agenda will be developed, with additional agenda items for the next scheduled meeting to be nominated and agreed at meeting close of the previous meeting.
- The facilitator will determine matters to be dealt with in accordance with the Terms of Reference and for ensuring the proper and professional conduct of the group.
- The project secretariat will minute the meeting and circulate the minutes for approval within one week of the meeting.

Meeting procedure

Member responsibilities and behaviours

5) Confidentiality

Confidential material may be discussed as part of Community Reference Group.

All CRG members are requested to ensure compliance with the Local Government Act 1989 and associated codes of conduct relating to confidential when confidential material is disclosed.

Any materials shared in CRG meetings will be identified as:

- Confidential – Not for distribution
- Confidential – For internal distribution only (within Council)
- Due for public release – Treat as confidential until release date
- Publicly available – Not confidential

**ATTACHMENT 13 -TERMS OF REFERENCE - SALVAGING AT
TRANSFER STATIONS COMMUNITY REFERENCE GROUP**

Hepburn Shire Local Law No. 2 – Salvaging at Council managed transfer stations Community Reference Group Terms of Reference – July 2020

The Salvaging at Council managed transfer stations Community Reference Group (CRG) will provide a forum for consultation that will support the development of safe salvaging at Council managed transfer stations guidelines to support the implementation of Hepburn Shire Councils General Local Law 2.

1) Purpose

To foster an integrated, collective representation of Community feedback to develop explanatory guidelines to further clarify the implementation of Clause 4.7 – Scavenging and Salvaging of the General Local law 2.

The CRG will not be a decision-making body; it will be a targeted group of the community that will advise and work with Officers to develop supporting guidelines for Local law 2. Its primary function is to ensure that the development of the guidelines adequately reflects the interest of the greater community whilst also acknowledging the primary adopted General Local Law No. 2 and legislative responsibilities of Council.

As a guide, the Hepburn Shire Local Law No. 2 Salvaging at Council managed transfer stations Community Reference Group (CRG) will:

- Provide a forum to work shop and develop the Local law 2 guidelines relating to salvaging at Council managed transfer stations.
- Facilitate input and feedback into the Local law 2 Guidelines relating to salvaging at Council managed transfer stations
- Provide a forum for sharing of perspectives and experiences across Hepburn Shire Council.
- Support the development of long-term respectful relationships with local government.

2) Composition

- One (1) Hepburn Shire Councillor
- Three (3) Hepburn Shire Council officers;
- Eight (8) community reps selected through EOI process

3) Functions

By participating in the CRG, all members are asked to:

- contribute the views of their local community.
- collaborate with CRG members to explore options for the Draft Guidelines;
- support the dissemination of relevant, authorised project information within council and, where requested, community
- actively participate in discussion in a manner conducive to constructive and positive discussion

- enable all members and guests to be heard equally, and listen and consider other points of view
- ensure a broad range of community perspectives are considered.

4) Operation

Key operational details of the group include:

- A Council Officer will facilitate group meetings. The role of the facilitator will be to chair the meetings and facilitate discussion and participation by all members.
- The CRG will meet a minimum of three times on a monthly basis for approximately 1 ½ to 2 hours.
- The meetings will be held either virtually or in person, subject to the current Pandemic restrictions and depending on the preferences of participating members.
- The Council Officer will be responsible for administration associated with the CRG including the organisation of meetings and support activities such as the distribution of agendas, minutes, briefing papers and ultimately the draft guidelines.
- The CRG will operate for the duration of the development of the Guidelines until adopted by Council.
- The project team will seek input on and circulate the meeting agenda and any supporting documents to the group at least three days prior to the meeting.
- A standing meeting agenda will be developed, with additional agenda items for the next scheduled meeting to be nominated and agreed at meeting close of the previous meeting.
- The facilitator will determine matters to be dealt with in accordance with the Terms of Reference and for ensuring the proper and professional conduct of the group.
- The project secretariat will minute the meeting and circulate the minutes for approval within one week of the meeting.

Meeting procedure Member responsibilities and behaviours

5) Confidentiality

Confidential material may be discussed as part of Community Reference Group.

All CRG members are requested to ensure compliance with the Local Government Act 1989 and associated codes of conduct relating to confidential when confidential material is disclosed.

Any materials shared in CRG meetings will be identified as:

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**ATTACHMENT 14 -TERMS OF REFERENCE - PLANTING ON ROADS
COMMUNITY REFERENCE GROUP**

Hepburn Shire Local Law No. 2 – Firewood collection on Council land Community Reference Group Terms of Reference – July 2020

The Firewood Collection Community Reference Group (CRG) will provide a forum for consultation that will support the development of firewood collection guidelines to support the implementation of Hepburn Shire Councils Local Law 2.

1) Purpose

To foster an integrated, collective representation of Community feedback to develop explanatory guidelines to further clarify the implementation of Clause 2.18 – Firewood Collection of the General Local law 2.

The CRG will not be a decision-making body; it will be a targeted group of the community that will advise and work with Officers to develop supporting guidelines for Local law 2. Its primary function is to ensure that the development of the guidelines adequately reflects the interest of the greater community whilst also acknowledging the primary adopted General Local Law No. 2 and legislative responsibilities of Council.

As a guide, the Hepburn Shire Local Law No. 2 Firewood collection Community Reference Group (CRG) will:

- Provide a forum to work shop and develop the Local law 2 guidelines relating to the collection of firewood on Council managed land.
- Facilitate input and feedback into the Local law 2 Guidelines relating to the collection of firewood on Council managed land.
- Provide a forum for sharing of perspectives and experiences across Hepburn Shire Council.
- Support the development of long-term respectful relationships with local government.

2) Composition

- One (1) Hepburn Shire Councillor
- Three (3) Hepburn Shire Council officers;
- Eight (8) community reps selected through EOI process

3) Functions

By participating in the CRG, all members are asked to:

- contribute the views of their local community.
- collaborate with CRG members to explore options for the Draft Guidelines;
- support the dissemination of relevant, authorised project information within council and, where requested, community
- actively participate in discussion in a manner conducive to constructive and positive discussion

- enable all members and guests to be heard equally, and listen and consider other points of view
- ensure a broad range of community perspectives are considered.

4) Operation

Key operational details of the group include:

- A Council Officer will facilitate group meetings. The role of the facilitator will be to chair the meetings and facilitate discussion and participation by all members.
- The CRG will meet at a minimum of three times on a monthly basis for approximately 1 ½ to 2 hours.
- The meetings will be held either virtually or in person, subject to the current Pandemic restrictions and depending on the preferences of participating members.
- The Council Officer will be responsible for administration associated with the CRG including the organisation of meetings and support activities such as the distribution of agendas, minutes, briefing papers and ultimately the draft guidelines.
- The CRG will operate for the duration of the development of the Guidelines until adopted by Council.
- The project team will seek input on and circulate the meeting agenda and any supporting documents to the group at least three days prior to the meeting.
- A standing meeting agenda will be developed, with additional agenda items for the next scheduled meeting to be nominated and agreed at meeting close of the previous meeting.
- The facilitator will determine matters to be dealt with in accordance with the Terms of Reference and for ensuring the proper and professional conduct of the group.
- The project secretariat will minute the meeting and circulate the minutes for approval within one week of the meeting.

Meeting procedure Member responsibilities and behaviours

5) Confidentiality

Confidential material may be discussed as part of Community Reference Group.

All CRG members are requested to ensure compliance with the Local Government Act 1989 and associated codes of conduct relating to confidential when confidential material is disclosed.

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- Publicly available – Not confidential

**12.6. DRAFT HEPBURN SHIRE PLAYSPACE STRATEGY 2020-2030
DIRECTOR COMMUNITY AND CORPORATE SERVICES**

In providing this advice to Council as the Sport and Active Recreation Project Officer, I Kathie Schnur have no interests to disclose in this report.

PURPOSE

The purpose of this report is to seek Council's endorsement of the Draft Hepburn Shire Playspace Strategy 2020–2030, Play is for Everyone to be released for a public exhibition period for community feedback, prior to further consideration of formal adoption of the strategy.

BACKGROUND

In November 2019, Council indicated support to commence the development of the Draft Hepburn Shire Playspace Strategy 2020–2030, Play is for Everyone (Draft Strategy).

Council Officers engaged Consultants, Conversation Caravan in partnership with Bricolage Design to develop the Draft Strategy.

The development of the Draft Strategy has reviewed the current provision of play through the Shire's existing facilities (including playgrounds, skate, BMX and scoot facilities, outdoor adult fitness spaces, water play and dog parks) in terms of quality, quantity, location and suitability.

The Draft Strategy proposes a 10-year plan for the future provision of playspaces throughout the Shire; and, an Asset Management and Development Plan to guide the future internal operational structure for the management, maintenance and development of playspaces in Hepburn Shire.

ISSUE/DISCUSSION

The Draft Strategy has proposed the following Vision and Guiding Principles:

Vision - Hepburn Shire will have a network of engaging, inclusive and sustainable playspaces that are reflective of our people and our places.

Guiding Principles:

The following eight (8) planning principles have been developed to guide the planning, management and maintenance of playspaces in Hepburn Shire.

1. Strategic: Ensure that our actions arising from the Playspace Strategy are aligned with our Council Plan and relevant policies and strategies.

2. Activated: Demonstrate that all our actions not only activate play and physical activity for children and young people, but also provide a place for 'real' social connection supported by our local community.
3. Multifunctional: Demonstrate that all actions have a built-in flexibility or range of purpose that support the needs of our 'whole' community, in particular diversity of age among children and young people.
4. Well-Maintained: Demonstrate that all of our actions are practical, are relatively simple to implement and easy to maintain routinely; and exhibit a quality of design and construction that is durable and long-lasting.
5. Inclusive: Ensure all actions contribute towards the playspace being 'welcoming' to everyone in our community, in terms of diversity of ages, abilities and culture.
6. Economically Viable: Ensure that appropriate and realistic budgets are provided for the development, maintenance and decommissioning of playspaces. Demonstrate that all actions are cost-effective not only in terms of implementation, but throughout the life-cycle of a playspace.
7. Environmentally sound: our playspaces reflect the natural environment in which they are located, preferencing sustainably sourced materials and use of natural resources.
8. Shire wide: Demonstrate that all actions are well-considered in terms of their benefit to our local communities.

Key directions of the Draft Strategy include:

- Design and delivery of a range of new and upgraded playspaces.
- Explore funding opportunities for events and programming at Council playspaces.
- Align the planning and upgrade of playspaces with the funding timelines set out by Sport and Recreation Victoria to increase chances of funding.
- Explore opportunities for additional nature-based playspaces in Daylesford at Wombat Hill Botanic Gardens and Calembeen Park, Creswick.
- Explore opportunities for exercise focused playspace at Doug Lindsay Reserve, Creswick.
- Use the principles for good design to create a checklist when planning and maintaining playspaces to ensure a thorough approach to delivery.
- Streamline processes to ensure playspaces are planned for, delivered and managed in a seamless and efficient manner, articulating which Council department is responsible for each stage of the project.

- Consider annual budgets for playspace renewal and capital development in-line with the above recommendation.
- Improve community engagement and communication methods regarding renewal and capital development projects (i.e. Playground Testers) in-line with project classification level and context.

Asset Management and Development planning:

- An Asset Management Process has been designed to assist Council's internal operations and more clearly define roles and responsibilities in the effective management of play experiences across the Shire.

Marketing and promotion:

- Create a comprehensive online directory of playspaces across the Shire with consistent language
- Develop consistent signage (within existing or future corporate signage) for each playspace.
- Improve promotion of playspaces generally within the local community, using a variety of tools to provide information about accessibility, age suitability, context and features of individual playspaces.

Alternate play:

- Consider the provision of play equipment within existing community facilities such as libraries and/or community centres.
- Work with local cafes to include play elements within their venues such as a toy box or interesting features to provide indoor play opportunities.
- Consider installing WiFi in playspaces to increase use of spaces.

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 by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

2. 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's total investment in the future development of playspaces over 10 years is estimated at \$5.3 million, subject to Councils Annual Budget process and government funding submissions.

Once adopted the Playspace Strategy will be referenced in Council's Long Term Financial Plan, which is to be adopted by Council by 30 June 2021 as part of the new Local Government Act.

In Council's 2019/2020 Annual Budget, a dedicated annual operational allocation of \$40,000 was established to undertake the maintenance of playspaces throughout the Shire. Based on sector lifecycle benchmarking of playspace maintenance requirements and costs, the Draft Strategy proposes the future consideration of an increase to the operational budget to \$70,000, which would better meet the requirements to maintain the existing and future playspaces to a high standard. This will be referred to the mid-year budget review 2020/2021.

RISK IMPLICATIONS

Key risk implications associated with the implementation of the Draft Strategy is maintaining the relevance of the strategic direction and potential cost escalations of proposed works over the 10-year implementation period.

To mitigate these risks, the Draft Strategy will include an annual review process and proposed works will be fully scoped, costed and presented to Councillors for consideration through the annual budget decision making process.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The environmental, social and Economic implications of the Draft Strategy have been considered and are further addressed through the strategic direction and proposed recommendations of the Draft Strategy.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The following engagement activities have been undertaken to date as part of this project and were open to both the local community and visitors to the Shire:

- Online engagement through OurSay.
- Delivery of six community and school pop up consultation sessions.
- Interviews with individuals or community groups with a higher level of involvement and understanding of the provision of play experiences across the Hepburn Shire.
- Establishment of an internal Project Working Group including representation from the Parks and Open Space, Engineering Services, Project Management, Community Partnerships and Sport and Active Recreation Teams.

A round of final consultation is proposed and if supported, includes the Draft Strategy being made available for a two-week public exhibition period through Council's website following the Council Meeting.

In addition, Officers will also undertake final consultation with key stakeholders such as Sport and Recreation Victoria and Council's internal Project Working Group to ensure the Draft Strategy reflects their feedback provided to date.

CONCLUSION

In November 2019, Council supported the commencement of the development of a shire-wide playspace strategy.

Consultants were engaged and have undertaken significant community consultation, asset audits, industry research and benchmarking to develop the Draft Hepburn Shire Playspace Strategy 2020–2030, Play is for Everyone (Attachment).

The development of the Draft Strategy has reviewed the current provision of play through the Shire's existing facilities (including playgrounds, skate, BMX

and scoot facilities, outdoor adult fitness spaces, water play and dog parks) in terms of quality, quantity, location and suitability.

The Draft Strategy proposes a 10 year plan for the future provision of playspaces throughout the Shire; and, an Asset Management and Development Plan to guide the future internal operational structure for the management, maintenance and development of playspaces in Hepburn Shire.

Following the endorsement of the Draft Strategy, further consultation will be undertaken through a two-week public exhibition period prior to the Draft Strategy being considered for adoption.

OFFICER'S RECOMMENDATION

12.6.1. That Council endorses the Draft Hepburn Shire Playspace Strategy 2020-2030, Play is for Everyone for further community consultation prior to it being further considered for adoption at a future Ordinary Meeting of Council.

MOTION

12.6.1. That Council endorses the Draft Hepburn Shire Playspace Strategy 2020-2030, Play is for Everyone for further community consultation prior to it being further considered for adoption at a future Ordinary Meeting of Council.

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 15 -DRAFT HEPBURN SHIRE PLAYSPACE STRATEGY
2020–2030, PLAY IS FOR EVERYONE (ISSUED UNDER SEPARATE
COVER)**

12.7. GLENLYON RECREATION RESERVE LAND CONTAMINATION PROJECT DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Project Manager, I Daniel Owe-Young have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider two separate independent consultant reports delivered as part of the Glenlyon Recreation Reserve Land Contamination project.

BACKGROUND

In 2019, the potential for soil contamination at the Glenlyon Recreation Reserve was identified and a qualified, experienced and independent consultant, Beveridge Williams, completed a Preliminary Soil Contamination Assessment (Attachment 1) in November 2019. The assessment showed elevated levels of lead and polycyclic aromatic hydrocarbons (PAHs) in central areas of the reserve.

Following this assessment, Council self-notified these results to the regulator, the Environmental Protection Authority (EPA), and under direction from EPA, implemented precautionary measures to reduce public health risks and further pollution on the site. These precautionary measures enabled continued modified use of the site and included: public health signage; fencing; assistance to Reserve User Groups with event management planning; watering down of soil to reduce dust generated by horses and vehicles and, a temporary suspension of shooting activities on the site. The implementation of these measures by Council was approved by the EPA and supported by the Section 86 Glenlyon Recreation Reserve Special Committee and Reserve User Groups.

In January 2020, the EPA issued a Clean-Up Notice requiring an Environmental Site Assessment (ESA) (Attachment 2) of soil, groundwater and surface water to confirm and better understand the level and extent of the contamination on the site. As a result, Council engaged a second, qualified and experienced, independent consultant, Kleinfelder, to undertake the ESA. This assessment was completed and submitted to the EPA on 27 May 2020 to meet the requirements of the Clean Up Notice.

Council will continue to meet the requirements as directed by the EPA including any possible further recommendations and notices for immediate and longer-

term actions that might be required at the site. The Landowner, the Department of Environment, Land, Water and Planning (DELWP), was notified and involved in discussions and will continue to be kept informed during the project.

ISSUE/DISCUSSION

Pending advice from EPA in July, the ESA report suggests that the extent and severity of soil contamination is far less than indicated in the preliminary assessment.

The preliminary assessment used XRF technology (a hand-held device for immediate assessment) to determine contaminant levels, and found that lead and PAH levels were higher than the National Environmental Protection Assessment (NEPM) Levels for recreational use.

The second assessment of a more detailed ESA used a laboratory-based soil testing method that is more accurate against NEPM. It included soil sampling at 100 locations, ground water sampling at 4 boreholes, and water sampling at three locations (2 water courses discharging to Loddon River and Glenlyon Community Dam), which were analysed by a National Association of Testing Authorities (NATA) certified lab.

Key findings from the ESA:

Lead contamination

Results show that lead contamination is far lower than indicated in the preliminary assessment. This is due to the different methodologies used, with the ESA methodology being more detailed, accurate, and defensible, compared to the preliminary assessment. In the ESA, lead contamination levels were reported below the NEPM Health Investigation Level applicable for recreation areas.

PAH contamination

As found in the preliminary findings, results show that PAH contamination is elevated and above NEPM Health Investigation Level for recreational areas, within the racecourse perimeter. However, the detailed ESA, due to its method of testing, identified more specifically the locations of concern.

Ground water and surface water

Results show that both groundwater and surface water have not been affected by the lead or PAH contamination.

Soil testing results in the areas of high community use (playground, camping) and in future construction sites (e.g. BBQ, pony yards, disability mounting block) did not identify any compounds or metals that represent risks to human or ecological receptors. Slightly elevated levels of arsenic were found at the pavilion site along with slightly elevated levels of fluoride at an area near the fencing, but these were not deemed a health risk, and were considered isolated.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Financial implications for any remediation on site will be confirmed following guidance and direction from the EPA. Costs to date have been accommodated into council budget.

RISK IMPLICATIONS

Risk implications are currently being managed on site through precautionary measures to reduce risk to environmental and human health, and through receiving and acting on advice and direction from the EPA. Any further risk implications will be confirmed following guidance and direction from the EPA.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Environmental, social and economic implications are currently being managed on site through precautionary measures to reduce risk to environmental and human health. Any further implications will be confirmed following guidance and direction from the EPA.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A community briefing for interested residents and users was held on 14th March 2020 and a community email register was compiled to communicate project updates. Updates were also provided via media. The Section 86 Glenlyon Recreation Reserve Committee and user groups have been kept informed throughout the project.

This report also seeks to release the preliminary assessment report and the more detailed follow up Environmental Site Assessment report to the public via Council's Website.

Updates will continue to be provided to stakeholders, community EPA and DELWP.

Discussions will continue with the Section 86 Special Committee (including user groups) regarding the reports, EPA response, contamination concerns and use of the Reserve;

Pending advice from EPA, the EPA may allow the Daylesford Field and Game to resume shooting activities at the reserve. All shooting clubs in Victoria need to comply with the *EPA Guide for managing contamination at shooting ranges* wherever they shoot.

Planning has commenced for a second Community Briefing, tentatively scheduled for Saturday 8 August in a similar format to the first one held in March 2020, with key stakeholders EPA and DELWP attending. Format of meeting and numbers to be confirmed based on Victorian Government COVID-19 restrictions.

Pending advice from the EPA, consideration is being given to re-commencing the development of the Reserve masterplan and implementation of associated projects.

CONCLUSION

Council responded to soil contamination concerns at the Glenlyon Recreation Reserve to meet public and environmental health obligations under the Environmental Protection Act (1970) and the legislative framework in Victoria that encompasses several Acts, State Environment Protection Policies (SEPPs), regulations and guidelines.

This project included engaging two qualified and experienced, independent consultants to investigate the Glenlyon Recreation Reserve for possible soil

contamination with both reports provided to EPA as the regulator and DELWP as the landowner.

These two consultant reports are presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

12.7.1. Receives the Preliminary Soil Contamination Assessment report for Glenlyon Recreation Reserve and agrees to make the report available on the Council website.

12.7.2. Receives the Environmental Site Assessment report for Glenlyon Recreation Reserve and agrees to make the report available on the Council website.

MOTION

That Council:

12.7.1. Receives the Preliminary Soil Contamination Assessment report for Glenlyon Recreation Reserve and agrees to make the report available on the Council website.

12.7.2. Receives the Environmental Site Assessment report for Glenlyon Recreation Reserve and agrees to make the report available on the Council website.

Moved: Cr John Cottrell

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 16 -CONFIDENTIAL - GLENLYON RECREATION
RESERVE – PRELIMINARY SOIL CONTAMINATION ASSESSMENT
(ISSUED TO COUNCILLORS UNDER SEPARATE COVER)**

**ATTACHMENT 17 -CONFIDENTIAL - GLENLYON RECREATION
RESERVE – DETAILED SOIL INVESTIGATION (ISSUED TO
COUNCILLORS UNDER SEPARATE COVER)**

12.8. REVIEW OF LAKE HOUSE TITLE BOUNDARY

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Director Infrastructure and Development Services, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine the appropriate action to resolve a boundary encroachment into the Lake Daylesford Crown Land reserve.

This report is presented to Council as the Crown land Committee of Management.

BACKGROUND

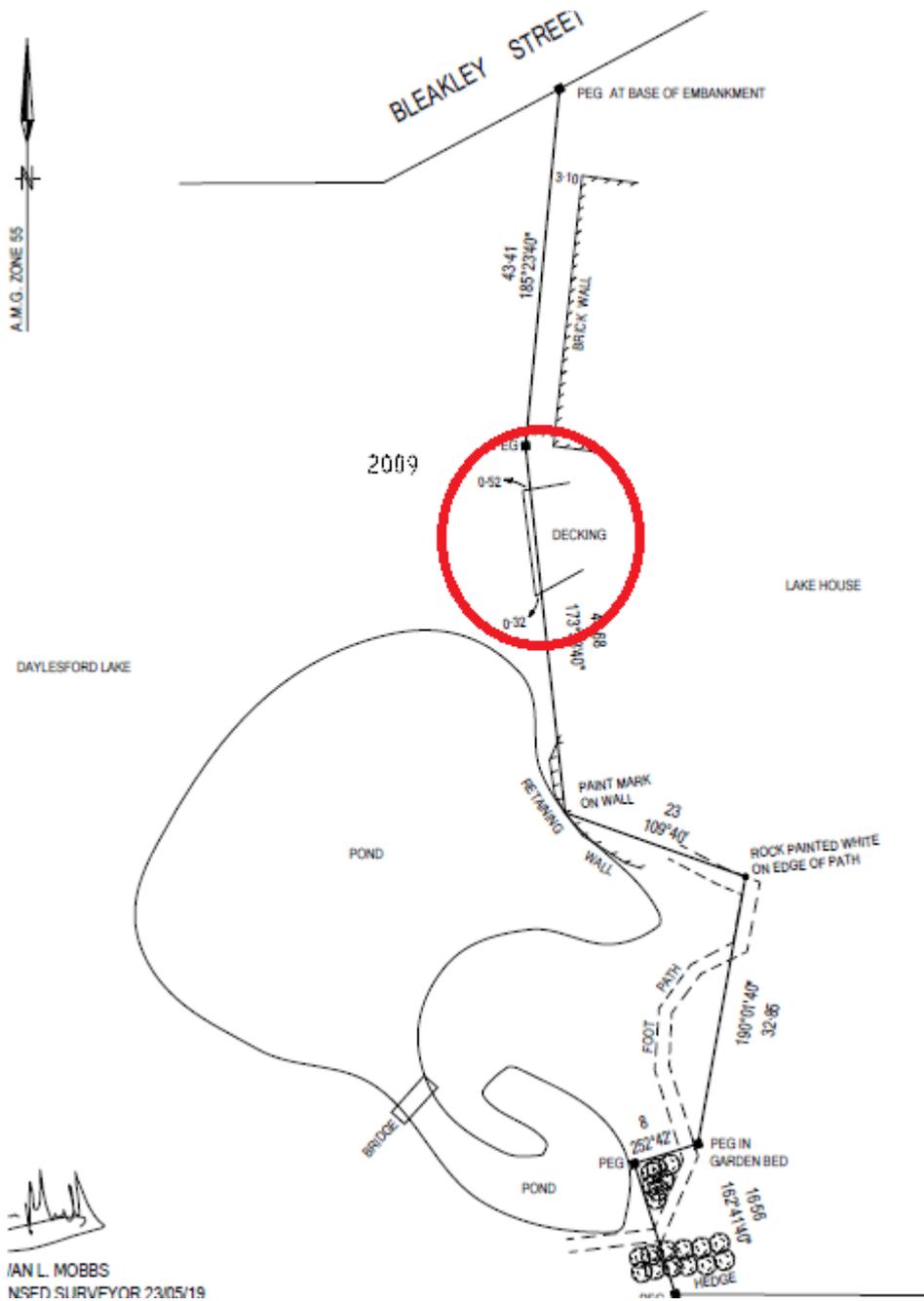
Over a prolonged period, a few members of the community have continued to raise concerns about the occupancy and operations of the Lakehouse on the foreshore of Lake Daylesford. Part of the ongoing concern relates to a small encroachment of the Lakehouse development onto the Lake Daylesford Reserve (public land).

In March of last year a commitment was given by Council to undertake a title boundary survey in order to verify (or not) if there was any encroachment and this survey was completed in May/June 2019 at Councils cost.

ISSUE/DISCUSSION

The title boundary survey reveals that there is a small encroachment of the outdoor deck structure onto the Crown land (public land) for which Hepburn Shire Council is Committee of Management.

The area of encroachment is estimated to be in the order of 4m² and is depicted in the diagram and photo below.





Officers have investigated a number of available options to respond to the concerns raised including:

1. Accept it is a minor encroachment and take no further action;
The encroachment onto public land is identified as an illegal occupation and should be corrected.
2. Require the encroachment to be removed by The Lakehouse;
This may trigger a demolition permit to be obtained and considerable expense involved by the property owner to remove and rebuild the offending timber and stone wall.
3. Negotiate a lease arrangement with The Lakehouse;
This option could be explored with the adjacent landowners and negotiated on the basis of current market value for similar occupancies.
4. Seek DELWP to excise this small section of land from Councils management responsibility and for DELWP to enter into a separate arrangement with the Lakehouse;
This option has been canvassed with DELWP representatives who have advised that this will not be considered at this time.
5. Seek DELWP to liaise with the Lakehouse for the sale of the land.
This option has been canvassed with DELWP representatives who have advised that this will not be considered at this time.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

4. Improve community amenity and accessibility in all public spaces, through effective local laws review and enforcement implementation of Access and Inclusion Plan actions and monitoring property owner's compliance with the planning scheme and heritage requirements.

FINANCIAL IMPLICATIONS

Council has incurred some minor costs to undertake the property boundary survey and will incur some further minor costs to define the property boundary and signage to demarcate the public land.

RISK IMPLICATIONS

There is a risk of negative public perception of Council should a decision be made to do nothing.

In a similar manner there will likely be criticism of Council should an unreasonable approach be taken by Council in the current difficult economic times.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no environmental, social or economic implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Officers have had ongoing discussions and correspondence with a small number of community members over the past 12 months or so on this matter.

In addition, officers have had initial conversation with the proprietor of The Lakehouse and also had discussions with DELWP regarding the available options.

There has not been any other formal community or stakeholder engagement.

CONCLUSION

Over a prolonged period, members of the community have continued to raise concerns about the occupancy and operations of the Lakehouse on the foreshore of Lake Daylesford.

The title boundary survey reveals that there is a small encroachment (approximately 4m²) of the outdoor deck structure onto the Crown land (public land) which Hepburn Shire Council is Committee of Management for.

OFFICER'S RECOMMENDATION

That Council:

12.8.1. Acknowledges the encroachment of the adjacent development in the Lake Daylesford Reserve;

12.8.2. Authorises officers to negotiate a lease agreement with the proprietors of the Lake House to formalise the occupancy of the encroached area of approximately 4m².

12.8.3. Endorses these negotiations being deferred until the second half of 2021 given the current economic challenges related to COVID-19 and the significant downturn in the retail and tourism sectors.

12.8.4. Agrees to release the title boundary survey to community members.

12.8.5. Provides a written response to community members who have raised concerns with Council of Councils determination.

MOTION

That Council:

12.8.1. Acknowledges the encroachment of the adjacent development in the Lake Daylesford Reserve;

12.8.2. Agrees to release the title boundary survey to community members

12.8.3. Directs officers to walk the boundary with interested community members

12.8.4. Takes a decision at the August Ordinary Meeting of Council as to the appropriate steps

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Lost

MOTION

That Council:

12.8.5. Acknowledges the encroachment of the adjacent development in the Lake Daylesford Reserve;

12.8.6. Authorises officers to negotiate a lease agreement with the proprietors of the Lake House to formalise the occupancy of the encroached area of approximately 4m².

12.8.7. Endorses these negotiations being deferred until the second half of 2021 given the current economic challenges related to COVID-19 and the significant downturn in the retail and tourism sectors.

12.8.8. Agrees to release the title boundary survey to community members.

12.8.9. Provides a written response to community members who have raised concerns with Council of Councils determination.

Moved: Cr Neil Newitt

Seconded: Cr John Cottrell

Lost

MOTION

12.8.10. That the motion be put to a vote without further debate.

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

MOTION

That Council:

12.8.11. *Acknowledges the encroachment of the adjacent development in the Lake Daylesford Reserve;*

12.8.12. *Endorses any negotiations being deferred until the second half of 2021 given the current economic challenges related to COVID-19 and the significant downturn in the retail and tourism sectors.*

12.8.13. *Agrees to release the title boundary survey to community members.*

12.8.14. *Provides a written response to community members who have raised concerns with Council and confers this matter to the August Ordinary Council Meeting.*

Moved: Cr Don Henderson

Seconded: Cr Fiona Robson

Lost

MOTION

That Council:

12.8.15. *Acknowledges the encroachment of the adjacent development in the Lake Daylesford Reserve;*

12.8.16. *Authorises officers to negotiate a lease agreement with the proprietors of the Lake House to formalise the occupancy of the encroached area of approximately 4m2.*

12.8.17. *Agrees to release the title boundary survey to community members.*

12.8.18. *Provides a written response to community members who have raised concerns with Council of Councils determination.*

Moved: Cr John Cottrell

Seconded: Cr Neil Newitt

Lost

MOTION

12.8.19. *That the item be deferred to the end of the meeting.*

Moved: Cr Fiona Robson

Seconded: Cr Kate Redwood AM

Carried

Council considered remaining items on the agenda and returned to Item 12.8 at the end of the meeting.

MOTION

12.8.20. *That standing orders be suspended for 15 minutes*

Moved: Cr Greg May

Seconded: Cr John Cottrell

Carried

The Meeting was adjourned at 10:45pm.

MOTION

12.8.21. *That standing orders be resumed*

Moved: Cr Don Henderson

Seconded: Cr John Cottrell

Carried

The Meeting was reopened at 11:17pm with all Councillors present.

MOTION

The Council:

- 12.8.22. *Agrees to release the title boundary survey to community members, and undertake a walking of the boundary with interested parties;*
- 12.8.23. *Provides a written response to community members who have raised concerns with Council;*
- 12.8.24. *Acknowledges the encroachment of the adjacent development in the Lake Daylesford Reserve;*
- 12.8.25. *Recognises the seriousness of encroaching on public land, and taking this into account, authorises officers to negotiate a lease agreement with the proprietors of the Lake House to formalise the occupancy of the encroached area of approximately 4m², and bring this report to the Council by 30 June 2021.*

Moved: Cr Neil Newitt

Seconded: Cr John Cottrell

Carried

Cr Fiona Robson declared a conflict of interest for Item 12.9 and left the meeting at 10:05pm.

Cr Kate Redwood AM declared a conflict of interest for Item 12.9 and left the meeting at 10:05pm.

12.9. CORONAVIRUS (COVID-19) COMMUNITY SUPPORT GRANTS PROGRAM DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Community Development Officer, I Inga Hamilton, have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the awarding of the Coronavirus (COVID-19) Community Support Grants Program recommendations for June 2020.

BACKGROUND

At the 7 April 2020 Briefing, officers noted that Council would launch the Coronavirus (COVID-19) Community Support Grants Program. The objective of this program is to support and sustain the community and Hepburn Shire residents throughout and following the COVID-19 pandemic.

Within the program there are 4 categories aimed to meet the different needs of our community. These are:

- A. Quick Response Grants – up to \$1,000
- B. Arts and Culture Grants – up to \$2,000
- C. Sport and Active Recreation Grants – up to \$2,000
- D. Community Support Grants – up to \$2,500

The Program opened 23 April 2020 and will remain open until 30 June 2020.

The Program has an overall budget of \$60,000. Drawing on funds reallocated from existing programs whose implementation has been impacted by the COVID-19 pandemic.

To further promote the program Council Officers implemented a robust communications plan. In addition to print and digital marketing, Council Officers have spent significant time contacting eligible organisations individually via email and phone.

ISSUE/DISCUSSION

Twenty-two applications were received for the final grant round spanning Categories A-D. All applications were assessed by an evaluation panel consisting of three independent Community Assessment Panel members, Council's Community Partnerships Coordinator, Community Development Officer, Arts and Culture Officer and the Acting Coordinator Sport and Active Recreation.

The Coronavirus Community Support Grant Program guidelines state that the purpose of the fund is to support and sustain our community and residents throughout the response and recovery phase of the Coronavirus (COVID-19) pandemic.

Of the twenty-two applications, ten applications were received for Category A with a funding request totalling \$9,643. Twelve applications were received for Category B-D with total funding requested for these categories at \$27,900. Combined A – D applications totalled \$37,543.

Officers assessed the scalability of each project before recommending funding.

Category A – Funding Summary

Of the ten Category A applications received and assessed eight have been allocated full funding. A further two, were assessed as scalable and have been allocated partial funding. Funds allocated to Category A applications total \$8,893. Refer Table 1 below.

Category B-D Funding Summary

Of the twelve applications received for Categories B-D three are recommended for full funding, four recommended for partial funding and five have not been recommended. Funding recommended to be allocated to Category B-D total \$19,900.55.

Projects Not Recommended

The Coronavirus Community Support Grant Program guidelines state that the purpose of the fund is to support and sustain our community and residents throughout the response and recovery phase of the Coronavirus (COVID-19) pandemic.

Five Category B-D applications were not recommended for funding as they failed to demonstrate the project's relationship to COVID-19 related resilience

and recovery objectives and potential beneficiaries, or these links were not as strong as other projects.

Table 1:

Category	Project Name	Organisation	Description	Grant Amount Requested	Grant Amount Awarded
A	Seed Saving Workshops	Hepburn Seed Savers auspiced by Sustainable Hepburn Association Inc	Four seed saving and propagation workshops delivered virtually and face to face.	\$900	\$900
A	Futureproofing Wholefoods	Hepburn Wholefoods auspiced by Sustainable Hepburn Association Inc	Purchase trolley and shelving to meet demand since moving online.	\$1,000	\$1,000
A	Online (zoom) Kids Karate	Daylesford Martial Arts Tang Soo Tao	Two weekly free children's martial art classes.	\$1,000	\$1,000
A	Artistic enhancement of hand sanitiser dispenser to promote arts and culture tourism in Clunes	Clunes Tourist and Development Association	Engaging local artist to design stands for hand sanitiser dispensers with an agricultural theme.	\$1,000	Partial funding - \$500 Assessed as scalable
A	Community Groups Who Can	Creswick Neighbourhood Centre	COVID-19 specific governance training for Community Groups.	\$1,000	\$1,000
A	Useful Weeds of Hepburn Guidebook	Brenna Quinlan	Free online foraging guidebook encouraging outdoor activity.	\$1,000	Partial funding - \$750 Assessed as scalable

A	Computers and Table Tennis	Daylesford Table Tennis Association	Purchase a laptop to enable online connectivity and develop the online skills of older members.	\$743	\$743
A	Build Resilience for a COVID Environment	St. John's Church Creswick – Anglican Parish of Springmount auspiced by St John's Guild Creswick	Reopen the monthly emergency relief program at St John's Hall Creswick.	\$1,000	\$1,000
A	Emergency Food Assistance: Clunes 3370	Anglicare Victoria	Provision of immediate food relief (100 @ \$10 Clunes IGA vouchers)	\$1,000	\$1,000
A	Laughter Lines: 60+ years portrait photography	Ann Jeffree Photographer auspiced by Clunes Neighbourhood House	Photographic portraits of Clunes residents 60+ to capture the strength and humour during COVID.	\$1,000	\$1,000
Total amount awarded from Category A:					\$8,893

Categories B &
D

Category	Project Name	Organisation	Description	Grant Amount Requested / Grant Amount Awarded
B	Pip and Tom: A Flying Genie Adventure	Adica Arts Pty Ltd	The production of two short films focused on building resilience in children during COVID-19.	\$2,000 / \$1,000 as partial funding
B	The Community Arts Inventory Cabinet	Figure It Life Drawing auspiced by Daylesford Neighbourhood Centre (DNC)	Access to art materials for the community via DNC via a \$15 membership fee and room hire.	\$2,500 / Not recommended
B	Expanding our museum to commemorate our Gold rush history	Convent Gallery	Research and set up a photo exhibition in the Gold Warden's cottage.	\$2,000 / Not recommended
C	Community Yoga	Le Yoga Daylesford	Venue hire to support three free 90-minute yoga classes per week for ten weeks.	\$2,000 / \$1,000 as partial funding
C	DFNC Junior Football and Netball COVID-19 Support	Daylesford Football Netball Club	Purchase 70+ junior training tops encouraging a sense of community and social connectedness.	\$2,500 / Not recommended
C	Return to Play	Daylesford Volleyball Association	Hand sanitisation to support a COVID safe return to play.	\$1,990 / \$500 partial funding

C	Strength and Movement for kids post isolation	Daylesford Martial Arts Tang Soo Tao	Undertake coaching training and development to improve youth movement and fitness.	\$2,500 / Not recommended
C	CrossFit Kids	Daylesford CrossFit	Purchasing equipment to set up a designated children's CrossFit area.	\$2,500 / Not recommended
D	Provision of automatic hand sanitiser dispensers for Clunes businesses and community events.	Clunes Tourism & Development Association	Provide 12 stand-alone, on street, automatic hand sanitiser dispensers to shops and community operators.	\$2,410.55 / \$2,410.55 recommended
D	Audio, Video and Conferencing capacity for Community Groups and Education	Daylesford Neighbourhood Centre	Equipment to expand the Centre's capacity to link community groups to their members and stakeholders in an online environment.	\$2,500 / \$2,500 recommended
D	Recovering from COVID-19	Secrets Magazine	Reduced cost advertising packages for two editions of Secrets Magazine.	\$2,500 / \$1,500 partial funding
D	Emergency Fire Wood Assistance Program: Clunes 3370	Anglicare Victoria	Localised firewood assistance in Clunes.	\$2,500 / \$2,500 full funding
Total amount requested from Category B-D:				\$19,900.55
Total amount recommended for funding from Category B-D:				\$11,410.55

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

As at 30 June 2020 funding totalling \$29,635 has been awarded leaving a balance of \$30,365 to be allocated.

Of the \$30,365 balance remaining, a further \$10,000 funds reallocated from VicHealth to support the 'This Girl Can' campaign objectives will be set aside and retained by Council as no applications were received for projects to support this campaign objectives. Council Officers will negotiate with VicHealth to agree an alternate method to distribute these funds to the community by 31 December 2020.

Therefore, a balance of \$20,365 remains to fund the final round of Coronavirus (COVID-19) Community Support Grants Program applications.

A total of \$8,893 has been allocated and/or paid to Category A applications.

The assessment panel recommends allocating the remaining \$11,472 to Category B-D applications as outlined below in Table 2.

The funding pool of \$50,000 of Coronavirus (COVID-19) Community Support Grant funds are now spent, if all officer recommendations are accepted by Council.

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. Public liability insurance is a requirement of 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 any outstanding acquittals.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Coronavirus (COVID-19) Community Support Grants provides funding to individuals, businesses and groups in the response to the Pandemic. The focus of these projects is to strengthen community resilience and connection, promote sustainability and to assist in the implementation of community priorities in response to the Pandemic.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Due to the Coronavirus (COVID-19) pandemic no face-to-face meetings were offered. Officers supported applicants via phone, email and some 'Zoom' sessions. The communications plan included many direct phone calls and emails from Officers across the Community Services department, along with Facebook page posts.

CONCLUSION

The recommended projects support the objectives of the Coronavirus (COVID-19) Community Support Grants Program.

OFFICER'S RECOMMENDATION

That Council

12.9.1. notes the awarding of Category A - Quick Response Grants from the Coronavirus (COVID-19) Community Support Program to:

Community organisation	Project	Funding
Hepburn Seed Savers auspiced by Sustainable Hepburn Association Inc	Seed Saving Workshops	\$900
Futureproofing Wholefoods	Hepburn Wholefoods auspiced by Sustainable Hepburn Association Inc	\$1,000
Daylesford Martial Arts Tang Soo Tao	Online (zoom) Kids Karate	\$1,000
Clunes Tourist and Development Association	Artistic enhancement of hand sanitiser dispenser to promote arts and culture tourism in Clunes	\$500
Creswick Neighbourhood Centre	Community Groups Who Can	\$1,000
Brenna Quinlan	Useful Weeds of Hepburn Guidebook	\$750
Daylesford Table Tennis Association	Computers and Table Tennis	\$743
St. John's Church Creswick – Anglican Parish of Springmount auspiced by St John's Guild Creswick	Build Resilience for a COVID Environment	\$1,000
Anglicare Victoria	Emergency Food Assistance: Clunes 3370	\$1,000
Ann Jeffree Photographer auspiced by Clunes Neighbourhood House	Laughter Lines: 60+ years portrait photography	\$1,000

12.9.2. Awards the following applications from the Coronavirus (COVID-19) Community Support Program, Category B-D to:

Community organisation	Project	Funding
Adica Arts Pty Ltd	Pip & Tom: A Flying Genie Adventure	\$1,000
Le Yoga Daylesford	Community Yoga	\$1,000
Daylesford Volleyball Association	Return to Play	\$500
Clunes Tourism & Development Association	Automatic Hand Sanitisers for Clunes' businesses and community events	\$2,410.55
Daylesford Neighbourhood Centre	Audio, Visual and Conferencing capacity for Community Groups and Education	\$2,500
Secrets Magazine	Recovering from COVID-19	\$1,500
Anglicare Victoria	Emergency Firewood Assistance Program: Clunes 3370	\$2,500

MOTION

That Council

12.9.1. notes the awarding of Category A - Quick Response Grants from the Coronavirus (COVID-19) Community Support Program to:

Community organisation	Project	Funding
Hepburn Seed Savers auspiced by Sustainable Hepburn Association Inc	Seed Saving Workshops	\$900
Futureproofing Wholefoods	Hepburn Wholefoods auspiced by Sustainable Hepburn Association Inc	\$1,000
Daylesford Martial Arts Tang Soo Tao	Online (zoom) Kids Karate	\$1,000
Clunes Tourist and Development Association	Artistic enhancement of hand sanitiser dispenser to promote arts and culture tourism in Clunes	\$500
Creswick Neighbourhood Centre	Community Groups Who Can	\$1,000
Brenna Quinlan	Useful Weeds of Hepburn Guidebook	\$750
Daylesford Table Tennis Association	Computers and Table Tennis	\$743
St. John's Church Creswick – Anglican Parish of Springmount auspiced by St John's Guild Creswick	Build Resilience for a COVID Environment	\$1,000
Anglicare Victoria	Emergency Food Assistance: Clunes 3370	\$1,000

Ann Jeffree Photographer auspiced by Clunes Neighbourhood House	Laughter Lines: 60+ years portrait photography	\$1,000
--------------------------------------------------------------------------	------------------------------------------------------	---------

12.9.2. *Awards the following applications from the Coronavirus (COVID-19) Community Support Program, Category B-D to:*

Community organisation	Project	Funding
Adica Arts Pty Ltd	Pip & Tom: A Flying Genie Adventure	\$1,000
Le Yoga Daylesford	Community Yoga	\$1,000
Daylesford Volleyball Association	Return to Play	\$500
Clunes Tourism & Development Association	Automatic Hand Sanitisers for Clunes' businesses and community events	\$2,410.55
Daylesford Neighbourhood Centre	Audio, Visual and Conferencing capacity for Community Groups and Education	\$2,500
Secrets Magazine	Recovering from COVID-19	\$1,500
Anglicare Victoria	Emergency Firewood Assistance Program: Clunes 3370	\$2,500

Moved: Cr Don Henderson

Seconded: Cr John Cottrell

Carried

Cr Fiona Robson returned to the meeting at 10:09pm.

Cr Kate Redwood AM returned to the meeting at 10:09pm.

Cr Greg May declared a conflict of interest for Item 12.10 and left the meeting at 10:10pm.

12.10. COMMUNITY PLANNING IMPLEMENTATION FUND

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to consider the allocation of Community Planning Implementation Fund (CPIF) grants for the 2019/2020 period.

BACKGROUND

Review of Community Plans

In 2019 a review of the existing Community Plans established that there are;

- 11 existing plans in total
- 8 of which are due for review
- 3 of which will require review within the next 3 years
- 4 new communities have previously been identified as being interested in developing a Community Plan.

Community Planning Implementation Fund

The 2019 review confirmed that the 2018/2019 Community Planning Implementation Fund (CPIF) \$50,000 was rolled over and combined with the \$50,000 CPIF 2019/2020 budget, increasing total funding available for the fund to \$100,000.

Council were briefed on 1 October 2019 and Officers proposed that Council disperse the \$100,000 CPIF funds as follows;

- Equally disperse \$100,000 funds to support the reinvigoration and progress of the existing 11 Community Plans - \$9,000 each via an application process that will require groups to:

- Attend an information session regarding the future of Community Planning
- Complete an application form detailing:
 - Which Priority Project from their Community Plan they will be addressing
 - How funds will be spent
 - Demonstration of formations of a current Community Planning group or relevant community group
 - Evidence of current funds (if \$9,000 will be used as a co-contribution to a project requiring a larger budget)

ISSUE/DISCUSSION

Applications for the Community Planning Implementation Fund (CPIF) opened on the 7 May and closed on the 4 June 2020. During this period Council Officers promoted the opportunity to community groups across the Shire and advertised the fund on the Council website and digital channels. COVID-19 meant that community information sessions and other face-to-face consultation was not undertaken for this round.

Eleven applications were submitted by ten different community groups spanning seven Community Plans. An assessment of the applications was made by an evaluation panel consisting of two Community Assessment Panel members, Councils Coordinator Community Partnerships, Community Development Officer and a Project Officer.

Community Planning guidelines state that the purpose of the fund is to provide financial assistance to implement priority projects/action(s) identified in a Community Plan.

Fund Distribution

Five projects are recommended for full funding, a further five projects are recommended for partial funding and one project was not recommended.

Where total funds requested exceeded the \$9,000 community plan allocation, Officers first assessed the scalability of each project before recommending funding.

Projects Not Recommended:

Three community groups applied for the funding from the Daylesford Community Plan. Both the Spa Country Events project and the Hepburn Wildlife Shelter project provided direct links to actions in the Community Plan.

The Health Futures Australia (HFA), Healthy Lunch Kitchen application link to projects/action(s) identified in the community plan was not as direct as the other two projects. Additionally, support of key partner, Daylesford Secondary College, was noted by the applicant as still needing to be confirmed. As the link is inferred rather than direct and support of the key partner was not confirmed at the time of submission the project is not recommended.

Although the panel did not recommend this project, they consider it to be of value to the community and Officers will work with HFA to identify alternate funding opportunities, including consulting with Council's Grant Officer to identify alternate funding pathways for the projects.

Partial Funding Scalable Consideration

The Daylesford Community Plan applications exceeded the \$9,000 budget. The Tree Planting project has been assessed as scalable and partial funding recommended. The Hepburn Wildlife Shelter was assessed as not scalable and is recommended for full funding.

The Dean, Newlyn, Mollonghip Plan exceeded the \$9,000 budget allocation. Both projects were assessed as scalable and partial funding has been allocated to the hall fencing project and full funding recommended for the hall lighting and repair project.

The Smeaton Community Plan applications exceeded the \$9,000 budget allocation. Both projects were assessed as scalable and partial funding has been allocated to each project.

Full Funding

All remaining applications are recommended for full funding as detailed in the following table.

Community Plan	Project	Community Group	Description	Amount Requested	Total Project Amount	Recommendation
Daylesford Community Plan 2012	Tree planting	Spa Country Events	Volunteers look to rejuvenate the tree plantings at the Daylesford Skate Park by replacing ten damaged or missing trees and installing tree guards. The tree guards are designed and built by local metal sculpture artist David Dawson of "Overwrought". Once the trees are established the tree guards can be reused.	\$5,500	\$5,500	Recommended for partial funding totalling \$4,280 as project assessed as scalable comprising: <ul style="list-style-type: none"> • 12 x tree guards @ \$300 (\$3,600 + \$360 GST) • 6 trees @ \$50 each (\$300) • Misc. supplies i.e.: Gloves hand sanitiser (\$20)
Daylesford Community Plan 2012	Animal rescue	Hepburn Wildlife Shelter	Part of a larger project, the construction of an animal shelter, the Hepburn Wildlife Shelter is looking to purchase of Stainless-Steel modular hospital cage to house animals in need of care. The Hepburn Wildlife Shelter is manned entirely by volunteers and helps	\$4,720	\$4,720	Recommended for full funding - \$4,720.

Community Plan	Project	Community Group	Description	Amount Requested	Total Project Amount	Recommendation
			over 700 animals per year.			
Daylesford Community Plan 2012	Healthy Lunch Kitchen	Health Futures Australia	In partnership with Daylesford College, Health Futures Australia looks to develop a social enterprise model framework to encourage healthy eating. The funding will be used to engage a Project Officer lead for six months to co-develop an operational model for a Healthy Lunch Kitchen.	\$9,000	\$9,000	Not recommended for funding.
Dean, Newlyn, Mollonghip Community Plan 2017	Hall renovation	Mollonghip Hall and Tennis Committee	Last stage of external refurbishment of the Mollonghip Hall. The repairs include: <ul style="list-style-type: none"> • Repair and paint air vents and replace broken roof finial. • Exterior lighting to be repaired and 	\$3,580	\$4,030	Recommended for full funding \$3,580.

Community Plan	Project	Community Group	Description	Amount Requested	Total Project Amount	Recommendation
			upgraded, with new lights installed to improve patron safety.			
Dean, Newlyn, Mollonghip Community Plan 2017	Hall renovation	Mollonghip Hall and Tennis Committee	Repair and repainting of the front fence of the Mollonghip Hall. Rectification work of the front fence by replacement of wooden posts, rails, new wire, and gate in keeping with the architectural period.	\$11,540	\$11,840	Recommended for partial funding totalling \$5,420 comprising: <ul style="list-style-type: none"> • Emu wire and gate (\$1,937) • Fence construction contribution (\$3,483)
Smeaton Community Plan 2015	Community Reserve Signage	Friends of Smeaton	Development and erection of interpretive signage in the Community Park and at historical sites with the township creating a walk/drive tour around the town. The signs will be developed in partnership with the Dja Dja Wurrung Elder Uncle Rick Nelson.	\$7,755	\$15,510	Recommended for partial funding \$4,500.

Community Plan	Project	Community Group	Description	Amount Requested	Total Project Amount	Recommendation
Smeaton Community Plan 2015	Smeaton Bowling Club refurbishment	Smeaton Bowling Club	<p>The replacement of indoor and outdoor furniture at the Smeaton Bowling Club including:</p> <ul style="list-style-type: none"> • Twenty indoor tables • 160 indoor chairs • Six outdoor tables • Twenty-four outdoor chairs • Delivery 	\$89,705	\$89,705	\$4,500 Confirmed as scalable
Glenlyon Community Plan 2010 (reviewed in 2018)	Creating a Community Website	Glenlyon Progress Association	<p>Funds will be used to rebuild the GPA website and maintenance for the first. The website will include local business listings, past and current issues of the Glenlyon District News and events keeping the community informed and building sense of place.</p> <p>Advertising sales will help fund the sustainability of this project.</p>	\$5,000	\$6,620	Recommended for full funding \$5,000.

Community Plan	Project	Community Group	Description	Amount Requested	Total Project Amount	Recommendation
Newlyn/Rocklyn Community Plan 2009	Newlyn Community Complex Improvements	Newlyn Community & Sporting Complex Committee of Management	<p>The Complex Committee proposes a two staged improvement to the Sporting Complex. The two stages are:</p> <ul style="list-style-type: none"> • Replacement of a Community Complex heater which heats both the social room and kitchen. • Installation of a covered entry way to the public toilets which currently are unscreened and exposed to the elements. 	\$8,304	\$8,303.97	Recommended for full funding \$8,303.97.
Creswick Community Plan 2013 – 2017	Signage	Business and Tourism Creswick	BTC is looking to fund and erect interpretive signage and provide safe roadside stops as part of a four stage tourism project championing our Goldfields history. This	\$9,000	\$20,681.20	Recommended for full funding \$9,000.

Community Plan	Project	Community Group	Description	Amount Requested	Total Project Amount	Recommendation
			stage is co-funded by RACV Goldfields and the Creswick branch of the Bendigo Community Bank. BTC has raised considerable funds to support this project.			
Clunes Community Plan 2015	Clunes Toy Library	Clunes Neighbourhood House	Refurbishing a designated area within an existing community space (the Clunes Neighbourhood House) to provide a Toy Library service for families, something which is missing from this community.	\$12,300	\$17,668	Recommended for partial funding \$7,772 comprising: <ul style="list-style-type: none"> • Shelving Units: \$5,945 • Parent Room Facilities: \$1,458 • Filing Cabinet: \$369
Total cost:				\$166,403.97	\$193,578.17	\$57,075.97

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

1. 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

The combined 2018/2019 and 2019/2020 CPIF budget initially totalled \$100,000.

In March 2020, in response to the Coronavirus pandemic, Council allocated \$50,000 from the 2019/2020 Community Planning Implementation Fund to the Coronavirus (COVID-19) Community Support Grant program leaving a balance of \$50,000 for allocation. A further \$50,000 is allocated within the 2020/2021 financial year.

The assessment panel recommends allocating \$57,075.97 leaving a balance of \$42,924.03 to be allocated to a future CPIF grant round to be scheduled early 2021.

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. Public liability insurance is a requirement of all applications. All successful applicants are required to sign grant terms and conditions prior to receiving their funding allocation. There is a system in place for Council officers to monitor receipt of acquittals and follow up any outstanding acquittals.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Community Planning Implementation Fund provides funding for Community groups to action the priority projects in their Community Plan. These projects are developed through strong community engagement and encourage community connections as well as developing a relationship with Council. Community impact has been considered within the grant evaluation process.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The CPIF program was promoted to community groups across the Shire and advertised on the Council website and digital channels. COVID-19 meant that community information sessions and other face-to-face consultation was not undertaken for this round however Council Officers utilised direct calls, zoom meetings, emails and Facebook posts to engage with and promote this opportunity the broader community. Additionally, Officers utilised the Community Planning database to make specific contact with community groups who had previously expressed interest in applying for this fund.

CONCLUSION

The recommended projects support the objectives of the Community Planning Implementation Fund Program.

OFFICER'S RECOMMENDATION

That Council:

12.10.1. Acknowledge the significant work undertaken by community groups to submit applications to the Community Plan Implementation Fund;

12.10.2. approves the allocation of grant funds from the Community Planning Implementation Fund to the following projects:

Community Plan	Project Name	Amount
Daylesford	Tree Planting	\$4,280
Daylesford	Animal Rescue	\$4,720
Dean, Newlyn, Molongghip	Hall renovation repair vents, finial and lighting upgrade	\$3,580
Dean, Newlyn, Molongghip	Hall renovation fence rectification	\$5,420
Smeaton	Community Reserve Signage	\$4,500
Smeaton	Smeaton Bowling Club refurbishment	\$4,500
Glenlyon	Creating a Community Website	\$5,000
Newlyn/Rocklyn	Newlyn Community Complex Improvements	\$8,303.97
Creswick	Signage	\$9,000
Clunes	Clunes Toy Library	\$7,772
Total cost:		\$57,075.97

MOTION

That Council:

12.10.1. Acknowledge the significant work undertaken by community groups to submit applications to the Community Plan Implementation Fund;

12.10.2. approves the allocation of grant funds from the Community Planning Implementation Fund to the following projects:

Community Plan	Project Name	Amount
Daylesford	Tree Planting	\$4,280
Daylesford	Animal Rescue	\$4,720
Dean, Newlyn, Mollongghip	Hall renovation repair vents, finial and lighting upgrade	\$3,580
Dean, Newlyn, Mollongghip	Hall renovation fence rectification	\$5,420
Smeaton	Community Reserve Signage	\$4,500
Smeaton	Smeaton Bowling Club refurbishment	\$4,500
Glenlyon	Creating a Community Website	\$5,000
Newlyn/Rocklyn	Newlyn Community Complex Improvements	\$8,303.97
Creswick	Signage	\$9,000
Clunes	Clunes Toy Library	\$7,772
Total cost:		\$57,075.97

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

Cr Grey May returned to the meeting at 10:14pm.

12.11. TRENTHAM COMMUNITY PLAN 2020-2024

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Community Development Officer, I Inga Hamilton have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive and recognise the updated 2020 Trentham Community Plan.

BACKGROUND

Community Planning

A Community Planning Policy was adopted by Council in 2014 and a Community Planning Strategy was revised in 2016. These documents outline Community Planning as; “a forum for public participation where community members identify who they are, what is important in their region and what they would like to see happen in their region in the future.”

The benefits of Community Planning are outlined as follows:

- Connecting Communities
- Developing Resilience
- Connecting with Council

Council has a commitment to Community Planning through the Council Plan 2017-2021 under the Strategic Objective – Active & Engaged Communities. Strategic Action 3.3 – Review Community Planning Strategy and Policy and implement actions to support communities to deliver their priorities.

In 2019 Council Officers undertook a review of community planning, and a number of recommendations were adopted by Council on 15 October 2019 Ordinary Meeting. Those recommendations will drive Community Plan development and oversight for Hepburn Shire over the coming years. This Community Plan had minimal Council Officer input or oversight due a vacancy within the CDO role and was developed prior to a review of the current Community Planning process being undertaken.

Trentham Community Planning

The first, and previous Trentham Community Plan was written in 2009, with a review in 2013. In 2018, Council engaged ‘The Forum’, to undertake the development of a new four-year Community Plan for Trentham and District. The Forum were required to:

- lead the review and development of the Trentham Community Plan, in consultation with Council’s Community Development Officer.
- establish a Community Planning Working Group inclusive of the members of The Forum, non-Forum members from Trentham’s broader community, and Council officers.

- develop a community engagement plan and do its utmost to engage a broad range of residents in the process, reflecting the makeup of Trentham’s community, while ensuring the community engagement process was consistent with Council’s Community Planning Framework.
- follow the analysis of community engagement feedback, and related data, to produce a four-year plan for Trentham and District. A draft of the report was made available to the community for feedback prior to being finalised; and
- submit a final draft of the Plan to Council.

ISSUE/DISCUSSION

Over the past two years Trentham Community Group, The Forum, has consulted with the community and developed the Draft Community Plan via the following methods:

- Community survey
- Community consultation sessions
- Working with Shire Officers to create a plan best suited to address community needs

A community survey based on the topics of concern noted in the 2009 Community Plan, was distributed to all residents of postcode 3458. Two community consultation meetings were held in September 2019 to discuss the results of the survey.

Comments from the survey and community meetings, were collated and a draft of the Plan was submitted to Council Officers and distributed to the Community for review and comment in early December. The draft was updated based on the Community comments and Council Officer feedback, to create a final draft in February 2020.

Further community consultation was undertaken, and the proposed version of the Community Plan was submitted to Council Officers in June 2020.

The purpose of this Plan is to set out the goals identified by the community in the survey responses and subsequent consultations. It is focused on actions that are achievable within the four years of the plan.

The plan adopts the vision that, *“Trentham will be an aware, adaptable and active community proud of its past and confident in facing the future”*. The plan adopts seven goals for Trentham and details an action plan of priorities for 2020 to 2024.

The goals and priorities are outlined in the attached plan, in summary they relate to:

1. Community Centre
2. Environmental Sustainability and Climate Change
3. Childcare

4. Infrastructure and Planning
5. Fire Safety
6. Sport and Recreation
7. Community and Support Services

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

4. 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

There are no direct costs to Council through the recognition of the Community Plan. Once recognised by Council the Trentham Community Plan is eligible to apply for the Community Planning Implementation Fund. which is available annually to all Hepburn Shire Council recognised Community Plans.

Council Officers will work with the community to assist in the implementation of actions identified within the plan. Some of those actions will require funding, which maybe the responsibility of the community or will be considered by Council through the annual budget process.

RISK IMPLICATIONS

The Community Planning Guidelines have been used to assist in the development of the Trentham Community Plan. The guidelines clearly set out the roles and responsibilities of Council and communities and provides a mechanism for communication between parties. Council Officers will continue to work with the Trentham Community to assist in the implementation of the plan.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Community planning provides a forum for public participation where community members identify who they are, what is important to them in their region and what they would like to see happen in the future. As such, the program aims to deliver inclusive engagement methods that result in diverse participation.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Forum worked with Council Officers, consulted with the community, and developed the Community Plan via the following methods:

- Community survey
- Community consultation sessions
- Working with Shire Officers to create a plan best suited to address community needs

CONCLUSION

Council engaged 'The Forum', to undertake the development of a new four-year Community Plan for Trentham and District. Community engagement has been undertaken, with Trentham residents actively participating in the development. The Trentham Community Plan will assist Council to understand community priorities and include these in Council planning processes.

OFFICER'S RECOMMENDATION

That Council:

12.11.1. Acknowledge the work undertaken by The Forum and the Trentham Community in the development of the Trentham Community Plan.

12.11.2. Receive and recognise the Trentham Community Plan 2020-2024.

MOTION

That Council:

12.11.1. Acknowledge the work undertaken by The Forum and the Trentham Community in the development of the Trentham Community Plan.

12.11.2. Receive and recognise the Trentham Community Plan 2020-2024.

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 18 - TRENTHAM COMMUNITY PLAN 2020–2024



Trentham Community Forum
working together

Trentham Community Plan 2020-2024

Prepared by
Trentham Community Forum
No. A 0059556K
June 2020

Introduction to the Review & Plan	p2
Trentham Facilities & Infrastructure	p3
Goals - 2020 to 2024	p4
Priority Action Items - 2020 to 2024	p5

INTRODUCTION

PURPOSE OF THE COMMUNITY PLAN

The purpose of this Plan is to set out the goals identified by the community in the survey responses and subsequent consultations. It is focused on actions that are achievable within the four years of the plan.

The Vision: Trentham will be an aware, adaptable and active community proud of its past and confident in facing the future.

HISTORY OF THE COMMUNITY PLAN

The first Community Plan for Trentham was written in 2009 by a group of up to 15 Trentham residents after extensive consultation at public meetings, a survey and discussion in the Community Newsletter. It was presented to the Hepburn Shire Council (“Council”) as part of their community consultation process. A review version of the Community Plan was prepared in 2013 listing progress on all actions identified in the original Plan.

At its AGM in September 2018, the Trentham Forum decided to develop a new Community Plan building on the themes outlined in the first Plan. Financial assistance was provided by the Hepburn Shire and the Trentham & Districts Community Bank.

TRENTHAM SNAPSHOT

At a height of 700 meters, Trentham is a small town surrounded by forest, farms and small communities (East Trentham, Fern Hill, Spring Hill, Bullarto, Tylden and Lyonville). It is located in the Coliban Ward of Hepburn Shire and is approximately 85 kilometres from Melbourne, Bendigo & Ballarat, and equidistant from Woodend, Kyneton & Daylesford. The population of Trentham has more than doubled in the last two decades - more details are in Appendix 1.

THE DEVELOPMENT OF THE PLAN

A Community Survey based on the topics of concern noted in the 2009 Community Plan, was distributed to all residents of postcode 3458. A description of the survey and community consultation process is set out in Appendix 4 and the survey results are contained in Appendices 5 & 6.

Two community consultation meetings were held in September 2019 to discuss the results of the survey. The suggestions and proposals of those who attended the meetings were taken into account. Community members were also asked to nominate for working groups in their area of interest.

Comments from the survey and community meetings, were collated into a single document (Appendix 7). A draft of the Plan was submitted to Council Officers and distributed to the Community for review and comment in early December. The draft was updated based on the Community comments and Council Officer feedback, to create version 8 in February 2020 and finally to this version in June 2020.

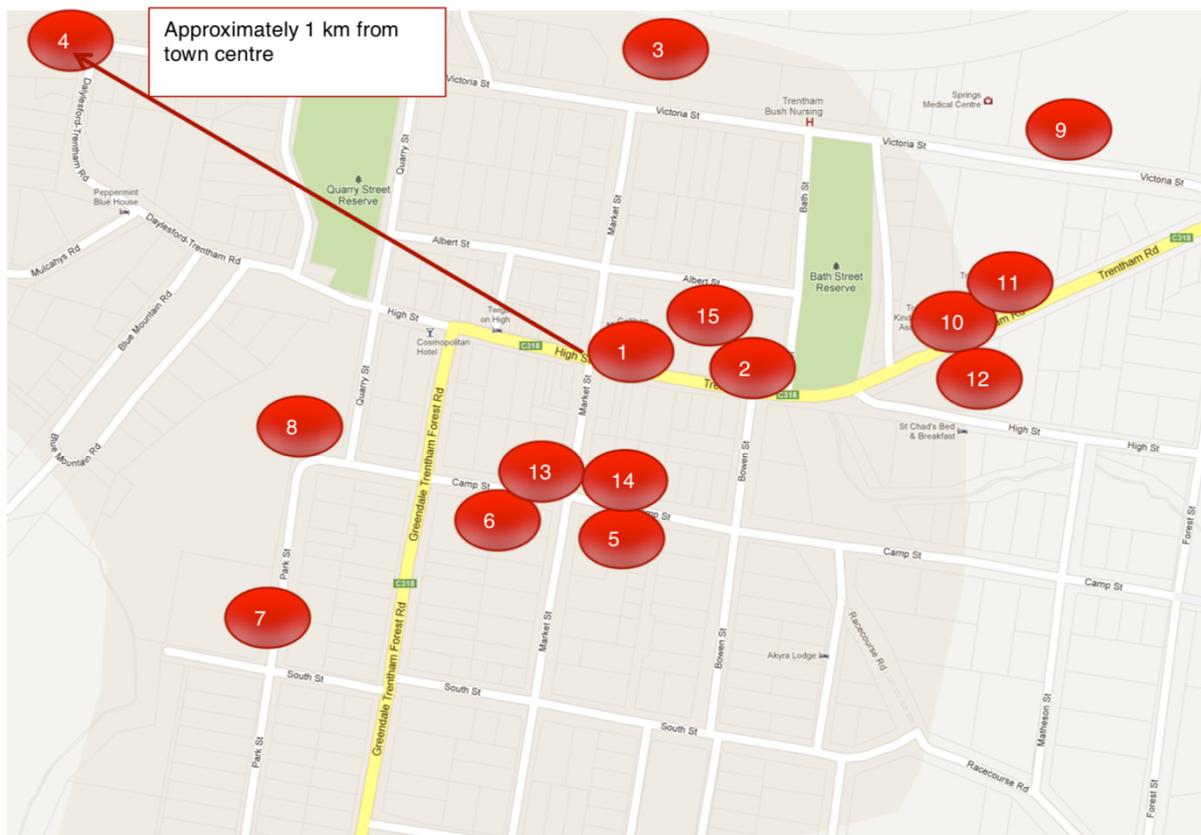
Brief DEVELOPMENT OF THE PLAN

Brief Overview of Community Facilities and Infrastructure

A full Facilities Review was conducted in 2013 and resulted in a comprehensive report (see Appendix 2). A simple map of facilities in Trentham is on page three of this plan.

A history of the development of the Mechanics Institute Hall/Community Centre is contained in Appendix 3. The only Council-owned land in Trentham is a parcel on Victoria Street, beside the Historic Railway Station.

MAP of FACILITIES in TRENTHAM



- | | | | |
|---|---------------------------------------|----|-------------------------------|
| 1 | Neighbourhood Centre | 8 | BMX/Skate Park |
| 2 | Mechanics Institute Hall | 9 | Medical Centre/Aged Care |
| 3 | Railway Station & Visitor Info Centre | 10 | Kindergarten |
| 4 | Sports Ground | 11 | Primary School |
| 5 | Uniting Church Hall | 12 | St Mary Magdalene Church Hall |
| 6 | Historic Police Precinct | 13 | CFA |
| 7 | Bowls Club | 14 | Swimming Pool & Tennis Courts |
| | | 15 | Library |

NB: The Appendices to this plan are on the Forum Website: <https://www.trenthamforum.com/>

GOALS for TRENTHAM - 2020 to 2024

1. COMMUNITY CENTRE

That Trentham has a Community Centre which is used for community activities, functions and events. It will be a town landmark because it includes the original community hall and is used by the whole community. The Community Centre will provide the services and facilities identified by the community as necessary to meet its needs.

2. ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE

That Trentham develops into an environmentally sustainable town that is able to meet the needs of its community. Any development will meet sustainable criteria developed by the community including the use of 100% renewable energy by 2029.

3 CHILD CARE

That childcare services in Trentham will meet the needs of the community and will be readily available to all who need these services in Trentham.

4. INFRASTRUCTURE and PLANNING

That Trentham has appropriate infrastructure (including its water supply) for its population and that this infrastructure is maintained and developed as the population changes. That the character of Trentham is officially recorded and any future development accords with the town's character. That Trentham has an approach to land use that takes into account diverse and sometimes competing uses of the land by agriculture, forestry, housing, business & recreation and include biodiversity conservation.

5. FIRE SAFETY

That Trentham residents are well informed and aware of the potential risk of fire and know what actions they need to take in the event of a fire emergency.

6. SPORT & RECREATION

That all residents of Trentham have access to appropriate sports & recreation facilities. Facilities will be upgraded regularly to meet the needs of an increasing and diverse population.

7. COMMUNITY & SUPPORT SERVICES

That Trentham is a community that supports and encourages community engagement. Residents are able to connect to and enjoy a wide range of stimulating activities & services. All residents, including the elderly, are to have access to appropriate health care, including in emergency situations. Appropriate public transport which meets the community's requirements is available.

ACTION PLAN PRIORITIES - 2020 TO 2024

#1: Community Centre:

Advocate for the completion of the Community Centre project within the time frame of this plan, in partnership with the Council and Project Advisory Group. Monitor the progress of the development to ensure that it meets the needs of the community.

#2 Childcare Centre:

On completion of the current Childcare project, monitor usage & community needs and advocate for adequate services.

#3 Infrastructure and Planning (Roads):

Work with Council Officers to identify roads and footpaths that require maintenance &/or upgrades and report particular areas of concern, including developing a program of regular line-markings, particularly in regard to safety in poor weather conditions (fog, rain, etc).

#4 Infrastructure (Water):

Maintain relationship and communication with Coliban Water; Ensure community knows how to report issues to Coliban Water; Advocate, together with Council, for alternative water supplies and collection storage methods.

#5 Infrastructure (Facilities):

Upgrade Community Facilities such as toilets, water bubblers, seating and barbecues to be adequate for the town's needs; Water bubblers to be installed at Town Square, Quarry Park, Memorial Park on Market St; BBQ to be installed in Memorial Park (in partnership with Freemasons); Upgrade toilets at Market St, Railway Station & Quarry Park.

#6 Environmental Sustainability and Climate Change:

Support the Trentham Sustainability Group to work with Z-Net and Council Officers to achieve long term sustainability for Trentham, including exploring alternative power supply options, waste management, food security (including local food production), farming practices and biodiversity.

#7 Sports and Recreation/Tourism:

Monitor the development of the sports complex noting that this complex will need to be expanded and upgraded so that it meets the needs of the community, particularly youth. Establish a walking trail from the town centre to the Falls along the most suitable route and to expand the walking/cycling track along the Rail Trail from Daylesford to Hanging Rock.

#8 Planning:

Ensure that the community is kept informed of changes to the Hepburn Shire Planning Scheme* and that the community has the opportunity to be heard in relation to these changes.

(*as approved pursuant to *The Planning and Environment Act 1987*)

12.12. HEPBURN HUB AT THE REX: PROJECT UPDATE REPORT JULY 2020 DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Director Infrastructure and Development Services, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is:

- to provide an appropriate level of information to allow Council to properly monitor the progress of the project against the Project Plan endorsed on the 18 February 2020.
- to acquit Council's resolution that management provide periodic reporting to Council on the progress of the Hepburn Hub at the Rex.

SUMMARY

The development of the Hepburn Hub at the Rex (the project) has recommenced under the administration of the Project Control Group (PCG) in accordance with the resolutions of the 18 February 2020.

In summary, the total project scope, budget and program remain unchanged from those approved by Council. The management of the program and budget within the parameters provided by Council is a key risk that is being managed.

The works have been divided into two stages

- The first stage, known as Early Works, includes resolving the issues identified by the Relevant Building Surveyor as outlined in the Building Notice received by council on the 10 March 2020.
- The second stage, known as Main Works, includes the preparation of documents so that the works can be tendered and constructed.

Stage 1

The principal consultant has commenced on the resolution of the building permit issues associated with Stage 1. It is intended this stage shall be resolved prior to the commencement of Stage 2. Any works required shall be procured in accordance with Council's Procurement Policy.

Stage 2 Design and Tender

In terms of Stage 2, the design has been completed and the tender documents issued to market and advertised recently in the Ballarat, Bendigo and Melbourne papers and Councils e-tender portal.

There has been a positive response in line with the advice received from the quantity surveyor (construction cost estimator) that: the current market conditions are positive for those seeking tender offers such as this one being sought by council. On this basis, it is likely a competitive tender offer shall be received for Council's consideration.

At this stage several days have been set aside to allow prospective tenderers to assess the site. Each group has been allocated a specific time for their inspection in line with council's response to current pandemic to ensure social distancing is adhered to.

In accordance with Council's Procurement Policy no further advice shall be provided to Council until tenders are received, the tender assessment process completed and a report made to Council for decision. Currently, four (4) weeks have been allowed for tender responses to be received so it is likely that the procurement process will be completed and a recommendation presented to Council for decision at the September meeting. This is one month later than previously envisaged.

In terms of the overall budget there are two key risks being managed. The first is the value of the existing Work in Progress associated with Stage 1 as it may impact the cost of the Stage 2 works required to complete the project.

The second area are the costs associated with changes in the scope from the works outlined in the 2017 Building Permit used to develop the budget estimate.

To ensure the project is fit for purpose, officers have met with various stakeholder groups to ensure their requirements have been properly included in the design. This process has now been completed and assessment made by the quantity surveyor. Although this identified that significant additions were required to be included in the design these have been carefully offset by a similar amount of savings of non-essential elements. The overall budget has not been impacted by this redesign process.

In terms of Stage 1, a high level estimate of the value of the works have been completed and it is envisaged that a market value shall be confirmed upon the receipt of the tenders.

The issues identified by the building surveyor are now being attended to by the consultant team and addressed as required on the site. It is envisaged that a Certificate of Final Completion shall be obtained before the stage 2 works are commenced to close off these issues.

Further, an amendment to the planning permit is required to accommodate the recent changes in the design. This application is currently being prepared and shall be submitted for assessment.

BACKGROUND

On the 18 February 2020 Council endorsed the Project Plan for the Hepburn Hub at the Rex setting out the governance for the project. This included the project scope, budget, funding, program and management.

In summary, the Project Scope includes a library, community auditorium, coworking space, customer service and council offices. The Project Budget is

\$6.390M and it is scheduled to be completed by the 8 April 2021 with occupation following on the 21 April.

Further in terms of management and reporting Council resolved the following:

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

This report represents the acquittal of this resolution of Council

DISCUSSION

As at the end of June the Project Control Group advises that: the project scope has slightly reduced to 2,052 Sqm of enclosed space; the budget remains \$6.390M and; the Date for Practical Completion of construction remains at the 8 April 2021. (Refer **Table 1** below).

Table 1 Project Plan Summary

Project Metric	Current Endorsed Metric	Current Forecast Outcome	Current Forecast Variance
Project Scope (Enclosed Area)	2,166 Sqm	2,052Sqm	-114 Sqm
Project Budget (Estimate Cost)	\$6.390M	\$6.390M	NIL \$M
Project Program (Date for PC)	08/04/21	08/04/21	NIL Weeks

Project Scope

The current forecast functional areas have been endorsed by Council at the February and June 2020 meetings.

Although there has been no change to these areas, within this overall constraint there has been significant amendments to the quality of the design. These additions have been balanced against identified savings so that that they have been accommodated within the overall project budget.

In addition to these changes, a number of options have now been identified and included in the tender documents particularly to allow for:

- the replacement of the metal roof to the frontage, located behind the parapet to ensure it is watertight;
- works required to obtain certification of the ‘tanking’ to the rear carpark forming the roof of the office are.
- The replacement of the perimeter screens to the roof carpark.

These additions shall be assessed by Council once the tender assessment process has been completed.

The current forecast areas endorsed by Council are outlined in the table below. (Refer **Table 2** below)

Table 2 Project Scope Summary

Project Element	18/02/20 Endorsed Area Sqm	Current Endorsed Area Sqm	Current Forecast Area Sqm	Current Forecast Variance Sqm
Council Offices	1,055	944	944	-111
Customer Services (Council Office)	-	122	122	+122
Library	300	348	348	+48
Community Auditorium	100	106	106	+6
Tenancies 1, 2 & 3	130	111	111	-19
Tenancies 4	136	136	136	NIL
Entry & Amenities	445	285	285	NIL
Enclosed Area	2,166	2,052	2,052	-114
Carpark	1,344	1,298	1,298	-46
Open Space	120	120	120	NIL
External Space	1,464	1,418	1,418	-46
Total	3,630	3,470	3,470	-160

Approximate areas based on the functional brief.

Scope Risks

The stakeholder engagement process has sought to identify all the significant stakeholder issues to ensure these are now included within the design issued for tender.

There remain some technical issues that are likely to require a response, particularly to ensure the existing structure is water tight. Tender options have been included in the Request for Tender to ensure a market price is obtained to attend to these issues. It is intended the response and officer assessment shall be submitted to Council for decision as part of the tender process.

Project Budget

The forecast cost to complete the project remains unchanged at \$6.390M. This budget was based on the 2017 Building Permit documents (refer **Table 3** below).

In terms of the Stage 2 documents prepared to complete the project a value management process has now been completed by the quantity surveyor. This includes an assessment of the recent changes associated with the stakeholder engagement process. This process has confirmed that the cost associated with these required additions has been balanced against identified savings associated with the deletion of non-critical elements.

In addition, the estimated cost of loose furniture, fittings and equipment (FFE) has now been confirmed with ICT pending.

Table 3 Project Budget Summary

Estimated Project Budget	18/02/20 Endorsed Budget \$M	Current Endorsed Budget \$M	Current Forecast Cost \$M	Current Forecast Variance \$M
Construction Costs (including contingency)	\$5.117	\$5.117	\$5.117	\$NIL
Consultants	\$0.871	\$0.871	\$0.871	\$NIL
FFE/ICT	\$0.402	\$0.402	\$0.402	\$NIL
Total Project Budget	\$6.390	\$6.390	\$6.390	\$NIL

Budget Risks

The risks to this forecast are being managed by the PCG within the endorsed budget. They are associated with:

- the assumptions upon which the budget calculation relied
- the alignment of the Stage 2 tender prices with the cost plan estimate

It is considered likely that due to the current competitive market conditions that the cost plan estimates for Stage 2 are likely to be aligned with the cost plan estimate. This will be confirmed upon the receipt of tender offers by council.

The largest budget risk remains the true value of the work in progress. A high-level review indicates that the value if the work in progress based of historic costs may be higher than the true market value. This will be confirmed upon receipt of the tenders for Stage 2 and assessed at that time as part of the overall tender process.

Project Program

The endorsed *Date for Practical Completion* is 8 April 2021 and remains unchanged although the delay of one month to the tender processes may affect the construction commencement and end date. (Refer **Table 4** below). The other variances to the program dates have been endorsed at June Council meeting.

It should be noted that although a current approved planning permit is in place, a planning permit amendment will now be required to accommodate the recent minor changes in the design. This may have an impact on the program, however, at this stage the impact cannot be determined until the application has been submitted and assessed by the Planning Authority and the response received.

The Date for Practical Completion of the building works shall be confirmed with much more certainty once the tender responses have been received and assessed. This may affect the forecast end date below and will provided to Council for its consideration as part of the tender approval process.

Table 4 Project Program Summary

Project Stage	W	18/02/20 Endorsed Start Date	18/02/20 Endorsed End Date	Current End Date	Current Variance Weeks
Council Endorsement of Project Plan			17/12/19	18/02/20	8 Weeks
Documentation	12	07/01/20	30/03/20	3/05/20	8 Weeks
Tender	12	30/03/20	16/06/20	15/09/20	12 Weeks
Mobilisation	4	16/06/20	14/07/20	14/10/20	12 Weeks
Construction	42	14/07/20	08/04/21	08/04/21	NIL
Occupation	1	08/04/21	15/04/21	15/04/21	NIL
	71				

Program Risks

The risks associated with the program are that:

- the tender will not be presented to Council to let the contract prior to the initiation of the caretaker period on Tuesday 22 September 2020, delaying acceptance until after its completion on Saturday 24 October 2020.
- the construction period offered in the successful tender will be longer than the 8 months allowed in the program delaying occupation.
- the planning amendment process will delay the commencement of construction.

These risks shall be monitored and reported to Council monthly.

NEXT STEPS

Foreshadowed activities include:

- Building works to be (re) commenced to: rectify the non-conforming issues identified in the Building Notice; to achieve certification from key contractors and; to obtain a Certificate of Final Inspection.
- Outstanding contractual commitments from the earlier works to be settled and finalised prior to the Stage 2 works commencing.
- Completion of the Stage 2 tender process.
- Preparation of a Planning Amendment for submission to the Planning Authority.
- Finalisation of Building Permit for the proposed Stage 2 works.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

A survey of the project has reconfirmed its alignment with the strategic objectives outlined in the Council Plan, in particular:

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Action:

- 1.8 *“Implement the Hepburn Hub at The Rex and Daylesford Town Hall to deliver improved community spaces including theatre, swimming pool, library, meeting rooms and council services.”*

FINANCIAL IMPLICATIONS

On the 18 December 2020 Council resolved:

12.7.7 Adopts a Project Budget of \$6.390M which is inclusive of the Community Auditorium seating.

12.7.8 Notes the current Project Funding of \$3.378M including expenditure of \$1.695M and residual funding of \$1.682M (as at the 30 June 2019).

12.7.9 Notes the required additional project funding of \$3.012M and refers this to the forward capital works plan for consideration in the 2020/21 budget process.

12.7.10 Agrees this additional funding will be financed through a loan facility.

Provided the forecast project costs remain within the project budget and funding there shall be no further financial implications for council. This risk is being managed by the Project Control Group and monitored by Council at each meeting.

RISK IMPLICATIONS

Now the Project Plan has been endorsed the project risks are associated with deviations from the endorsed scope, budget and program.

- Scope Risk: That the scope will deviate from the endorsed scope
- Budget Risk: That the budget will deviate from the endorsed budget
- Program Risk: that the timeline will deviate from the endorsed program

These risks are being managed by the PCG and monitored by council monthly.

The other risks are associated with the procurement of the project and are associated with technical and contractual issues. These risks include among other things:

- Acceptance Risk: that the stakeholders do not accept the built facility as fit for purpose
- Design Risk: that the design does not encapsulate the scope accurately
- Procurement Risk: that the tendered prices do not reflect the construction budget.
- Construction Risk: that the building works deviate from the design documents

These risks are being managed by the PCG and monitored by council monthly.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The project is expected to derive a number of social, environmental and economic benefits for Council and its community. The project will:

- deliver improved Council services and community outcomes,
- be more cost efficient for Council and its ratepayers,
- be accessible to all,
- demonstrate environmental sustainability initiatives.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The community has been notified of council's decision to recommence the project at the 18 February meeting.

Further, meetings have been held with all the stakeholder groups to ensure that their requirements are included in the Functional Brief. This includes the Daylesford Cinema to ensure their technical requirements are accommodated.

The feedback from all the internal and community stakeholders has been positive and reflect an eagerness to see the project completed. The general arrangement drawings have now been endorsed by the PCG and issued for tender.

CONCLUSION

The Request for Tender has been issued for Stage 2 and site inspections have commenced.

Once tender offers are received these shall be assessed and presented to Council for decision. This should also provide a market valuation of the current work in progress.

A planning permit amendment application shall be made to include the recent and minor changes in the design

OFFICER'S RECOMMENDATION

That Council:

- 12.12.1. receives and notes the report;
- 12.12.2. endorse the changes to the tender commencement and end dates.

MOTION

That Council:

12.12.1. receives and notes the report;

12.12.2. endorse the changes to the tender commencement and end dates.

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

12.13. CONTRACT HEPBU.RFT2020.88 – SUPPLY, CARTAGE AND DISPOSAL – BULK BINS

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Manager Environment and Waste, I David Watson have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider awarding contract HEPBU.RFT2020.88 – Supply, Cartage and Disposal of Bulk Bins.

BACKGROUND

Bulk bins (hook lift bins) are used at all transfer stations to house and transport waste and recyclables.

The bulk bin service includes:

- Bulk bin rental
- Bulk bin transport to landfill and landfill fees
- Bulk bin transport to recycling facilities

Before 1 April 2020, landfill bulk bins at all transfer stations were emptied for consolidation at the Daylesford MRF. Following the decision at the March Ordinary Council Meeting, kerbside residual waste is no longer consolidated at the MRF and instead is taken directly to landfill.

This contract will be in accordance with the change to kerbside residual waste collection.

ISSUE/DISCUSSION

Tenders were invited via public advertisement on Council's e-tender portal and by advertisement in the Advocate and the Ballarat Courier in accordance with Council's Procurement Policy.

The closing date for acceptance of submissions was 8 July 2020. Three tender submissions were received.

Tender submissions were evaluated on 10 July 2020 by an evaluation panel consisting of:

- Simon Mennie – Coordinator Waste – Chairperson
- Danielle How- Manager Finance
- Stuart Ritchie – Coordinator Facilities

The Evaluation Panel evaluated the tenders received against the following criteria and weightings:

Criteria	Weighting
Price / Rates for Service	50%
Service Delivery Capabilities & Experience	25%
Operational Management Systems	20%
Local Contribution	5%
Total	100%

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The procurement of municipal waste disposal services will be conducted in accordance with Council's Procurement Policy and section 186 of the Local Government Act, 1989.

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

5. Minimise waste to landfill and implement additional options for recycling. Demonstrate leadership and support the community to reduce waste creation

FINANCIAL IMPLICATIONS

This decision represents a decrease in cost compared to the previous service.

RISK IMPLICATIONS

There are no risk implications associated with this decision.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Bulk bins for recyclables will include a lid/cover to reduce the amount of wind-blown litter such as plastic bags.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No specific community engagement has been undertaken as part of this procurement process however Council has been working with residents in Ajax road, Daylesford over an extended period on improvement opportunities for these facilities. A reduction in wind-blown litter into neighbouring properties will be welcomed by residents.

CONCLUSION

Following a formal tender process and detailed evaluation of received tenders, the preferred tender has been identified as per the Confidential Tender Evaluation Report.

OFFICER'S RECOMMENDATION

That Council:

12.13.1. Award contract HEPBU.RFT2020.88 – Supply, Cartage and Disposal of Bulk Bins to Suez.

12.13.2. Authorise the Chief Executive Officer and the Mayor to sign and seal the contract documents.

MOTION

That Council:

12.13.1. Award contract HEPBU.RFT2020.88 – Supply, Cartage and Disposal of Bulk Bins to Suez.

12.13.2. Authorise the Chief Executive Officer and the Mayor to sign and seal the contract documents.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 19 -CONFIDENTIAL - TENDER EVALUATION REPORT -
HEPBU.RFT2020.88 - BULK BINS (ISSUED TO COUNCILLORS UNDER
SEPARATE COVER)**

**ATTACHMENT 20 -CONFIDENTIAL - TENDER EVALUATION MATRIX -
HEPBU.RFT2020.88 - BULK BINS (ISSUED TO COUNCILLORS UNDER
SEPARATE COVER)**

12.14. CONTRACT HEPBU.RFT2020.84 - REQUEST FOR TENDER FOR ANGUS STREET CLUNES COMMUNITY LIVEABILITY PROJECT STAGE 2 DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Manager Operations, I Tristan May have no interests to disclose in this report.

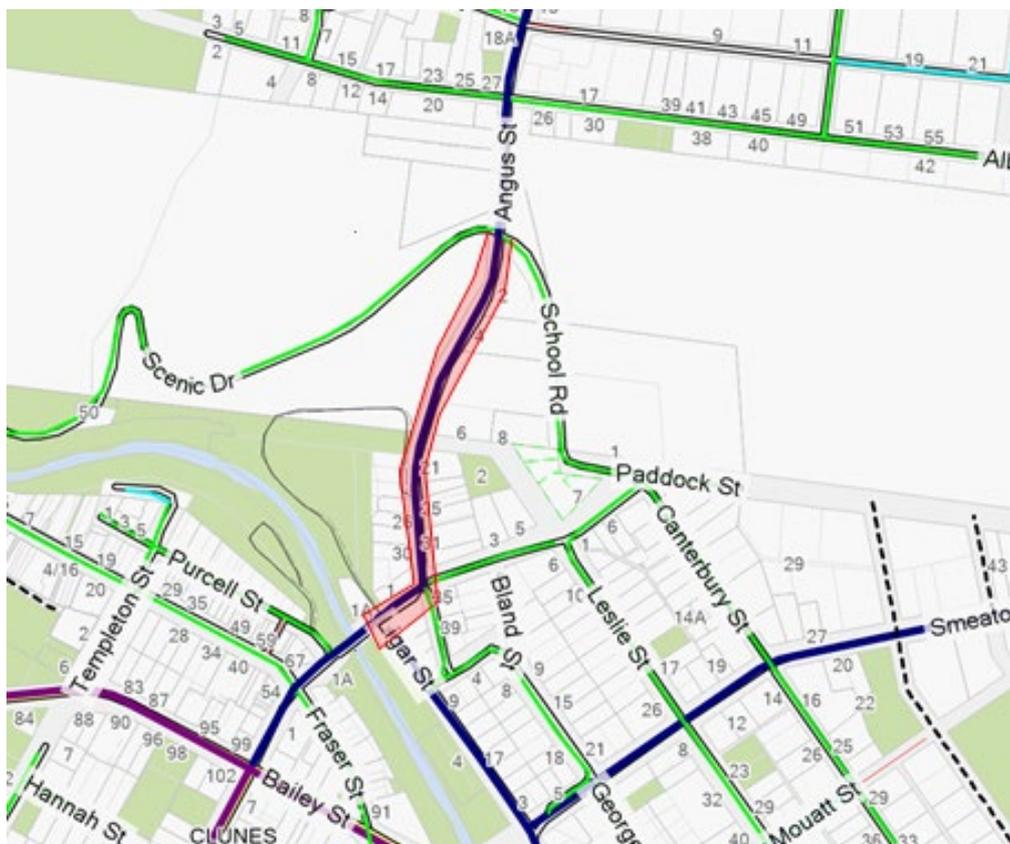
PURPOSE

The purpose of this report is for Council to consider awarding Contract HEPBU.RFT2020.84 for Angus Street Clunes Community Liveability project Stage 2.

BACKGROUND

A report was presented to the May Ordinary Meeting of Council which identified savings through the 2019/2020 Fixing Country Roads Program. The savings were used to extend the scope of the Back Glenlyon Rd, Road Rehabilitation Project with the remaining funds to be utilised for this project.

The scope of works involve the construction of 500m of concrete footpath between Scenic Drive and Ligar street in Clunes with associated kerb and drainage upgrades.



ISSUE/DISCUSSION

The tender was publicly released through Council's Tenders.net portal from Wednesday the 17 June 2020. The closing date for acceptance of submissions was Tuesday the 30 June 2020 and six (06) tender submissions were received. The tender submissions were evaluated by an evaluation panel consisting of:

Name	Title
Chair: Paul O'Leary	Project Engineer- Infrastructure
Tim Powell	Coordinator Engineering
Mark Young-Harvey	Safety Systems Facilitator

The Evaluation Panel evaluated the tenders received against the following criteria:

Criteria	Weighting
Price	50%
Budget Hurdle (\$225,000)	Pass/Fail
Response to Specifications	Pass/Fail
Risk/OHS/Quality Management	15%
Experience and Qualifications: Confidence in ability to Deliver the Project	15%
Experience and Qualifications: Key Staff and Resources Available	5%
Business and Financial Capacity	5%
Local content	5%
Sustainability	5%
TOTAL	100%

The outcome of the tender evaluation is detailed in the attached Confidential Tender Evaluation Report.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

1.12 – Deliver walking and cycling priority projects, including asset renewal works and expansion of footpaths and multi-use trails.

FINANCIAL IMPLICATIONS

The funding for this project will be drawn from the Fixing Country Roads Round 2 Program in the 2019/2020 Infrastructure program as a result of savings achieved on other projects.

All anticipated expenditure is within the remaining savings of \$225,000 and has been assigned to this project.

The financial review of this tender is detailed in the attached Confidential Tender Evaluation Report.

RISK IMPLICATIONS

There are no expected risk implications. The expected construction related risks shall be addressed in pre-commencement site meetings and mitigated by managing the work site and providing traffic management in accordance with AS 1742.3.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no negative social implications anticipated for this project. The construction of this path will provide compliant access to the Northern parts of Clunes and link to the previously constructed footpath along School Road.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Directly affected property owners will be informed prior to construction.

Visual Message Boards will be installed prior to works to alert drivers to future disturbances and detours as well as social media messages.

CONCLUSION

Following a formal tender process and detailed evaluation of received tenders, the preferred tender has been identified as per the Confidential Tender Evaluation Report.

OFFICER'S RECOMMENDATION

That Council:

12.14.1. Award Contract HEPBU.RFT2020.84 Angus Street Clunes Community Liveability Stage 2 to Ontrack Earthworks PTY LTD for the value of \$167,618.37 excluding GST

12.14.2. Authorise Council Officers to make variations and additions to the Contract, in excess of the awarded contract value, within Officer Delegation and approved budgets.

12.14.3. Authorise the Chief Executive Officer and Mayor to sign the and seal the contract documents.

MOTION

That Council:

12.14.1. Award Contract HEPBU.RFT2020.84 Angus Street Clunes Community Liveability Stage 2 to Ontrack Earthworks PTY LTD for the value of \$167,618.37 excluding GST

12.14.2. Authorise Council Officers to make variations and additions to the Contract, in excess of the awarded contract value, within Officer Delegation and approved budgets.

12.14.3. Authorise the Chief Executive Officer and Mayor to sign the and seal the contract documents.

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 21 -CONFIDENTIAL - TENDER EVALUATION REPORT
HEPBU.RFT2020.84 - ANGUS ST CLUNES COMMUNITY LIVEABILITY
STAGE 2 (ISSUED TO COUNCILLORS UNDER SEPARATE COVER)**

12.15. RECORD OF ASSEMBLIES OF COUNCILLORS

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith have 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:

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

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

Date	Committee Name	Location
23 April 2020	Mineral Springs Reserves Advisory Committee	Via video conference
19 May 2020	Reconciliation Action Plan Advisory Committee	Via video conference
16 June 2020	Councillor/CEO Meeting	Via video conference
16 June 2020	Pre-Council Meeting Briefing	Via video conference
18 June 2020	Municipal Emergency Management Planning Committee	Via video conference
22 June 2020	Mineral Springs Reserves Advisory Committee	Via video conference
23 June 2020	Councillor Briefing	Via video conference

7 July 2020	Councillor Briefing	Via video conference
14 July 2020	Councillor Briefing	Via video conference

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

12.15.1. That Council receives and notes the Records of Assemblies of Councillors

MOTION

12.15.1. That Council receives and notes the Records of Assemblies of Councillors

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

**ATTACHMENT 22 -RECORDS OF ASSEMBLIES OF COUNCILLORS
(ISSUED UNDER SEPARATE COVER)**

13. COUNCIL ADVISORY COMMITTEES

13.1. MINUTES OF ADVISORY COMMITTEES

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith 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 Reserves Advisory Committee Meeting held 23 April 2020
- Mineral Springs Reserves Advisory Committee Meeting held 22 June 2020

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 Reserves Advisory Committee Meeting held 23 April 2020
- Mineral Springs Reserves Advisory Committee Meeting held 22 June 2020

MOTION

That Council:

13.1.1. Receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:

- *Mineral Springs Reserves Advisory Committee Meeting held 23 April 2020*
- *Mineral Springs Reserves Advisory Committee Meeting held 22 June 2020*

13.1.2. Following recommendation from the Mineral Springs Advisory Committee, recommend that Council seek heritage recognition and protection of Lake Daylesford Central Springs Reserve and Lake Jubilee Reserve

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

14. CLOSE OF MEETING

The meeting closed at 11:19pm.
